

Principles for Digital Skills

Course Overview

This course will equip your staff with an awareness of finding and managing relevant and good quality information, and considering the importance of online identities. Your staff will also look at the importance of digital skills in the workplace itself, considering how to communicate effectively using technology and how to protect data and devices, among other organisational policies and procedures.

Business Benefits

- Your staff will gain a nationally recognised qualification
- Establish a long-standing career pathway within your chosen sector and secure your knowledge around digital skills
- This course is delivered via distance learning, allowing staff to choose when and where they study



success.



speed.



support.

What is the cost?

Due to the availability of government funding, this qualification is available at no cost. Funded places are limited so please book early to secure your place.

Learner Benefits

- Achieve a nationally recognised level 2 qualification
- Furthers personal and professional development
- No need to formally attend college
- Learn in your own time
- Access to sector-expert assessors throughout the course

Course Duration

9 - 12 Weeks

Awarding Body

NCFE / CACHE / TQUK

Course Content

This course is split into five manageable units:

Unit 1: Developing digital career skills

In this unit, your staff will explore a range of digital skills, their relevance and how to improve their own digital skills. They will also look at social media and the internet in relation to employment opportunities, what forms an online identity, and how to use digital skills in career progression.

Unit 2: Management of information

Your staff will be asked to look at how to gather reliable information using different techniques, as well as copyright regulations and what happens when these are breached. They will also be asked to explore different storage methods for data management and why these are in place, plus the benefits and limitations of these methods.

Unit 3: Digital device safety awareness

Your staff will learn about types of threats to data and how to protect it, as well as considering data protection legislation. They will also be asked to look at health and safety legislation regarding the use of digital equipment and how the risks can be reduced.

Unit 4: Communication and productivity

In this unit, your staff will learn how to communicate effectively using a range of technology, including email, online meeting and collaboration tools, and digital networks. They will also be asked to understand the advantages and disadvantages of these methods and look at safety issues and support related to social media.

Unit 5: Digital security

In this unit, your staff will be able to identify a range of security threats and system protection methods, as well as exploring current legislation around system and data protection and organisational policies and procedures relating to this.