



NCFE Level 2 Certificate in Digital Skills for Work

Qualification Number: 603/3114/8

LEVEL	DURATION	CREDITS	STUDY MODE	AWARDING BODY
Level 2	3-6 Months	14 Credits	Online / Distance	NCFE

COURSE OVERVIEW

Practical digital skills that every modern workplace expects. You learn to use and manage information, keep yourself and others safe online, communicate and collaborate using digital tools, and use technology to develop your career. It is ideal for anyone returning to work or wanting to prove their digital confidence to employers.

QUALIFICATION UNITS

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

ENTRY REQUIREMENTS

- Aged 16 or over
- Access to a computer or digital device
- Reasonable standard of English
- Internet access for online study

PROGRESSION

- Level 3 vocational qualifications
- Employment and apprenticeships
- Administration and digital support roles
- Further workplace CPD

ASSESSMENT & CERTIFICATION

Assessed by a portfolio of applied assignments completed using digital tools. Internally assessed and externally quality assured by NCFE. Graded Achieved / Not Yet Achieved, with a pass required across all learning outcomes.

Flexible Payment Plans

0% interest instalments | PayPal | Klarna | pay in 3 or 5

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