



Work It Out is an eight day course designed to equip you with improved IT skills to help you navigate Universal Credit and be better prepared to enter the world of work.

This course is accredited at City & Guilds Entry Level 3 IT and NOCN Level 1 Employability. Work IT Out runs 09:30 – 15:00 Tuesday, Wednesday, Thursday and Friday for two weeks.

Week 1 you will cover:

- Navigate a computer
- Find and use software including setting up an email / Universal Job Match account
- Computer and internet security
- Use the internet and Universal Job match for job searching
- How to apply for Universal Credit full service
- How to use Universal Credit full service



Middlesbrough courses will be held at Resource Centre, Meath Street, Middlesbrough, TS1 4RY.

Stockton courses will be held at Newtown Community Resource Centre, 123 Durham Road, Stockton-on-Tees, TS19 0DE.

For more information or to make a referral contact 01642 255001 or Email: [reception.RC@actes.co.uk](mailto:reception.RC@actes.co.uk)

Week 2 you will cover:

- Communication and interpersonal skills
- Interview skills
- CV and covering letter writing
- Responsible Work Ethics
- Problem solving
- Budgeting
- Health and Safety awareness