



NCFE LEVEL 1 CERTIFICATE IN DIGITAL SKILLS



Aims and objectives of this qualification:

This qualification is aimed at individuals who would like to develop their understanding of, and competency in, digital literacy skills. It will provide opportunities to acquire the practical and navigational skills required to effectively use an online presence to search new job roles.

This qualification will also help those learners wishing to progress to a work role where digital literacy skills are required.

The objectives of this qualification are to enable learners to:

- Apply digital skills in personal and business situations
- Understand how to maintain safety and security when using online data and devices
- Find and use information
- Use digital resources to facilitate own learning and career progression
- Communicate socially and professionally using technology
- Use word processing software to create straightforward text and documents.

Learners will cover the following five units:

- **Unit 1:** Find and use information
- **Unit 2:** Safety and security when using data and digital devices
- **Unit 3:** Communicating and collaborating online
- **Unit 4:** Using word processing software
- **Unit 5:** Digital career development

Learners will use a range of online word processing tools in Google Docs and learn how to communicate and collaborate online using a range of technologies.

Topics such as the importance of protecting personal and business identity and data, managing your digital reputation, using equipment in line with Health & Safety legislation and understanding copyright, will be covered throughout the course.

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Entry requirements:

This qualification is open to candidates or customers who are 19+ and who are in receipt of one of the following benefits: **JSA, Universal Credit, ESA WRAG, Income Support.**

Candidates will find it helpful to have a basic understanding of using the internet, email and word processing software to complete basic tasks, or have already achieved an entry level qualification in ICT.

Candidates will also be required to undertake a literacy assessment in order to ascertain their competency (usually Level 1 literacy) with regards to completing a portfolio of work successfully.

Assessment:

The **NCFE Level 1 Certificate in Digital Skills** is internally assessed and externally quality assured.

Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in the qualification.

Each learner must create a portfolio of work providing evidence generated from appropriate assessment tasks which demonstrates achievement of all the learning outcomes associated with each unit.

Delivery:

The Digital Skills Course is a **two week course** that is currently being offered to groups as an interactive online tutor-led programme.

Further Information:

Employment Support
HSDC

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www.hxdc.ac.uk/employment-support