

Level 2 Certificate in

# Principles for Digital Skills

Our Principles for Digital Skills course will equip you with an understanding and knowledge of the digital skills needed to search and apply for employment, including an awareness of finding and managing relevant and good quality information, and considering the importance of online identities. You 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."

This qualification is aimed at anyone who is either in employment or searching for employment, particularly those who wish to develop their digital skills in relation to the management of information and digital safety, security and communication. Anyone with a basic understanding of IT skills who is searching for career progression, or wishing to improve their digital skills for their own personal use, would benefit from this course.

## Unit 1: Developing digital career skills

In this unit, you will explore a range of digital skills, their relevance and how to improve your own digital skills. You 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

You 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. You 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

You will learn about types of threats to data and how to protect it, as well as considering data protection legislation. You 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, you will learn how to communicate effectively using a range of technology, including email, online meeting and collaboration tools, and digital networks. You 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, you 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.



*The level 2 distance learning courses are fully funded.  
The only criteria is that you are over 19, have lived in the EU for the past 3 years and currently live in England.*