

Highfield Level 1 Certificate in Digital Skills (RQF)

Who is this qualification for?

This qualification is aimed to prepare learners for employment and/or support a role in the workplace through the development of their ICT knowledge and skills.

Assessment Method

This qualification is assessed by a portfolio/e-portfolio of evidence.

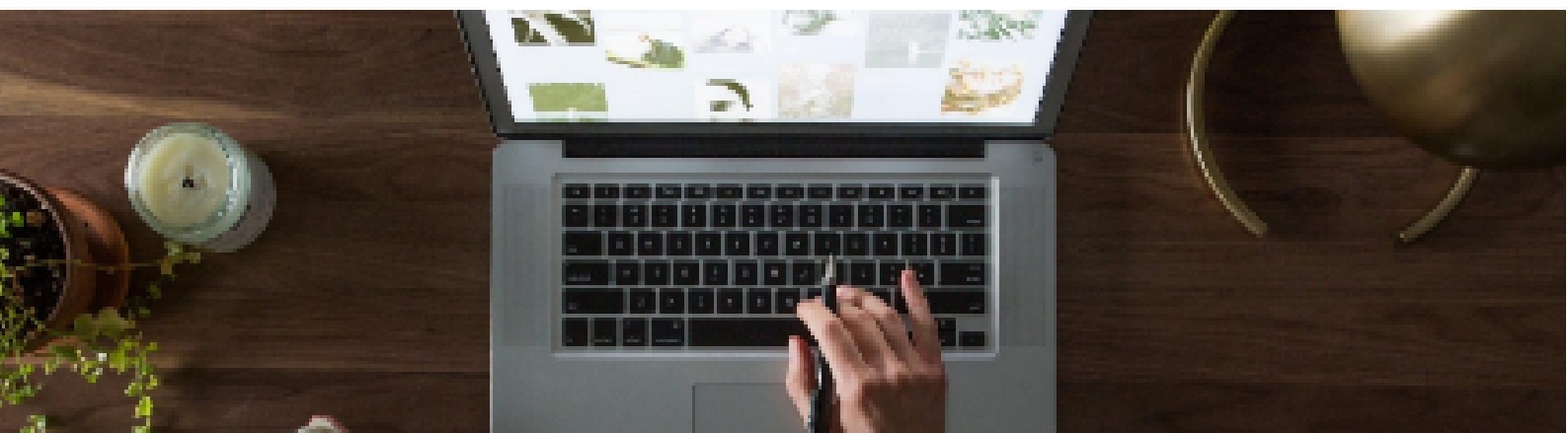
How long will it take?

To complete this qualification learners should expect to undertake 140 hours guided learning hours.

Learners must complete all units from the Level 1 Unit Group.

Level 1 Unit Group

Unit reference	Unit title	Level	GLH	Credit
D/617/7300	1. Using devices and handling information	1	12	2
H/617/7301	2. Creating and editing	1	11	2
K/617/7302	3. Communicating	1	7	1
M/617/7303	4. Transacting	1	8	1
T/617/7304	5. Being safe and responsible online	1	12	2
A/617/7305	6. Using technology for collaboration	1	40	7
F/617/7306	7. Using technology for career development	1	20	3



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