

Completing your **courses**

Let's talk courses.

How these courses work

These courses are designed to be flexible and manageable, whether you want to move through them in one go or take them step by step.

By completing each course, you'll be able to...

1. Understand the digital skills employers are looking for.
2. See how they appear in real jobs and in the world of work.
3. Try them out for yourself.

Course structure

These courses are made up of short modules that must be completed in order.

You will need to answer the questions in each module to progress to the next one, or the lessons will remain **locked**. This helps make sure you build knowledge in the right sequence and get the most out of the experience.

Time to complete

You'll find an overview at the beginning of each module that specifies roughly how long we expect that module to take.

The time specified applies to **one module**, not the entire course.

You can choose to complete multiple modules in one sitting or spread them out over time.



Tracking progress

Progress is shown as a percentage completed in the top left corner, so you can easily see how far you have come.

There is **no time pressure**. Focus on understanding the content rather than completing the course quickly.

Learning objectives

In the 'Introduction' section of each course, you'll find three learning objectives. **These are here to guide you, not to test you.**

As you work through the courses, you might want to keep these objectives in mind or note down how you feel about these at the start of your journey. Some sections may click straight away, while others might take a bit more time.

At the end of each course, you'll have the chance to come back to these objectives and reflect on how your understanding has developed and which skills you have strengthened along the way.

Using audio, subtitles, and transcripts

Your courses include **audio**, **subtitles**, and **transcripts** so you can learn in the way that works best for you. This gives you alternative ways of consuming the content, without missing out. Click the 'play' button where audio appears to listen to your guide talk through the content; click the '+' on transcripts to expand, and toggle the 'CC' button on videos to enable captions. You can adjust the 'play speed' of audio to speed up listening.

