

Parent Information Sheet:

Employability Skills Course

This free, online employability course is designed to help parents build digital confidence, develop strong CVs, and prepare for job interviews. It is delivered by Computacenter, in partnership with Social Security Scotland and One Parent Families Scotland (OPFS). The course runs for 4 weeks, with one session per week, and is suitable for single parents in Angus and Dundee.


Who are Computacenter

Computacenter is a well known UK technology company that helps organisations use digital tools confidently and safely. They work with schools, councils, charities and major employers to make sure people have the digital skills they need in today's world. They are trusted across the UK and internationally, and they specialise in helping people learn how to use technology in simple, practical ways.

For this programme, Computacenter is bringing their digital expertise and friendly facilitators to support parents step by step, no matter their starting point.

A fantastic opportunity

This course offers a rare combination of practical digital skills, real employability support, and direct access to employers, all in a supportive, parent friendly environment. Several features make it especially valuable:

-  **Builds confidence with technology**
Parents get hands on support using their own device, learning everyday digital skills that make job searching – and modern life – much easier.
-  **Connects single parents directly with employers**
Week 4 gives participants the chance to meet employers, ask questions, get feedback, and learn about real vacancies, something most courses don't offer.
-  **Designed with parents in mind**
Sessions avoid school holidays, run at the same time each week, and offer one to one support when needed. The small group format helps everyone feel comfortable and included.
-  **Delivered by trusted partners**
Computacenter, SSS and OPFS bring together digital expertise, employability knowledge, and family focused support, making the programme both high quality and genuinely supportive.
-  **Helps create a strong, professional CV**
Participants leave with a completed CV they can use immediately, tailored to real job opportunities.
-  **Develops interview confidence**
Through guided practice, mock interviews, and simple frameworks like the STAR method, parents gain the confidence to talk about their strengths.

Course Delivery

Format: Online sessions via Microsoft Teams*

Session Length: 2 hours

Time: 11:00am – 1:00pm

Date: 20 May 2026
27 May 2026
3 June 2026
10 June 2026

Group Size: up to 20 participants (pilot cohort)

*Individual Teams meeting rooms will be created for each participant and all sessions are designed to be accessible for beginners.

Support: One to one support available where needed; facilitators available throughout

Devices: Participants can use their own phone, tablet, or computer

School Holidays: Sessions avoid school holiday periods

Interested in Taking Part?

If you would like to join the programme or want to find out more, please get in touch. We're happy to answer questions and help you decide if the course is right for you.

To register your interest, please contact:

Colleen Gowans, One Parent Families Scotland
colleen.gowans@opfs.org.uk | 01382 501972

Spaces are limited due to the small group format, so early contact is encouraged.