CERTIFICATE IN DIGITAL SKILLS

The Principles of Digital Skills qualification is ideal for anyone who is in employment or searching for employment, particularly those who would like to develop their digital skills in relation to the management of information and digital safety, security and communication.

This course would benefit Learners with a basic understanding of IT skills who are searching for career progression, or wishing to improve their digital skills for personal use. This programme will equip them with an understanding of the skills required to search and apply for employment.

Learners will 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, alongside other organisational policies and procedures.

Undertaking this programme, you will be taught the following units:

- **Unit 1:** Developing digital career skills
- **Unit 2:** Management of information
- **Unit 3:** Digital device safety awareness
- **Unit 4:** Communication and productivity
- **Unit 5:** Digital security

6 Weeks
25 hours per week

Learning Method
This course is fully online

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Benefits:

- Gain a nationally recognised qualification
- Establish a long-standing career pathway within your chosen sector and develop your knowledge around digital skills
- Courses are delivered through distance learning, allowing Learners to choose when and where to study
- Personal tutors are assigned to ensure Learners have the support needed to succeed
- Study will enhance both your personal skills and professional development