

# Digital Ventures Information Sheet

## FAQ's

**Digital Ventures** is an innovative media program for individuals with diverse abilities. The program aims to assist participants in upgrading a variety of important digital skills for today's workplace. Digital Ventures can be conducted and attended by learners remotely. **Digital Ventures is accessed during the current pandemic remotely through Zoom and Skype interface. Assistance is available.**

### Skills focused on are the following:

- Overall computer literacy
- E-mail etiquette, uploading and attaching documents
- Knowledge and uses of Google Drive and its collaborative functions
- Using Google Slide software to craft a presentation on a chosen topic
- Effective presentation skills /career & employment preparation
- Awareness of social media and platforms uses
- Update, or creation of a LinkedIn account
- Staff provided professional headshot for your LinkedIn account
- Overall knowledge of DSLR cameras, sound equipment, production knowledge and safety on set
- Podcasting history, current climate and podcast creation
- Participate in a round table podcast discussion which will be shared on The Disability Channel's YouTube channel
- Uses of Canva (and online graphic design software)
- Marketing for demographics, social media marketing
- Group assignments and presentations
- Accessible media and its applications in the workplace.

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### **"How many weeks is the program?"**

*Our Digital Media course is 14 weeks long. Two days a week from 10-2pm. There are breaks and each session is recorded for review purposes.*

*The program is divided into modules so class intake is continuous each month.*

### **"What days are dedicated to the paid internship and the learning sessions?"**

*Classes will be attended online two days a week for a few hours via Zoom/Skype. You will also be able to conduct with your course director throughout the week to touch base on assignments and internship requirements. You will also interact with your assigned core group of online class contributors' to work on assignments.*

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**“What is the rate of pay?”**

*\$14.25 per hour is the minimum starting rate.*

**“How many hours a week will I work?”**

*You will work 4 hours minimum a week remotely.*

**“When will I be paid?”**

*You will be paid at the end of each month.*

**“How will I be paid?”**

*You will be paid through e-transfer*

**“What will my title be?”**

*Your title will be “digital media intern”.*

**“Will The Digital Ventures program still run during the current pandemic?”**

*Yes, we are using technologies like Skype and Zoom utilizing Google Docs to conduct all of our classes.*

**“Is there funding available to help with hardware/software and data/internet charges to attend classes remotely?”**

*Some candidates who qualify for income supports can apply through Employment Start up Benefits (ESUB), these funds can be applied to alleviate most of these expenses.*

**“How will I complete my paid internship online?”**

*During this time of social distancing you will be coordinating with your course instructor through email and virtually with Zoom/Skype conversations. You will check in and submit your assignments through email and on Google Drive. For your remote paid work assignment you will be assigned a specific task at the channel to undertake and you will be supervised by the station manager or the intern coordinator.*

**“Do I have to have access to internet?”**

*Yes, you will require consistent internet access to be a part of the class. However, there is some financial support and bursary assistance to those that are not able to access the ESUB fund and temporary equipment access is available to those who qualify.*