

LEVEL 2 CERTIFICATE IN DIGITAL SKILLS FOR WORK



Technology evolves at a very fast pace, so it is important to keep up with the changes and develop new digital skills. Digital Skills allow businesses to build customer relationships. Businesses need to respond to changing expectations, engaging with their customers, and building relationships through a diverse range of channels - these could include email, social media, mobile apps and more.

COURSE CONTENT

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. It also covers:

- Explain and identify regulations regarding copyright.
- Identify and use advanced techniques to find information.
- Source's information to meet own business needs.
- Understand how to protect devices and data.
- Explain the risks of accessing insecure websites, and the potential impact of not keeping data secure.
- Summarise key points of General Data Protection legislation and how to report breaches.
- Identify and compare different methods used to communicate online.
- Compare and contrast the difference between online meeting technology and online collaboration technology.
- Creating a blog post

HOW IS THE COURSE DELIVERED?

Alongside the learning materials, learners will have the support of a knowledgeable assessor/tutor who will give them advice and guidance on the course content as well as providing robust feedback on the work they complete. This course is usually delivered over a period of **10 weeks**.

UNITS

- Using and managing information
- Keeping yourself and others safe when using digital devices
- Communicating and collaborating online
- Digital career development

ELIGIBILITY CRITERIA

To be considered for this course you must:

- Be aged 19+
- Live in Newcastle, Northumberland or North Tyneside
- Not currently be on any other funded programme or an apprenticeship
- Have lived in the EU for at least 3 years
- Not have already completed the course
- Live in an eligible area – postcode will be checked when you apply

For more information:

Call: **0800 101 7101**

Email: **info@keytraining.co.uk**

AVAILABLE FULLY FUNDED

