

Computing, Games and IT

Digital: Level 2 Digital Skills for Employment Part-time (online)

In Brief

Start Date / Duration

This course can be started at any point. It is a self-paced course which is studied online.

Entry Requirements

There are no formal requirements but an understanding of how to use a computer and internet access is essential.

You will achieve

Level 2 Certificate in Principles for Digital Skills in Employment

Course Overview

This course provides an understanding and the knowledge of the digital skills needed to search and apply for employment. You will gain an awareness of finding and managing relevant, good quality information and considering the importance of online identities. You will 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.

You can study this qualification if you are either in or searching for employment, particularly if you wish to develop your digital skills in relation to the management of information and digital safety, security and communication. You will benefit from this course if you have a basic understanding of IT skills, are searching for career progression and wish to improve your digital skills.

Course Content

Unit 1: Developing digital career skills

You will explore a range of digital skills, their relevance and how to improve digital skills. This unit also looks 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'll 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 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

This unit covers types of threats to data and how to protect it, as well as considering data protection legislation. You will also look at health and safety legislation regarding the use of digital equipment and how the risks can be reduced.

Unit 4: Communication and productivity

You'll learn how to communicate effectively using a range of technology, including email, online meeting and collaboration tools, and digital networks. You will build an understanding of the advantages and disadvantages of these methods and look at safety issues and support related to social media.

Unit 5: Digital security

This unit helps you 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.

How will I be assessed?

Online assessment.

What Equipment Will I Need?

Internet access and a computer.

Where will I study?

This course is studied online.

What can I do next?

You can progress to a relevant Level 3 qualification part time or our Access to Higher Education course in Computing [<https://www.barnsley.ac.uk/course/computing-access-to-higher-education-level-3-part-time/>].

How much does the course cost?

This course costs £362.

19+ Students

Aged 19 or over and thinking about further education? You may be eligible for free or reduced course fees. Please refer to our page ['paying for your course.'](#)

Extra information

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 6th February 2023

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**