



**Un Llais Cymru
One Voice Wales**

**Community & Town Councils
Digital Guidance**

**Free Online Digital
Training**

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List of Sources of Free Digital Training Suitable for Town and Community Council staff and elected members

1 Learn My Way: Developed by the Good Things Foundation, Learn My Way offers a collection of interactive tutorials and resources covering a wide range of digital skills, from basic computer usage to using social media and online banking. The platform is designed for beginners and is available in English and Welsh.

[Learn My Way | Develop Your Digital Skills](#)

Lloyds Bank Academy: Offers structured modules on using digital approaches to achieve strategic goals. Community and town councils could utilise these approaches to develop a digital strategy for councils.

<https://www.lloydsbankacademy.co.uk/learn-for-life/get-started-online.html>

3 Google Applied Digital Skills: A selection of introductory training on basic Digital skills. This training focuses on using Google Products to accomplish basic tasks, but the learning can be applied to other companies' product sets. The programme seems to be primarily intended for people in education, but it is possible to select a "general learner" profile and the material is not specific to an education setting. The voiceover appears to be in American English but should be understandable for members of our sector. The program is offered in a self-paced format and is available in multiple languages, including English but not Welsh

[Teach & Learn Practical Digital Skills - Applied Digital Skills](#)

4 Future Learn: Free online training around various topics. Digital training in the business track is at a high level but is well presented and aspirational. Available in English

[FutureLearn: Online Courses and Degrees from Top Universities](#)

5 Microsoft

Digital Skills Hub: Free online materials from Microsoft providing background and context to their Products and Services. Includes some dives into generative AI. Relatively technical and aimed at those thinking of a career in IT, it could be valuable for clerks, staff or councillors who want to achieve a deeper level of understanding. The courses are offered in a self-paced format and in English but not Welsh.

[Digital Skills Hub - Microsoft UK](#)

Microsoft 365 Training: Instructional Material on using the core Office tools (Word, Excel, Powerpoint, Outlook). Available in English

[Microsoft 365 Training](#)

6 Open University:OpenLearn: Comprehensive self-paced introductory courses on a variety of Digital topics

<https://www.open.edu/openlearn/digital/free-courses>

7 BBC Bitesize: Digital Skills: BBC Bitesize offers a collection of engaging and interactive lessons covering a range of digital skills, from using search engines to creating presentations. Though obviously aimed at school students, the resources are designed for beginners and are available in clear and straightforward English.

[GCSE Digital Technology \(CCEA\) - BBC Bitesize](#)