

Part time, 21/22

L2 Principles for Digital Skills in Employment

Course information (PDF generated at 29/11/2021 05:21:46 pm)
www.sgscol.ac.uk/study/employability/l2-principles-for-digital-skills-in-employment

Summary

Are you interested in an online digital skills course? 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. This qualification is suitable for learners aged 19 and above.

This course is split into five manageable units:

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

Enrol online



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.

Please be aware you can only enrol on one online course at a time and this qualification is only suitable for learners aged 19 or above.

We recommend spending a minimum of 2-4 hours per week on this course with course length depending on the amount of study time you allocate however we recommend completing within 12 weeks.

How will I learn?

Studying via distance learning means you can choose when and where you study. Giving you the freedom to choose your learning schedule yourself whilst still gaining certification from your chosen subject.

We recommend spending a minimum of 2-4 hours per week on this course, with the length depending on the amount of study time you allocate however, we recommend completing within 12 weeks.

We appreciate this may be a new way of learning for many of you or there may be some further support required. If you find yourself feeling less than confident and look for additional support, we want to make sure we are there to offer that little bit extra and tailor it to your needs. This may include a phone calls or emails with one of our dedicated tutors and support staff to help guide you through your course.

Online courses enable you to set your own learning pace with the added flexibility of working to your own schedule. No classroom attendance is required, giving you full control of your learning whilst still having access to our experienced teaching and learning staff as required.

Entry Requirements

To study this course, you must meet the following criteria:

- You must be aged 19 years or over as of 31/08/2020

- You must have lived in the EU for the last three years
- You must currently reside in England
- You understand that this is a Level 2 qualification and a level of English and Math's is beneficial to completing
- You understand the typical duration of this course is 12 weeks and self-commitment should be made to allow yourself to provide detailed responses to the assignments

Additional Information

With you every step of the way!

Get more from your online courses, let us help you succeed with bespoke packages led by our dedicated online support team:

- Occupational specialists and tutors just a click away to support you
- Expert digital team on hand to resolve IT issues
- Access to free online community for those suffering with adveres mental health, 24 hours a day
- Enjoy incredible discounts while you study with your NUS/Totum student card

New to online learning? Require additional support? Let us help you with each step you take.

DEPARTMENT CONTACT

For more information about this course please email employability@sgscol.ac.uk.

COURSE FEES

Please be aware that some courses have fees that are payable on enrolment. More information on if this course has a fee can be found in the Availability section below.

If you require financial support including payment plans, bursaries and advanced learner loans please visit the [Money Management Service](#) section of the website.

For more information on fees please view our [Fees, Charges and Refunds Policy](#) and our [Applications, Admissions and Enrolment Policy and Procedures](#).

ONLINE ENROLMENT

This course offers simpler and safer online enrolment requests, which means in a matter of minutes you can submit an enrolment request to us. However please be aware that upon submitting your enrolment form you are not guaranteed to be accepted. A number of our courses require assessments, qualification checks or simply a conversation with you before we can confirm your enrolment.

Within 24 hours of enrolment submission you will receive an automated email notification with information on what happens next. Please add onlineservices@sgscol.ac.uk to your safe sender list. Most email providers allow you to do this within settings/options. For full instructions simply use your chosen search engine to find instructions on how to make emails as safe.