



STEPPING UP

ICT FOR A BETTER FUTURE

*An exciting programme that helps you
take your computer skills to the next level.*

Using Information and Communication Technology (ICT)
for work and at home.



STEPPING UP

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*Take your computer skills – and your future
– to the next level. Enrol now for the free
Stepping UP programme.*



An initiative of



Supported by





Stepping UP



Stepping UP provides free, community-based computer and internet training for adults as a follow up to the successful Computers in Homes Rorohiko I roto ngā Kāinga programme. It's designed for anyone with basic computer knowledge to develop their skills a step further in areas of direct relevance to their work and life.

Phil is a carver who was interested in learning how the Internet could help his business. With new digital skills, he joined an online network of buyers and sellers which has boosted the sales of his work across New Zealand.

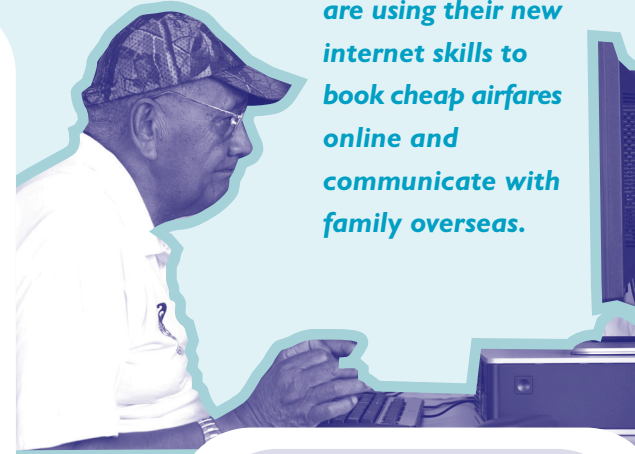


Step up your skills – and your future

Stepping UP helps you take the next step in learning how to use computers and the Internet effectively – whether for a promotion, new job, tertiary education or helping your kids succeed at school. The best thing is you learn what you want to learn – from advancing your Microsoft Office skills to editing a video, finding a cheap airfare or managing finances. It's a great way to improve your confidence and skills for work as well as for everyday life.

With her new Microsoft skills and confidence, Alena got a job as an Office Assistant for an airline company.

Peter and Maria are using their new internet skills to book cheap airfares online and communicate with family overseas.



Alan had been turning down job opportunities because of his fear of computers. After gaining new digital skills, he is now confidently using an onboard computer in his truck to record deliveries and complete driving logs.

Simple steps to success

All you need to do is choose the Digital Steps that suit you. Each step takes 2.5 hours to complete and, once you've completed four, you'll receive a **Stepping UP** certificate and the satisfaction of knowing what you've achieved. You choose the Digital Steps that will help you to get the best out of ICT in your work and at home.



Digital Steps for work

Advance your skills in areas such as managing finances, online research, designing posters, file management, enhancing your Microsoft skills, or carrying out business online.

Digital Steps for home

Learn how to manage your digital photos, access news and music online, help with your children's homework and keep in touch with family and friends online.



To find out what Digital Steps best suit you, contact your local Stepping UP training provider (details are on the back).