



## Statement of Attainment in Further Digital Skills

900-82500V01

Develop practical skills for workplace and every day digital tasks. Learn how to complete online forms, send professional emails, manage document uploads and downloads and Cloud file management. Learn how to communicate using Microsoft Teams.

### WHO CAN ENROL:

Australian citizens, permanent residents or humanitarian visa holders\*

### How to get involved:

Visit St George Literacy Building D, Level 1, Room D1.10

[Zoe.james@tafensw.edu.au](mailto:Zoe.james@tafensw.edu.au)

Or call 7921 3902 to book an appointment.

- This training is fully subsidised by the NSW Government
- **FEE FREE**

### LOCATION

St George TAFE Cnr Princes Hwy & President Ave  
Kogarah NSW 2217

### DURATION

16 weeks

### STUDY DAY/TIME


Friday 10:00am – 12:00pm

### START/END DATE

14/02/2025-13/06/2025

### STUDY COMMITMENT

2 hours per week

 131 601

 [tafensw.edu.au/course-area](https://tafensw.edu.au/course-area)