



## Level 2 Certificate in Principles for Digital Skills in Employment

(Online)

Across all sectors of employment in Europe, it has been found that at least 80% of managers and professionals require basic digital abilities to carry out their roles. In larger workplaces, as many as 50% must possess specialist digital skills. Whether wishing to improve your skills in order to improve your employability prospects, or requiring an awareness of digital skills in order to find job opportunities, these statistics demonstrate just how vital digital skills are in today's society.

This course will equip learners 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 the importance of online identities. Learners 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, amongst other organisational policies and procedures.

### Key Information

Level	2
Duration	8-12 weeks
Delivery	Online
Timings	TBC
Cost	Free, subject to meeting entry requirements

#### Entry requirements

HCUC Apprenticeships and Skills has to give priority to applicants who are in receipt of the four main benefits: Job Seekers Allowance, Employment Support Allowance, Universal Credit, Income Support. Training is free for people with Right to Work in the UK, proof of ID, learners or their spouses must have been a resident in UK/EU for the last 3 years. To be eligible whilst working, those living inside the Greater London Area need to earn less than £21,547.50

· You must live in a London borough postcode. If you live outside the Greater London Authority area, we may still be able to fund you – please contact us to find out. Please look up here: [https://www.london.gov.uk/sites/default/files/gla\\_postcode\\_map\\_a3\\_map1.pdf](https://www.london.gov.uk/sites/default/files/gla_postcode_map_a3_map1.pdf)

### Choose a Trusted Provider



Learn to apply digital skills to help with career



Explore storing data and how to keep it secure



Understand legislation on data protection and health & safety



Have good knowledge of various digital communication methods

☎ 01895 853653 / 07956 358630

✉ [gstrachan@hcuc.ac.uk](mailto:gstrachan@hcuc.ac.uk)

📶 [www.hcuc.ac.uk/jobseekers](http://www.hcuc.ac.uk/jobseekers)

🐦 @HCUCskills



**Apprenticeships & Skills**  
Harrow College & Uxbridge College

## Who is it for?

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.

## Benefits of this course

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

## Course Content

### 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.