

# Candidate 4 evidence

## Part 2 – Work

Last month you were sent on a two-day training course to improve your digital skills. Your manager is considering sending your colleagues on the same course but would like to know your opinion first.

Write a **report** for your manager describing the course, saying whether or not you would recommend it and giving reasons.

You should include some or all of the following:

- content and organisation
- trainer
- materials/resources
- facilities
- other participants

You may also add your own ideas.

You should write approximately 200–220 words.

Task Number

21

~~People Pupils~~ Report on two day training course experience

### Introduction

the aim of this report is to ~~describe~~ <sup>describe</sup> ~~describing~~ my two day training course experience in order to improve ~~my~~ our digital skills and to give some advice ~~for~~ <sup>to</sup> my ~~colleagues~~ <sup>manager</sup> ~~people~~.

The information is based on a interview with my colleagues who were sent on training course ~~in~~ in order to improve their digital skills. So what are the arguments for

### Findings

~~Firstly~~

Some groups of people agree that our manager should send other colleagues to go on two day training course, however others claims that it is not a good option in order to improve our digital skills.

~~Some of the~~ ~~some people~~ believe

Some of my Co-workers ~~believe~~ <sup>argue</sup> that ~~send~~ <sup>having</sup> the ~~course~~ trainer in the course

is extremely useful and ~~very~~ ~~highly~~ ~~knowledgeable~~ and ~~very~~ advantageous for various reasons, ~~including~~ This including fast learning, due to ~~ask~~ <sup>asking</sup> question from our trainer. In addition, you will learn more valuable information while ~~having~~ <sup>having</sup> ~~including~~ a trainer and if ~~the~~ our manager ~~can~~ organise this, it ~~will~~ would be very helpful. Despite the benefits of having a trainer in our course, others believe it is not ~~at~~ the best option. You will ~~work~~ find ~~the~~ <sup>most</sup> comfortable or easy way to learn details, ~~but~~ however when you have a trainer, they will ask you to do ~~only~~ <sup>tasks</sup> only way they suggest, so you don't have other option. ~~on~~ On the other hand, some of my co-workers ~~said~~ told that the facilities ~~in~~ on the course let you work easier including new ~~PCs~~ personal computers, up to dated electronic items. However others warned that ~~some~~ new learners don't have ~~the~~ <sup>the</sup> knowledge to work with new apps ~~and~~ or technologies, and unable to do complicated tasks that never done before.

## Recommendations

There are valid reasons ~~why~~ why should workers ~~send~~ sent on two days course.

In my opinion, ~~the~~ sending colleagues to this course ~~is~~ is useful for co-workers to improve their digital skills ~~and also~~.

Not only gets you up to date, but it is also good for ~~the~~ communicating with new colleagues or to learn how new apps works.