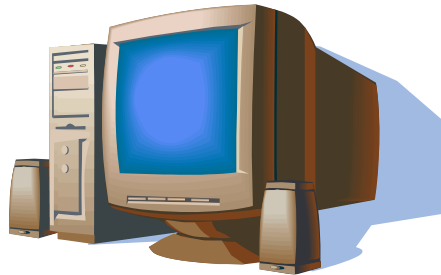


# EQUIPT 4 WORK

## Free Accredited IT Training



**Are you unemployed?**

**Do you need to improve your IT skills?**

**Do you want to improve your employment prospect?**

**9 modules of Level 1 in European  
Computer Driving License (ECDL):**

- 1. IT User Fundamentals**
- 2. Internet and Email**
- 3. IT Security for Users**
- 4. Word Processing**
- 5. Spreadsheets**
- 6. Presentations (PowerPoint)**
- 7. Databases**
- 8. Using Collaborative Technologies**
- 9. Improving Productivity Using IT**

**Additional employability activities  
will include:**

- ✓ **CV Writing**
- ✓ **Cover Letters**
- ✓ **Confidence Building**
- ✓ **Interview Skills**
- ✓ **Work Placement / Volunteering**
- ✓ **Job Search**

## **Docklands Training Centre (DTC)**

**9, Deptford Church Street London SE8 4RX United Kingdom**

**Tel: 0208 692 2277 Website: [www.actionforcd.org](http://www.actionforcd.org)**



*DTC is the training and employability project of Action for Community Development (AfCD).*