

Highfield Level 2 Certificate in Digital Skills for the Workplace (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?

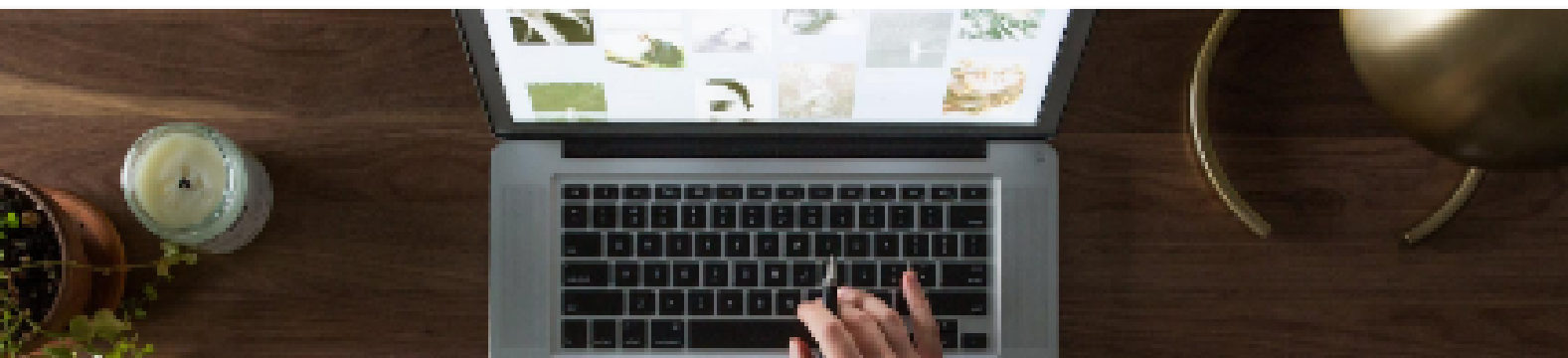
To complete this qualification learners should expect to undertake 180 hours guided learning hours.

Learners must complete all units from the Level 2 Unit Group.

To complete the **Highfield Level 2 Certificate in Digital Skills for the Workplace (RQF)**, learners must complete

- All units from the Level 2 Unit Group

| Unit reference | Unit title | Level | GLH | Credit |
|----------------|--------------------------------------------|-------|-----|--------|
| L/617/7311 | 1. Using devices and handling information | 2 | 16 | 3 |
| Y/617/7313 | 2. Creating and editing | 2 | 14 | 2 |
| H/617/7315 | 3. Communicating | 2 | 10 | 2 |
| M/617/7317 | 4. Transacting | 2 | 13 | 2 |
| A/617/7319 | 5. Being safe and responsible online | 2 | 17 | 3 |
| T/617/7321 | 6. Using technology for collaboration | 2 | 60 | 9 |
| F/617/7323 | 7. Using technology for career development | 2 | 50 | 6 |



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