

# In most workplaces in New Zealand you need to know how to use a computer and the internet.

From the moment you start applying for jobs, you'll need to know how to send emails and fill in online application forms.

**KiwiSkills** courses are free and self paced. You will learn important digital skills like how to use the internet, understand computer systems, create and format documents and find things online confidently. You can also gain an internationally recognised certificate, ICDL International Computer Driving Licence.

## WHY GET BETTER DIGITAL SKILLS?

With **KiwiSkills**, you can:

- Improve your chances of getting a job
- Keep up with technology changes for school or work
- Add proven skills to your CV and stand out

No matter how good or bad you think your skills are, KiwiSkills can help you learn essential computer skills.

## LEARN AT YOUR OWN PACE

**KiwiSkills** is user friendly – everything is explained in easy to follow steps, right in front of you either on the screen or in a workbook. You'll work through modules in your own time and at your own pace.

If you have a computer or laptop, you can study from home. If you don't have a computer, you might be able to join a local class hosted by a **KiwiSkills** provider. Either way, you will be supported on the programme.

# HOW DOES KIWISKILLS WORK?

There are three courses under KiwiSkills, so you can start at the level which best suits you.

## EqualSkills

### FOR PEOPLE WITH NO EXPERIENCE OF USING A COMPUTER.

Build your confidence and develop your computer and internet skills.



10–20 hours of class time, using a workbook and supported in a class hosted by a **KiwiSkills** provider with a trainer or facilitator.



Earn a Digital Awareness Certificate.

You'll then be ready to do **Intro to ICDL Base**.

## Intro to ICDL Base

### FOR PEOPLE WHO ARE READY TO BEGIN USING A COMPUTER FOR ENTRY-LEVEL STUDY OR WORK.

Learn about desktop management, create documents, search the internet and send emails. Be ready to move on to the ICDL Certificate programme.



8–15 hours of class time, using a workbook and supported in a class hosted by a **KiwiSkills** provider with a trainer or facilitator.



Earn a Digital Awareness Certificate.

You'll then be ready to do the **ICDL Certificate**.

## ICDL Certificate

### FOR PEOPLE WHO WANT TO PROGRESS AND TEST THEIR DIGITAL SKILLS.

Complete four modules (or more) to gain this internationally recognised certificate.

ICDL has three main parts:

1. Online training – this is training material you can work through at your own pace online, and study wherever you have access to the internet – at home or in a class hosted by a **KiwiSkills** provider
2. Diagnostic tests – these are practice tests
3. Certificate tests – these are supervised tests that you take to get your ICDL certificate.



This will depend on your existing computer and online skills, and how quickly you are able to learn and retain information. Everyone learns at a different pace.

### For a new computer user (guideline only):

- Training - 3–10 hours per module
- Diagnostic (practice) tests - 1–2 hours per test
- Certificate tests - 45 minutes per test (timed)

### For a confident computer user (guideline only):

- Diagnostic (practice) tests - 30–60 minutes per test
- Certificate tests - 45 minutes per test (timed)

Certificate tests must be taken at an Accredited Test Centre (ATC). Your **KiwiSkills** provider may already operate as an ATC. If not, they'll help you find a test centre.



**Earn the ICDL Certificate and gain up to 19 Level NCEA credits. Some ICDL modules have been benchmarked against Level 2 NCEA. Ask your local **KiwiSkills** provider if you can gain credits.**

# Four basic ICDL modules:

## Computer Essentials

Learn skills for using computers, including navigating the computer desktop, creating & printing a simple document, managing files, as well as adjusting computer settings.

## Online Essentials

Build skills relating to web browsing, online security, effective information searching, and managing online communications & email.

## Word Processing

Use a word processing programme to create, format and print documents, insert tables & images, and prepare documents for mailouts.

## Spreadsheets

Create and format spreadsheets and charts, edit columns and rows in a worksheet as well as use standard spreadsheet functions.

### THERE ARE ALSO OTHER ICDL MODULES YOU CAN COMPLETE FOR YOUR ICDL CERTIFICATE.

Presentation

Using Databases

Online Collaboration

Project Planning

IT Security

With addition modules, you could gain these additional skills for the workplace:

- Preparing presentations
- Working with databases
- Working collaboratively online
- Using project management software
- Managing data security

If you are 15 years or over and looking for work you can:

- Apply directly to a *KiwiSkills* provider
- Send us an email [icdl@2020.org.nz](mailto:icdl@2020.org.nz)
- Call us on **0800 NZICDL (0800 694 235)**
- Register at [www.kiwiskills.nz](http://www.kiwiskills.nz)

Your local  
*KiwiSkills* provider:

[www.kiwiskills.nz](http://www.kiwiskills.nz)



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DIGITAL SKILLS FOR  
JOBSEEKERS



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to help you get a job