

Qualification factsheet

Qualification overview

Qualification title	NCFE Level 2 Certificate in Digital Skills for Work		
Qualification number (QN)	603/3114/8		
Total qualification time (TQT):	140	Guided learning hours (GL)	110
Entry requirements:	There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 qualification in ICT. This qualification is suitable for learners aged pre-16 and above.		

About this qualification

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in digital literacy skills. It will help learners progress to a work role where digital literacy skills are required.

The objectives of this qualification are to enable learners to:

- 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 own career progression

This qualification is suitable for use within a Study Programme.

Qualification structure

To be awarded the NCFE Level 2 Certificate in Digital Skills for Work, learners are required to successfully complete 4 mandatory units.

Mandatory units

Unit 01 Using and managing information
Unit 02 Keeping yourself and others safe when using digital devices
Unit 03 Communicating and collaborating online
Unit 04 Digital career development

Assessment

The NCFE Level 2 Certificate in Digital Skills for Work is a competency and knowledge based qualification which is assessed by a portfolio of evidence.

Progression opportunities

Learners who achieve this qualification could progress to:

- Level 2 Award/Certificate in Digital Promotion for Business
- Level 2 Certificate in the Principles of Cyber Security
- Level 2 Certificate in Understanding Coding
- Level 3 Certificate in Cyber Security Practices
- Level 3 Certificate in Coding Practices
- Level 3 Certificate in User Experience/User Interface (UX/UI)



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