

in the know.

Qualification Key Information

NCFE Level 1 Certificate in Digital Skills (603/3129/X)

Qualification overview

Things you need to know about this qualification

Qualification number (QN)	603/3129/X
Qualification Title	NCFE Level 1 Certificate in Digital Skills
Total Qualification Time (TQT)	150
Guided Learning Hours (GLH)	120
Entry Guidance	There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved an Entry Level qualification in ICT. This qualification is suitable for learners aged pre-16 and above.
Funding	This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

Qualification purpose

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.

Qualification structure and how to achieve

To be awarded the NCFE Level 1 Certificate in Digital Skills, learners are required to successfully complete 4 mandatory units and one of the two optional units, 5 and 6.

Mandatory units

Unit No	Unit title
Unit 01	Find and use information
Unit 02	Safety and security when using data and digital devices
Unit 03	Communicating and collaborating online
Unit 04	Using word processing software

Optional units

Unit No	Unit title
Unit 05	Using a computer
Unit 06	Digital career development

How the qualification is assessed

The **Level 1 Certificate in Digital Skills** is a competency and knowledge based qualification which is internally assessed via a portfolio of evidence.

Benefits and Progression opportunities

The objectives of this qualification are to enable learners to:

- apply digital skills in personal and business situations
- understand how to maintain safety and security when using data and devices
- find and use information
- use digital resources to facilitate own learning and career progression
- communicate socially and professionally using technology
- use word processing software to create straightforward text and documents.

Learners who achieve this qualification could progress to:

- NCFE Level 2 Award/Certificate in Digital Promotion for Business
- NCFE Level 2 Certificate in IT User Skills (ITQ)
- NCFE Level 2 Certificate in Digital Skills for Work.

Why NCFE?

Our qualifications	We work with centres and employers to ensure our qualifications meet the needs of the industry and are fit for purpose.
Our customer commitment	Our customer service has officially been recognised as one of the best in the sector as we are the only Awarding Organisation to have been included in the Top 50 Companies for Customer Service for 3 consecutive years.
Supported by employers	Our qualifications are supported by employers. You can find out more about how we work with employers on our website .

Contact us

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