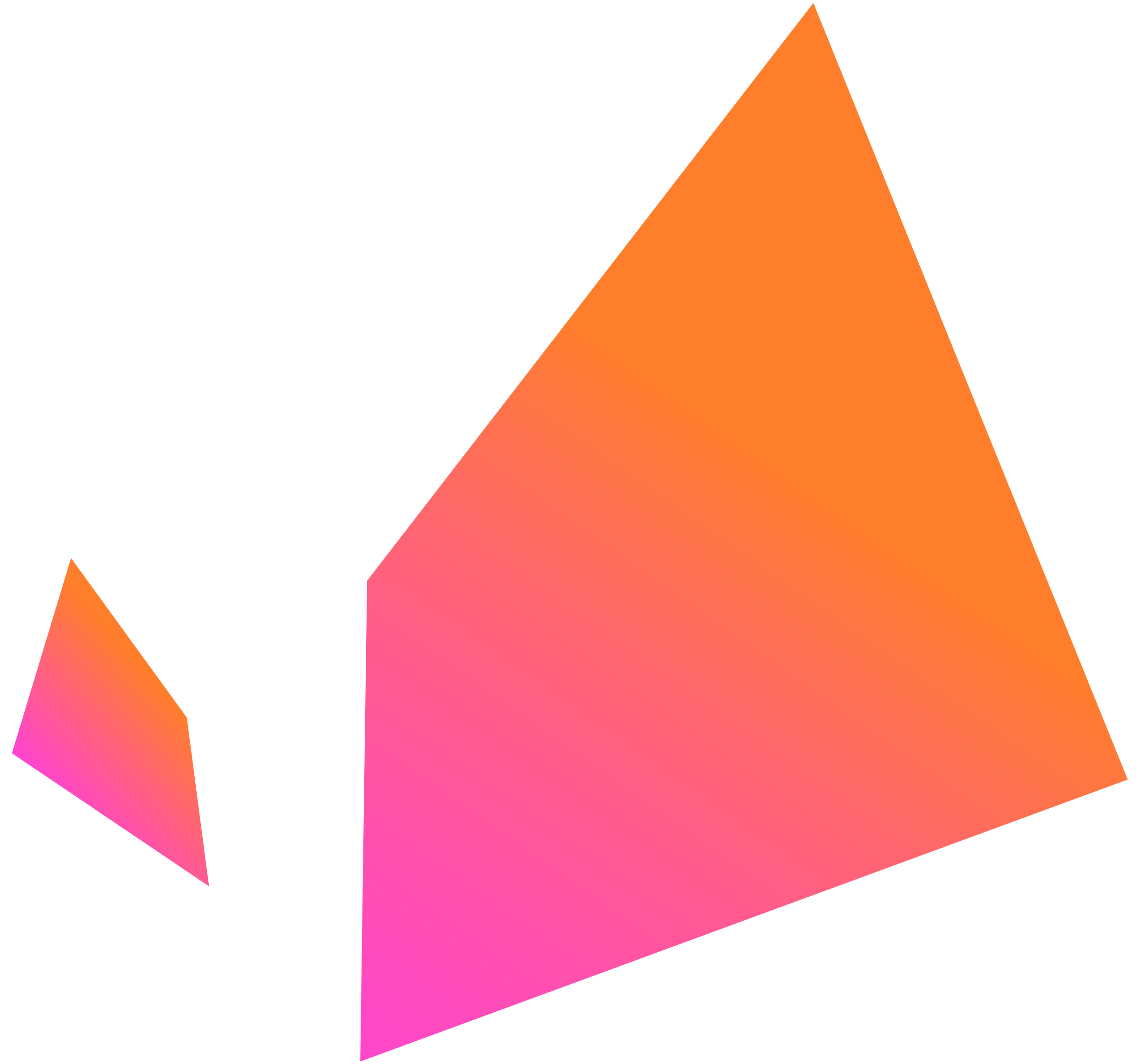


Digital Skills for the Workplace



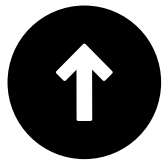
Digital Skills for the Workplace is an online course designed to equip you with 21st century skills in a digital environment.



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What is Digital Skills for the Workplace?



NZQA-accredited
micro-credential



Part-time course
completed over
7 weeks



Delivered
100% online

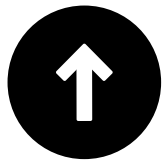


Learn a variety
of digital skills



Full scholarships
for kiwis for
2020

What is Digital Skills for the Workplace?

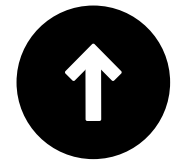


Weekly classes are run online, facilitated via Zoom and are practical, hands-on sessions with activities, discussions and breakout rooms. Learners join a community and support is offered to all learners throughout the course.

There are weekly tasks and across the 7 weeks, learners complete a real-life project which counts as the formal assessment. Previous participants on the course have commented on how the skills they learn each week are immediately applicable in their work environments and beyond.

It is a Level 7 qualification, worth 15 credits. Graduates receive a letter of completion as well as a 'digital badge' they can add to their CV and LinkedIn profile.

Practical micro-credential
to develop vital digital skills
and grow confident in your
digital workplace



The digital skills
you will learn



Confidence

Ultimately, the more you're exposed to new tools and platforms and the more you fail then learn – your confidence will grow.



Problem solving

Learn how to digitally troubleshoot and how to solve those ever-so-common technology problems.



Communication

Learn to navigate the differences in communicating online, including workshops, video platforms, messaging and emails.



Cyber security

It's vital to be safe online, and it's more than just using strong passwords.



Critical analysis & evaluation

There is a plethora of tools available so evaluating the tools and determining which is right for you and your needs is a skill in itself.



Project management

Having an idea is great – but how do you bring that to life, especially with multiple teams working remotely, or managing suppliers and partners too.



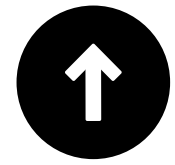
Online collaboration

Create roadmaps, design documents, brainstorm with digital mindmaps and host online meetings with multiple people collaborating at once. Perfect for teams working remotely.



Feedback

How to give and receive feedback in a digital space.



Who is it for?

This course was created to address a skills gap in New Zealand. Traditionally, kiwis complete all of our education before our mid-twenties and then often don't learn again.

We are passionate about creating a community of life-long learners and want people to be excited about learning new skills that are relevant and immediately applicable in their everyday lives.

Micro-credentials are short courses focused on a specific set of skills and can be completed without the need for taking time off work.

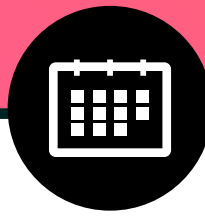
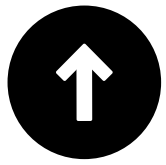
We have two versions of the course, here are the key differences.

For small business

- This intake is suited for someone who is a small business owner, manager or maybe you have a side-hustle or passion project which you run to supplement your income.
- The breakout activities, 'homework' tasks and your main project can all be related to your small business.
- As a group, the students form a community so you will learn and collaborate with others like you.
- There will be 1 session focused on developing or updating your business plan.
- There will be 1 session focused on business finance, kindly facilitated by our friends at BNZ.
- Classes are run on weekday mornings, twice a week for 90 minutes.

For individuals

- This intake is suited for someone who works in a business or organisation, or someone who is between or seeking employment.
- The breakout activities, 'homework' tasks and your main project will all be related to your job role, or a passion project you may have.
- As a group, the students form a community so you will learn and collaborate with others like you.
- Classes are run on Saturday mornings for 3 hours (Sept intake) or Tuesday & Thursday evenings for 90 mins (Oct intake)



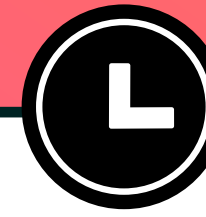
Upcoming intakes

Small business editions

Start 8th September
and 21st October

Individuals

Start 5th September
and 20th October



Time requirement

7 weeks of part-time learning, made up just over 20 hours per week:

3

hours of live, facilitated online sessions

18

approx 18 hours of self-directed learning each week, including 'flipped tasks' to complete between sessions



Location

Wherever you are in New Zealand!

The course is 100% online and the weekly classes are facilitated via Zoom.

When you're enrolled you'll be provided with one Zoom link, which is the same link you'll use to join class each week.

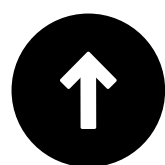


Cost

The Mind Lab are granting full scholarships for kiwis for 2020 so you can complete this course at no cost (usually \$295 inc GST).

Scholarship is applied automatically when you enrol.

Meet your programme lead, Coco Kim-Corey



Coco has been working for The Mind Lab since it first opened in 2013. She has held various roles including EdTech Educator, Postgraduate Marker, Next Gen Lead and is now Programme Lead for 'Digital Skills for the Workplace'.

She has experience teaching people of all ages - from 4 years old to over 70! She enjoys introducing people to new ways of thinking, learning and doing things. She has a relaxed, supportive and patient facilitation style. Always encouraging curiosity, perseverance and creative thinking, Coco is a big advocate for problem solving!

Her background is in Design, 3D Modeling and Animation. She completed her Masters of Design in 2016, which focused on design thinking in education.

Coco is a proud life-long learner! She is currently studying part-time towards gaining a qualification in Adult and Tertiary Teaching. She strives to constantly upskill her knowledge and understanding of cultural principles and practices within education.





Who are The Mind Lab?

The story of The Mind Lab is a story of recognising and embracing change in the world and providing innovative education that reflects that change.

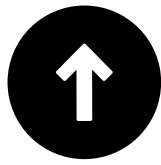
Founded by Frances Valintine in 2013, we started by addressing the imbalance of what kiwi kids were learning compared with the future of work they were going to be faced with. This quickly led to raising the digital skills and capabilities of teachers, and now our suite of programmes is rapidly expanding across Aotearoa as we seek to build capability to make sure no one gets left behind.

All of our programmes, teaching and learnings are grounded in kaupapa Māori values. We're focused on making what we teach accessible and valuable for all learners, as value and outcomes for learners are at the heart of what we do.

In a world where the greatest certainty is change, lifelong learning is key; which is why learning needs to be accessible, inspiring, fun, practical, and a journey of endless exploration and positive change.

The Mind Lab – creating impactful futures.





1. What is the difference between digital skills and digital tools?

Well, anyone can watch a quick YouTube tutorial and figure out how to use a digital tool, but the soft skills required to maximise these tools – that is what we focus on. How to effectively collaborate online, give and receive feedback, improve productivity, be empathetic, critical and analytical, and so much more.

2. What are some of the tools will we be using?

Sessions will be delivered via Zoom, so you'll get to know that one pretty well. There are also communication platforms (e.g. Slack), project management tools (e.g. Trello), mind-mapping (e.g. Mindomo), online design sites (e.g. Canva) as well as video editing tools (e.g. WeVideo and OpenShot) and loads more.

3. What is the 'project' that we'll work on as part of the course?

We think it's important that you get to apply these skills in a real-life setting which is why throughout the 7 weeks, you'll complete 2 assignments that revolve around a problem you want to solve. This could be in your workplace, business, in an organisation you're part of, or something that really grinds your gears! Previous students have completed projects around helping their companies go paperless, setting up a remote-working model during Alert Level 3. We'll work with you in the first few sessions to identify what your project could be.

4. What is a micro-credential?

A micro-credential certifies achievement of a specific and coherent set of skills and/or knowledge. Micro-credentials are created through strong evidence of need by industry, employers, iwi and/or the community. They are usually 15 credits and take place over less than 10 weeks. Learners should be able to complete this micro-credential without taking time off work.

5. What do I need to be able to do this course?

Just a laptop (or desktop) and a mobile/handheld device both connected to the internet. Your laptop can be a Windows or Mac and your device can be a tablet or smartphone (needs the ability to record video/take photos). If any of your devices are owned by your employer please ensure you have the rights to install software and connect to external devices, and that there are no restrictions on connecting to web links. *Please note: Chromebooks are not suitable for some applications.*

6. This is a Level 7 micro-credential. How do I know if I'm eligible to do this course?

If you have a Level 6 or higher qualification then you'll be eligible. You can also be eligible through a process called 'equivalence'. If you have 3-4 years professional work or community experience the Academic Director can review your proof and approve it if your experience is equivalent to that of the qualification. We are happy to chat you through your situation & experience first before you enrol.

7. I'm unemployed. Can I do this course?

Absolutely. Micro-credentials are a fantastic quick way of upskilling and adding something new to your CV and LinkedIn profile, which looks great to potential employers and recruiters. For your 'project' you can choose something you're passionate about or something within your community, it doesn't have to be a workplace project.

8. I've just finished high school. Can I do this course?

It is a Level 7 qualification so to be eligible you need to have a Level 6 qualification or higher (i.e. a Bachelor's Degree).

9. What happens if I can't make one or two of the classes?

It's okay if you miss one or two classes, we do record the zoom sessions and the content covered goes up on the Portal so you can review it in your own time. It is important to mention that missing sessions means you miss out on a lot of the breakout room discussion and group activities and this is vital to the development of your skills throughout the course. The responsibility sits with the student to catch up on missed work.

10. Can I submit my assessments in Te Reo?

Yes you can, we have staff available to grade Te Reo Māori assessments.

11. Can I do this course with colleagues?

Absolutely. We've had loads of students do the course alongside family members, friends and colleagues. Learning is always better together!

12. Is this course for total tech beginners or do I need a baseline level of skills?

We have had people of varying skill levels on the course. At a bare minimum you should be able to connect to the internet, use an email system (like Gmail or Outlook) and be able to use a handful of websites or social media platforms (like Facebook). Give us a call if you want to double check.

13. What is the difference between this and the Postgraduate Certificate of Digital & Collaborative Learning?

The DCL programme is a 34-week postgraduate certificate, mainly for NZ educators. This course is only 7-weeks long and it is a micro-credential. The content is more general and useful to anyone who needs to work online, remote work or work from home, collaborate with others and/or manage a business.

14. How is this course assessed?

Over the 7 weeks, there are two assessments (also called projects/assignments). These are both assessed on competency so you do not get a grade, just a "competent" or "not yet competent" mark. There is also the opportunity for resubmission if you are unsuccessful the first time around.

We're here to help

We'd love to welcome you to our community of learners. If you need any more information, have further questions, or would like to arrange a face-to-face meeting or presentation at your workplace, we're here to help.



Megan Bruere, Outreach Manager
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