

# Level 2 Certificate

## PRINCIPLES FOR DIGITAL SKILLS IN EMPLOYMENT

This free course provides an understanding and the knowledge of the digital skills needed to search and apply for employment. This includes an awareness of finding and managing relevant information and considering the importance of online identities.

### COURSE UNITS INCLUDE

- Developing digital career skills
- Management of Information
- Digital device safety awareness
- Communication and Productivity
- Digital Security

## FREE TABLET

on completion to assist with job search

## Eligibility Criteria

### LEARNERS NEED A LAPTOP OR COMPUTER TO ACCESS THIS COURSE

This course is delivered remotely.

Learners must be 19+ and be able to commit fully to the course.

Learners must have access to relevant identification to register to the course.

An online initial assessment is required to be completed prior to the course starting.

Learners Maths & English working level must be at least entry level 3.

Must not have completed these qualifications previously at degree standard or possess the same qualifications higher than level 1.

**TO BOOK, OR TO REFER, FOR THIS  
SHORT COURSE PLEASE  
CONTACT:**

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