

Qualification factsheet

Qualification overview

Qualification title	NCFE Level 1 Certificate in Digital Skills		
Qualification number (QN)	603/3129/X		
Total qualification time (TQT):	150	Guided learning hours (GL)	120
Entry requirements:	There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved an Entry Level 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:

- apply digital skills in personal and business situations
- understand how to maintain safety and security when using 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

Qualification structure

To be awarded the NCFE Level 1 Certificate in Digital Skills, learners are required to successfully complete 4 mandatory units and one of the two optional units, 5 and 6.

Mandatory units

Unit 01 Find and use information
Unit 02 Safety and security when using data and digital devices
Unit 03 Communicating and collaborating online
Unit 04 Using word processing software

Optional units

Unit 05 Using a computer
Unit 06 Digital career development

Assessment

The Level 1 Certificate in Digital Skills is a competency and knowledge-based qualification which is internally assessed via a portfolio of evidence.

Progression opportunities

Learners who achieve this qualification could progress to:

- NCFE Level 2 Award/Certificate in Digital Promotion for Business
- NCFE Level 2 Certificate in IT User Skills (ITQ)
- NCFE Level 2 Certificate in Digital Skills for Work



Contact us

NCFE
Q6
Quorum Park
Benton Lane
Newcastle upon Tyne
NE12 8BT

Tel: 0191 239 8000*

Fax: 0191 239 8001

Email: customersupport@ncfe.org.uk

Websites: www.ncfe.org.uk

NCFE © Copyright 2018 All rights reserved worldwide.

Version 1.0 May 2018

Information in this Qualification Factsheet is correct at the time of publishing but may be subject to change.

NCFE is a registered charity (Registered Charity No. 1034808) and a company limited by guarantee (Company No. 2896700).

CACHE; Council for Awards in Care, Health and Education; and NNEB are registered trademarks owned by NCFE.

All the material in this publication is protected by copyright.

**** To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.***