

Course Information

Digital Skills for Work

LEVEL 2	COURSE AREA Online	CAMPUS	COURSE CODE M1075
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ABOUT

Are you interested in digital skills training, to help you enhance your understanding of and competency in digital literacy skills for the workplace?

The objectives of this qualification are to enable learners to enhance their skills described in the modules below.

The qualification is run by NCFE and is a recognised qualification at level 2.

- You complete four units over a period of 12 weeks.
- You will be asked to complete a short checklist before starting your course to check that you are on the right course as it is also available at level 1.
- You will be allocated an online assessor who will check your work after you complete each unit to make sure you have covered the relevant tasks and receive feedback on your work.
- Although this course is free to complete if you withdraw from the course without completing you could be invoiced £100 for non-completion.

MODULES

- Understand how to protect devices and data
- Communicate socially and professionally using technology
- Apply digital skills in personal and business situations
- Use digital resources to facilitate their own career progression

ENTRY REQUIREMENTS

You must be a British, EU or EEA citizen, had been a permanent resident of the UK, EU or EEA for the whole of the previous 3 years and aged 19 or over. If you are aged between 19 and 23, you must also hold a Level 2 qualification.

EQUIPMENT

To achieve the qualification you will need to have access to:

1. A personal computer, laptop, tablet or other digital device
2. A web browser and Internet connectivity

Contact our Admissions Team for more information on:

Email enquiries@nwslc.ac.uk Call **0330 058 3000** Visit www.nwslc.ac.uk

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3. An email account, instant messaging account, video messaging and social networks
4. Be able to store completed work i.e. USB memory stick, network folder, work permitted computer storage
5. Online meeting software and equipment such as a webcam and microphone
6. Blogging software
7. Word processing software
8. Printer

MODE OF STUDY

Online, remote delivery or postal

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