

in the know.

Qualification Key Information

NCFE Level 2 Certificate in Digital Skills for Work (603/3114/8)

Qualification overview

Things you need to know about this qualification

This qualification are suitable for use within a Study Programme.

| | |
|----------------------------------|--|
| Qualification number (QN) | 603/3114/8 |
| Qualification Title | NCFE Level 2 Certificate in Digital Skills for Work |
| Total Qualification Time (TQT) | 140 |
| Guided Learning Hours (GLH) | 110 |
| Entry Guidance | There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 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 2 Certificate in Digital Skills for Work, learners are required to successfully complete 4 mandatory units.

Mandatory units

| Unit No | Unit title |
|---------|---|
| Unit 01 | Using and managing information |
| Unit 02 | Keeping yourself and others safe when using digital devices |
| Unit 03 | Communicating and collaborating online |
| Unit 04 | Digital career development |

How the qualification is assessed

The **NCFE Level 2 Certificate in Digital Skills for Work** is a competency and knowledge based qualification which is assessed by a portfolio of evidence.

Benefits and Progression opportunities

The objectives of this qualification are to enable learners to:

- understand how to protect devices and data
- communicate socially and professionally using technology
- apply digital skills in personal and business situations
- use digital resources to facilitate own career progression.

Learners who achieve this qualification could progress to:

- NCFE Level 2 Award/Certificate in Digital Promotion for Business
- NCFE Level 3 Certificate in IT User Skills (ITQ)
- NCFE Level 3 Certificate in ICT Systems and Principles
- NCFE Level 3 Extended Diploma in IT (General)
- NCFE Level 3 Extended Diploma in IT (Business).

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

NCFE, Q6,
Quorum Business Park,
Benton Lane,
Newcastle upon Tyne,
NE12 8BT
Tel: 0191 239 8000*
Fax: 0191 239 8001
Email: service@ncfe.org.uk