# Digital skills for business

## Award

## Levels 1 and 2

## About the courses

This standalone qualification is fully-funded and is designed to upskill staff who work in administrative and other office-based roles. The award offers a range of units that the learner can study to match their particular organisational and job role requirements.

The qualification is available at two levels:

- Level 1 Award in Digital skills for business
- Level 2 Award in Digital skills for business

The course will take 1 month to complete over four taught sessions.

## Who is the course for?

Digital skills for business is suitable for those in roles such as business support administrators, office juniors, office supervisors, personal assistants, secretaries or receptionists in a wide range of industries.

- Level 1 is for learners with some familiarity with Microsoft Office applications and collaboration tools.
- Level 2 is for learners progressing from the Level 1 award, or have some existing Microsoft Office skills and knowledge who wish to upskill further.

## Delivery

Learners will be allocated a dedicated tutor/assessor who will work closely with the learners to ensure the units selected are suited to their individual roles and organisational priorities. The tutor/assessor will deliver four taught sessions over Microsoft Teams to cover the content and assess requirements.

The learner may need to complete assignment evidence outside of the planned taught sessions. Face to face delivery in a classroom can be arranged if we have enough demand.

The course is structured to cover the qualification in a flexible but fast-moving format, making it easier to fit in around work commitments. For this reason, we will complete an initial assessment before learners commence the course to make sure they are placed on the correct level. Options to progress to higher levels will be discussed with the learner on completion.

## Assessment

To successfully complete the qualification, learners will undertake practical tasks alongside guided real-time teaching. They will acquire the knowledge, tools and techniques associated with each unit that they will then demonstrate by completing the tasks to build a portfolio of evidence.

Gower College Swansea utilises Smart Assessor which is an online portfolio management tool enabling provider and learner to effectively track learner progress.

## Mandatory units

- Word processing techniques
- Managing email in the workplace
- Spreadsheet techniques

## Optional units

The following optional units can be selected and delivered, whilst other optional units are available:

- Creating digital presentations
- Digital collaboration

## Benefits of the course

- Achieve a recognised qualification
- Professional development
- Development of key IT knowledge
- Supports career progression

- Personal development
- Development of key IT skills
- Proven IT competency