# **Introduction to Digital and Data Skills – Initial Application**

# **Access to Industry**

**1. Applicant details:**

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| --- | --- | --- | --- |
| **Name:** |  | **Date of birth:** |  |
| **Address:** |  | **Telephone No:** |  |
| **Postcode:** |  | **National Insurance No:** |  |
| **Email:** |  | **Preferred method of contact:** | **Phone  Text  Email** |
| **You need to have the right to work in the UK to be able to participate in the course. Please tick to confirm.** | | **I have the right to work in the UK** | |
| **How many years have you been living in the UK or EU?** | |  | |
| **How many years have you been living in Scotland?** | |  | |
| **Do you have any access requirements?** | |  | |

**2. Please confirm (by ticking) that you fulfil our eligibility criteria:**

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| **Essential Criteria (must tick three)** | | | | | | |
| Parent/Guardian | Unemployed or on low income | | | Living in Edinburgh | |
|  |  | |  | |  | |
| **Additional Criteria (tick all that apply)** | | | | | | |
| Lone Parent | Has a disability | Has a disabled child | | | Aged under 25 | |
| Has 3 or more children | Has a child under 1 | | Minority ethnic background | | | |

**3. What interests you about this course? What do you hope to learn?**

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**4. IT Skills & Access**

Please tick all that apply.

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| **What type of devices do you have access to?** | | | Mobile phone |  | Tablet | |  | Laptop/PC | |  | |  | None | | |  |
| **Do you have access to Wi-Fi?** | | | Yes No | | | | | | | | | | | | | |
| **How often do you use IT?** | | | Daily  Weekly  Occasionally  Never or almost never | | | | | | | | | | | | | |
| **Have you used the software mentioned below in the last 3 years?**(Tick all that apply) | | | | | | | | | | | | | | |  | |
| Microsoft Word |  | Microsoft PowerPoint | |  | | Any of: Teams/Zoom/WhatsApp/Messenger | | | | | | | | | |  |
| Microsoft Excel |  | Microsoft Outlook | |  | | Any of: Chrome/Edge/Safari/Mozilla Firefox | | | | | | | | | |  |
| **Below you will find a few statements that will help us to assess your existing digital skills – please tick the box next to all statements that you agree with.** | | | | | | | | | | | | | | | | |
| I can use the internet to find out how to do something online. | | | | | | | | | | |  | | | |  | |
| I buy things online and know how to check if a website is safe. | | | | | | | | |  | | | | |  |  | |
| I can use the internet to access entertainment legally e.g. Spotify, Netflix or BBC iPlayer. | | | | | | | | | | | | | | | | |
| I can use the internet to pay my bills. | | | | | | | | |  | | | | |  |  | |
| I can use the internet to read news. | | | | | | | | |  | | | | |  |  | |
| I can communicate using tools like WhatsApp, Zoom or Messenger. | | | | | | | | |  | | | | |  |  | |
| I use social media platforms (e.g. Facebook, Instagram). | | | | | | | | |  | | | | |  |  | |
| I know how to use privacy settings to control what people see. | | | | | | | | |  | | | | |  |  | |
| I can use online banking websites and apps. | | | | | | | | |  | | | | |  |  | |
| I can use the internet for online services, e.g. Universal Credit. | | | | | | | | |  | | | | |  |  | |
| I am confident installing various apps in my mobile device. | | | | | | | | |  | | | | |  |  | |
| I know how to create a safe and secure password while online. | | | | | | | | |  | | | | |  |  | |
| I can recognise suspicious links or other suspicious activity. | | | | | | | | |  | | | | |  |  | |
| I am able to book transport, accommodation or other services online. | | | | | | | | |  | | | | |  |  | |

**5. Other Support:** if you receive support from any other agency, it would be helpful if you could provide their details. In doing this you are also consenting to us contacting this person.

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| **NAME:** | **ORGANISATION:** |
| **ADDRESS:**  **POSTCODE:** | **TELEPHONE NO(S):**  **EMAIL:** |

**6. Declaration**

*I agree to Access to Industry storing my personal information under the Data Protection Act 1998 and the General Data Protection Regulation 2018.*

*I confirm that the information that has been provided is accurate to the best of my knowledge.*

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| **Applicant’s Signature:** | **Date:** |

If emailing, by returning this application and electronically entering your name above you are agreeing consent to the two statements in the Declaration. All information on this form is confidential. Please send your completed form to [**magdagucman@accesstoindustry.co.uk**](mailto:magdagucman@accesstoindustry.co.uk)**.**