Unity
Homes & Enterprise

Supporting BME Communities
and Multi-Cultural Neighbourhoods

Digital Inclusion

Latest news
Train and bus times **Skype**
Manage your rent account
Renew your insurance Report repairs
Discover your past
Find new recipes **Upload photos**
Watch TV and videos
Stay in touch with friends and family
Find your way around **Shop online**
Play games
Use email Search your hobbies and interests
Book a holiday
Facebook **Online banking**
Compare fuel tariffs
Gardening and decorating tips
Apply for jobs
cal history
s to visit

What could the
Internet do for you?

FREE
workshops

**Helping you to develop your
IT skills and get online**

Getting online

I would like some help from Unity or I know someone who does.

There are 16 million people in the UK who lack basic IT skills. We can help if you're one of them.

The Internet has opened up a world of wonders for so many people - it is difficult for them to imagine life without it. Whether you would like to be able to search for and apply for jobs online, stay in touch with friends and family using email or compare fuel tariffs to make sure you are getting the best deal, we can help!

Computer courses for beginners

Unity is pleased to offer free IT training to tenants, their families and friends. We hold once-a-week classes that last for five weeks and cover:

- Turning the computer on and off
- Moving the cursor and clicking using a mouse
- Typing with the keyboard
- Using a word processor
- Using an Internet browser
- Using email
- Sending emails with attachments
- Using a memory stick
- Registering for services using your email address

What could the Internet do for me?

Once you get more confident at using the computer, you will find that the Internet could help you to do all sorts of things:

- Search for job vacancies/apply for jobs online
- Create a CV using Microsoft Word
- Use email to stay in touch with friends and family
- Make sure that you are claiming all the benefits you are entitled to
- Search for your favourite hobbies and interests
- Buy/sell things online
- Bank online
- Compare fuel tariffs online
- Compare insurance quotes online
- Use social media sites like Facebook
- Manage your rent account/report repairs online
- Plan a journey
- Book a holiday
- Share your photographs, videos and music
- Watch catch-up TV (no need for TV license!)
- Trace your family tree
- Find new recipes

Did you know?

The Government intend to introduce Universal Credit to benefit claimants. This means that people claiming a range of benefits will no longer have separate claims for benefits but will have to submit a claim for a single monthly payment.

Universal Credit claimants will have to complete and online form. This means that if you need to make a claim you will need to access the Internet.

Also, Jobseeker's Allowance claimants may have to prove that they have been searching and applying for jobs online in order to maintain a claim. You may have to use an online Government Service called Universal Jobsmatch in order to do this.

What can I do?

If you could benefit from some free help using a computer or the Internet, call the Employment Team today on **0113 200 7738.** We will let you know when the next course is

If you would like to go on a course, but have difficulty getting to the venue, we will help you find a course closer to where you live. If transport costs are an issue, talk to us - we may be able to help.

If you have had some experience using a computer, but do not have Internet access at home, you are welcome to use one of the computers in our offices to search and apply for jobs. Please contact the Employment Team on **0113 200 7738** to check availability.

Feedback from courses

This has been a life-changing experience and has opened up new horizons for me

I've learned not to be afraid of the computer and that it is a valuable tool for every day living

I'd like to continue to practise and become an expert at surfing the Internet!

Problems understanding?

If you need any of our information translating or if you need an interpreter, please contact us. We can also provide this information in large print or on CD if you need us to.

Where else can I get help?

Your Local Library
You may find that you are able to get some help from your library. All public libraries in Leeds have free computers with Internet access available for you to use. You may have to book them during busy periods.

City Centre
Central Library
Municipal Buildings
Calverley Street
Leeds, LS1 3AB

Armley
Armley Library
2 Stocks Hills
Leeds, LS12 1UQ

Beeston
Beeston Library
Town Street, Beeston
Leeds, LS11 8PN

Chapeltown
The Reginald Centre
263 Chapeltown Road
Leeds, LS7 3EX

Harehills
Compton Road Library
Harehills Lane
Leeds, LS9 7BG

South Leeds
Dewsbury Road Library
190 Dewsbury Road
Leeds, LS11 6PF

Headingley
Headingley Library
North Lane
Leeds, LS6 3HG

Moortown
Moor Allerton Centre
King Lane
Leeds, LS17 5NY

Unity Housing Association Ltd
113-117 Chapeltown Road, Leeds, LS7 3HY

☎ **0113 200 7700**

✉ **uha@unityha.co.uk**

web: www.unityha.co.uk

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