# The Skills Toolkit
Free digital and numeracy courses to build your skills.

The Skills Toolkit is made up of free online courses, tools and resources to help you improve your digital and numeracy skills, progress in work and boost your job prospects.

The Department for Education has consulted some of the country's leading educational experts and employers to make up a collection of high-quality resources to suit a range of interests and skill levels.

There are courses that will give you an introduction to getting confident online to more advanced digital skills for use in the workplace. These are all short courses that can be completed at home, in your own time, at your own pace. New resources may be added from time to time and you should be aware that there are others available that are not detailed on this site.

These are the skills which are highly valued by employers and sought after in a wide range of jobs. With more people expected to be working and studying remotely in the coming months, the platform offers a great opportunity to learn new skills to help to get ahead online and gain the knowledge we will all need for the future. The platform also offers employees who have been furloughed an opportunity to keep up their skills development while they are at home.

**The Skills Toolkit:**  theskillstoolkit.campaign.gov.uk/

The Skills Toolkit can also be found on the National Careers Service website under Find a course nationalcareers.service.gov.uk/find-a-course

Below are descriptions of the courses that are currently available but please check on the site as more may be added.

## Introductory Courses:

**Learn My Way:**
Courses to learn how to use the internet and to stay safe and connected.

**Make It Click:**
Features free courses, tools and templates that you can trust. You can learn new apps; improve the skills you already have and take a positive step forward in your work.

**Learning for Everyday Life:**
A resource from Lloyds Bank where you can build your own course with a selection of lessons on a variety of digital skills from how to master video calling, dealing with online fraud, presenting yourself online, improving your CV and working with others safely online.

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**Everyday Maths:**
Refresh your maths skills to help with everyday life or get on in your job. From using a calculator, learning to convert fractions to decimals and understanding percentages, to measuring objects, distances and weights. Understand how to use tables, diagrams and charts. You will get lots of practice using the maths you need in daily life.

## Intermediate Courses:

**Create a Professional Online Presence**:
Explore how to present yourself professionally online. Find out more about different social media platforms and how the way that you conduct yourself online can impact your professional reputation. Learn about safety and privacy and the ways that your online activity might be viewed by different audiences.

**Thriving in the Digital Workplace:**
Boost your confidence and build the skills you need to use digital technology in the workplace. Explore jobs that need digital skills through real life case studies. Get to know what digital skills you are most likely to need in the future to stay one step ahead and develop techniques to enhance wellbeing and resilience at work.

**How to Create Great Online Content:**
Find out about different types of online content and what makes them effective in different situations. Discover the importance of tone, style and format in your communications, and develop best practice for communicating effectively online.

**Presenting Your Work with Impact:**
Learn to create and present engaging content clearly and confidently in a range of situations, like in interviews and business meetings. Explore different types of presentation software and learn techniques to convey your ideas with confidence.

**Digital Skills: Social Media (for business)**
A course for those wanting to use social media effectively to develop their entrepreneurial skills, to enter the workplace or to change career. Learn how to use social media to establish and improve your brand, set campaign objectives and identify your target audience. Create engaging content and discover the best places to pitch it.

## Advanced Courses:

**Fundamentals of Digital Marketing:**
Learn how to market goods or services online through a series of short video tutorials and knowledge quizzes. The course covers topics like creating a website and getting it known,

marketing your business locally and internationally and advertising using social media. There are modules covering how to sell online as well as how to analyse the success of your marketing plan.

**Learn to Code for Digital Analysis:**
Learn how to write your own computer programs, one line of code at a time. Find out how to access open data, clean and analyse it, and produce visualisations, and how to present your analyses, privately or publicly. You will be coding in Python, a widely used programming language across all disciplines.

**Programming Essentials in Python:**
Learn how to code in Python: an object-oriented programming language used by small companies to tech giants. Gain skills to write your own computer programmes, or to design a web or desktop application. You do not need to have any previous programming experience or knowledge to do this course.

**Introduction to Cyber Security: Stay Safe Online:**
Learn how to stay safe online at home and at work. The course will help you to recognise cyber threats and the steps to take to reduce your risks online. Find out about malware, viruses, trojans, network security, cryptography, identity theft and risk management.