

Lancashire Adult Learning ICT offer for schools

Family Learning ICT

The Family ICT Framework is designed for parents who need to develop their ICT skills and aims to help parents support their children's learning. The term parent is used, but it is assumed that this includes mothers, fathers, carers, grandparents – whoever has a key caring role for the child.

These programmes aim to:

- Develop the ICT skills and knowledge of both the parent and child participants
- Enable parents to be more active in the support of their children's learning and development and to understand the impact of that support.

ICT for parents

The ICT for parent's framework is taken from our general ICT offer to support parents who need to develop their ICT skills. Once parents have built confidence in their own ICT skills they can then support their children with theirs. We run a number of ICT courses both accredited and non-accredited, below is just a selection of what we have to offer. If you would like to see the full range of courses we have please do get in touch. We can also create a bespoke course to meet your needs of a specific group.

These programmes aim to:

Develop the ICT skills and knowledge of parents so they can then support their children's learning and development

Entry Requirements for all courses

To attend these courses learners should be able to follow verbal and written instructions in English at Entry Level 3 or above with exception of CSOL (Computers for Speakers of other Languages).

English Entry 3 descriptors include: Use short paragraphs, proof read and correct spellings, skim read to work out information, write legibly, spell correctly a wide range of common words and sentences make sense.

Family Learning ICT (Parents and children learning together)

Course	Target Group	Recommended Number of Hours	Course description	Course Objectives	Progression Opportunities
Coding in the Class	For parents and children in KS2. For this course to run we need a minimum of 8 families to attend	2.5 hours 1 week	This single session course will introduce learners to the subject of computer coding and how it's being taught in the classroom. Topics will include Scratch Jr, Daisy Dinosaur, Lego Robotics and the BBC micro:bit. Children can join the second half of the session to show their parents how they are using the applications and to encourage interactivity between parent and child.	<ol style="list-style-type: none"> 1. Define some key terms used in teaching children about coding. 2. Discover and use different coding applications that your child is, and will potentially be using in the future. 3. State how you will use what you have learned on the course, in the future. 4. Demonstrate that you can actively support your child in a learning experience. 5. Identify further learning opportunities and aspirations. 	Digital Families
Apps in the Class	For parents and children in KS2. For this course to run we need a minimum of 8 families to attend	2.5 hours 1 week	This single session course will introduce learners to the apps being used with their children in the classroom. As schools use different apps the session will be tailored to the individual school. Children can be invited to the second half of the session to show their parents how they are using apps and to encourage interactivity between parent and child.	<ol style="list-style-type: none"> 1. Define some key terms used when teaching children about Apps 2. Discover and use applications that your child is using in the classroom. 3. State how you will use what you have learned on the course, in the future. 4. Demonstrate that you can actively support your child in a learning experience. 5. Identify further learning opportunities and aspirations. 	Digital Families
Digital Families	For parents and children in KS1 and KS2. For this course to run we need a minimum of 8 families to attend	2.5 hrs 6 weeks	<p>During this free course you will have the opportunity to explore how KS1 and KS2 children are taught to code, use applications and websites in the classroom, and understand how to keep you and your child safe online so that you are better equipped to support your children with their learning outside of the classroom.</p> <p>In order to attend this course you should be able to follow verbal and written instructions in English at Entry Level 3 and above</p>	<ol style="list-style-type: none"> 1. Understand what is meant by 'applications' and know some key terms used in teaching this subject. 2. Use resources to develop your practical skills for using applications and websites. 3. Understand what is meant by online safety. 4. Define some key terms used in teaching children about online safety. 5. Identify how to keep a child safe online. 6. Use resources to develop your practical skills in coding. 7. Demonstrate that you can actively support your child in a learning experience 8. List 2 ways you have developed your confidence in supporting your child's learning & development during this course 9. Identify further learning opportunities and aspirations 	Other Wider Family Learning courses Family English, Maths and Language courses (FEML) Functional Skills ICT Functional Skills English or Maths

ICT for parents (Courses where parents study without their children)

Course	Target Group and level	Recommended Number of Hours	Course description	Course Objectives	Example Progression Opportunities
Keep your Child Safe Online	This course is for parents of children aged up to 11 years. This is a parent only course. For this course to run we need a minimum of 8 parents to attend	2.5 hrs 1 Week	Worried about what your child is doing online and unsure how to protect them. This taster session aims to give parents an overview of how to help keep their child safe online, including practical tips and advice.	<ol style="list-style-type: none"> 1. Demonstrate an awareness of what is meant by e-safety and state 3 key terms 2. Identify the potential online threats and list ways to prevent abuse to keep you and your child safe 3. Set parental controls on various devices 4. Identify some useful websites to keep your child safe and how to access further help and support 5. Identify further courses to support your progression in the subject 	Other ICT courses Functional Skills ICT, English & Maths Family Learning Courses Tips to protect your finances and family on line
Qualifications					
Course	Target Group and level	Recommended Number of Hours	Course description	Course Objectives	Example Progression Opportunities
ICT Functional skills assessment and taster session	Target Group Learners who would like to develop a broad range of IT skills to support them in everyday life and work and gain a qualification Level Various ICT skills Entry Level 3 English	2.5 hrs 1 Week	This course enables participants to find out more about Functional Skills ICT. It prepares participants for the course as well as assessing peoples understanding and level. Learners will also be able to experience what it is like to be taught ICT and see how the course will be delivered. Learners will learn elements of how to keep themselves safe online and by the end of the course decide if they want to enrol on a Functional Skills ICT course or other courses we have to offer.	<ol style="list-style-type: none"> 1 Identify what Functional skills ICT is and how the course will be delivered. 2 Complete an initial assessment to ascertain what level of functional skills ICT you may be studying 3 Identify what makes a 'secure' website and how this protects you 4 Discuss why creating a secure password is important and what elements you need to ensure your password is secure 5 Identify which Functional Skills course you want to attend and further courses to support your progression 	Introduction to Functional Skills <ul style="list-style-type: none"> • Functional Skills Entry 1 • Functional Skills Entry 2 • Functional Skills Entry 3 • Functional Skills Level 1 • Functional Skills Level 2 Functional Skills English, Maths and ESOL Other ICT courses
ICT Functional Skills Course	Target Group Learners who would like to develop a broad range of IT skills to support them in everyday life and work and gain a qualification Level Various ICT skills Entry Level 3 English	All year 2.5 hours a session Learners can join at any point of the year if there is available space in class	Functional Skills ICT (Information & Communication Technology) supports you to develop your ICT skills to help you in your everyday life at home and at work. This class supports people at different levels and learners have the opportunity to develop their skills by working through the City and Guilds ICT Functional Skills curriculum. Participants will complete a number of activities at the start of the course to establish their level of competence. They will then start to work through the course at their level.	The qualification is called, 'City & Guilds Functional Skills ICT' and the following levels are available: Entry level 1, Entry level 2, Entry level 3, Level 1 and Level 2. Various skills are developed at each level and participants learn the following subjects: <ul style="list-style-type: none"> • Using a computer and file management • Emails • Internet • Word • Excel • Power Point • Access Participants will also develop other skills which are useful at work and in everyday life: English, Maths, problem solving, working with others, teamwork and communication.	<ul style="list-style-type: none"> • Functional Skills Entry 2 • Functional Skills Entry 3 • Functional Skills Level 1 • Functional Skills Level 2 Functional Skills English, Maths and ESOL
Tips to protect your finances and family on line	Target Group Learners who would like to learn more about keeping themselves safe online. Level Various ICT skills Entry Level 3 English	8 hrs 4 weeks	This course has been designed to support parents who use the internet. With the internet becoming more of part of everyday life it is vital that you keep yourself protected against potential threats that you may be or already have been exposed to. According to the UK's fraud protection service approximately "80% of identity fraud in the first three months of this year was either attempted or perpetrated online, with many of us unwittingly leaving ourselves exposed" (Wright, 2015). This course will help set you on your way to being safer and more vigilant on the internet and protecting yourself and your family from being a victim of online crime.	<ol style="list-style-type: none"> 1. Identify what makes a 'secure' website and how this protects you 2. Analyse settings that can have an impact on your online security 3. Demonstrate an awareness of the concepts- Phishing, Spam and Scams for your safety online 4. Identify what Firewalls and Virus Protection are and why you need them on your computer 5. Create and use strong passwords to enable a secure access point to your personal information 6. Recognise security settings on websites/social media you and your family regularly use 7. Demonstrate 5 ways to keep safe online 	Other ICT courses Functional Skills ICT English and Maths
Saving money through internet shopping		8 hrs	This course will introduce Learners to how to save money through internet shopping, looking at how to	1. Identify the security issues related to shopping online	Other ICT courses Functional Skills ICT English and Maths

	<p>Target Group Learners who are on a budget and would like to save money by shopping online</p> <p>Level Various ICT skills Entry Level 3 English</p>	4 weeks	use comparison websites including 'go compare' & 'moneysupermarket'. Learners will be able to register and join a cash back and voucher discount websites.	<p>2. Describe the process involved with shopping online</p> <p>3. Search for and select specific items using different websites</p> <p>4. Use comparison websites to find the best deals</p> <p>5. Register with a 'cash' back website</p> <p>6. Search and register with 'voucher/discount' sites</p>	
Social networking for the terrified	<p>Target Group Learners who are not using Social Networking sites</p> <p>Level Various ICT skills Entry Level 3 English</p>	10 hrs 5 weeks	This course will guide you to appreciating social media and show you how it can relate to you in your everyday life. It will enable you to keep in touch with family and friends and potentially create a broader social network. You will be guided through the benefits of using various social media platforms such as Facebook, Twitter, Instagram, Google plus. This will also support you to access a vast amount of valuable information that is available. Coming to this course will banish those fears and uncertainties about social media.	<p>1. Explain what Social Networking is and how it can benefit you.</p> <p>2. Recognise three popular Social Networking sites and explain their benefits to you.</p> <p>3. Choose an appropriate site of interest to you.</p> <p>4. Activate a Social Networking Site of your own.</p> <p>5. Sign in, independently and successfully to your chosen social Networking site.</p> <p>6. Protect yourself and family online by setting privacy, security and general settings.</p> <p>7. Find and/or invite people you know to join your network.</p> <p>8. Use common functions of your chosen site to build your confidence.</p> <p>Identify Information and Advice on future progression routes</p>	Other ICT courses Functional Skills ICT English and Maths
Make the most of your tablet	<p>Parents who do not have a computer and prefer to use their tablet or phone</p> <p>Level Beginners Entry Level 3 English</p>	2.5 hrs a week	For learners who are new to using tablets and smartphones and wish to expand their knowledge and use of more of their features. Learners will have the opportunity to choose and install, and use a wide variety of Apps (eg TV catch up, bus/train timetables, maps, games, music, news and social media), use iCloud and review security features and settings.	<p>1. Connect to the Wi-Fi</p> <p>2. Identify the ports and buttons of the device you have and their function</p> <p>3. Use the App store to search for and download apps describing how to purchase items</p> <p>4. Review general and security settings</p> <p>5. Discuss e-safety and staying safe online</p> <p>6. Use Safari to search the Internet</p> <p>7. Use the Mail app to send and receive emails</p> <p>8. Use the Camera and Photos apps to take, store and share photographs</p>	Other Computer courses ICT Functional Skills Family Learning Courses Functional skills in English, maths Work Club for people who are unemployed

Beginners Courses

ICT essentials	<p>Parents who want to develop basic ICT skills when using a computer, but do not want a qualification</p> <p>Level Beginners Entry Level 3 English</p>	2.5 hrs 10 weeks	This course focuses on the core basic ICT skills to enable people to develop confidence in using ICT to support them in everyday life. You will look at various elements e.g. email, internet, file management, word processing, keeping yourself safe online. The course will be personal to the individual and learners will be able to learn the skills they want to learn and do not need to cover all topics if they do not wish to. If learners want to develop further skills they will be signposted to other courses.	<p>1. At the end of the course you will be able to:</p> <p>2. Describe three key risks associated with staying safe online</p> <p>3. Explore how the internet could benefit you</p> <p>4. Use a personal email account</p> <p>5. Create and edit a document using Microsoft Word</p> <p>6. Save work in an appropriate storage area</p> <p>7. Create a spreadsheet using Microsoft Excel</p>	Other ICT courses Functional Skills ICT English and Maths
Computers for Beginners- Internet	<p>Parents who want to learn to use the internet effectively</p> <p>Level Beginners Entry Level 3 English</p>	2.5 hrs 6 weeks	This course is designed to allow you to gain confidence in the use of the computer by completing various tasks through the internet which relate to real life.	<p>1. Identify three key safe practices when using the internet</p> <p>2. Use a mouse to navigate to an area, point and left click</p> <p>3. Enter text, numbers and punctuation using the keyboard, recognising and use the following keys appropriately: spacebar, enter, backspace, shift, arrow keys and caps lock</p> <p>4. Access a variety of websites by entering their address</p> <p>5. Browse a web site using the scroll bar, and hyperlinks</p> <p>6. Find specific information using search engines</p> <p>7. Print information, where available</p>	Other ICT courses Functional Skills ICT English and Maths
All About Emails	<p>Parents who want to learn to use email effectively</p> <p>Level Beginners Entry Level 3 English</p>	2.5 hrs 6 weeks	This course is a gentle and non-stressful introduction to using Email and may be progression from Computers Beginners - Internet course. You will gain confidence in using the mouse and keyboard through practical, hands-on activities that allow you to confidently use your Email to communicate with others.	<p>1. Identify key safe practices when using email</p> <p>2. Use a mouse to navigate, point and click</p> <p>3. Enter text, numbers and punctuation using the keyboard.</p> <p>4. Demonstrate an awareness of web based emails</p> <p>5. Open a web based email account</p> <p>6. Read, write, reply and send new emails</p> <p>7. Safely delete and remove junk emails</p> <p>8. Manage contacts</p>	Other ICT courses Functional Skills ICT, English and Maths

				<p>9. Demonstrate awareness of email etiquette when writing to different people</p> <p>10. Open and send attachments successfully</p>	
CSOL	<p>Parents from Ethnic minority Groups</p> <p>Level Complete Beginner Entry Level 2 English</p>	<p>16 – 21 hrs 8 – 10 weeks</p>	<p>This course will help you to be able to use a computer and gain confidence in using the internet. It will also help you to develop your English language skills at the same time.</p>	<ol style="list-style-type: none"> 1. Turn the computer on and off (or log on and off) 2. Recognise how to keep yourself safe when using a computer 3. Use a mouse to point and left click 4. Enter text, numbers and symbols using the keyboard 5. Check spellings using spellchecker in Microsoft Word 6. Name parts a web browser and a windows screen 7. Find information on the internet using search engines 8. Demonstrate an awareness of e-safety 9. Save and Print information, where available 	<p>Other Computer courses ICT Functional Skills Family Learning Courses Functional skills in English, maths Work Club for people who are unemployed</p>
CSOL Term 2	<p>Parents from Ethnic minority Groups</p> <p>Level Complete Beginner Entry Level 2 English</p>	<p>16 – 21 hrs 8 – 10 weeks</p>	<p>This course will continue to help you to be able to use a computer and gain confidence in using the internet. It will also help you to develop your English language skills at the same time.</p>	<ol style="list-style-type: none"> 1. Identify three key safety & security practices when using a computer 2. Recognise five main features of a desktop screen 3. Be able to change Font style, Font Size and Font Colour in Microsoft Word 4. Save documents to the Computer/Laptop 5. Identify how a search engine is used to search for information 6. Search for specific information using a search engine 7. Identify when a word is spelt incorrectly and use a spellchecker to correct it 8. Print information, where available 	<p>Other Computer courses ICT Functional Skills Family Learning Courses Functional skills in English, maths Work Club for people who are unemployed</p>