




## Universal Credit Journal Getting started

Course Title	<b>UCJ – Getting started</b>
Duration	4 weeks – (4x2.5 hours plus one week to be assessed and enrolled)
Venue/Times 	Tameside ACE, Stamford Chambers, 68 Old Street, Ashton under Lyne, OL6 7RX  Wednesday afternoons 1.00-3.30
Main objective	<p><b>You will be recommended to attend by your work coach.</b> This course is for people who are taking their first steps with online benefits. We will show you how to perform basic tasks and introduce you to your personal UCJ account.</p> <p><b>You will learn how to:</b></p> <ul style="list-style-type: none"> <li>➤ To gain keyboard and mouse skills</li> <li>➤ To learn how to connect to the internet</li> <li>➤ To use passwords to access your account</li> <li>➤ To send journal messages via email to your work coach</li> </ul>
Method of study	Tutor-taught class. Small class numbers
Materials required	All learning materials provided.
Assessment methods	No formal assessment, but you will be closely monitored and supported on the course.
Possible progression routes	You will be able to progress to an additional course in computer skills according to your ability; for example, Step into IT or E2 functional skills
Fees	<b>Free</b> if in receipt of some benefits <b>£14 - £41</b> depending on your circumstances Please call us to confirm how much you would pay
Contact for information	<b>Tel: 0161 342 4063</b>