LEVELS 2 & 3 DIPLOMA

DIGITAL SKILLS FOR BUSINESS

DEVELOP. ENABLE. EMPOWER.

Our Digital Skills for Business qualification offers an innovative approach for business and administrative staff to develop in their role.

The programme is designed to enhance the digital skills of staff within their role and increase digital confidence and competence within the business. Learners will explore how technology can be used collaboratively and understand how to take advantage of digital opportunities in the workplace.

Designed by digital experts - our learning pathways are based on 'lived experience' within the business sector and provide contextualised learning experiences, relevant to roles and responsibilities.

LEVELS 2 & 3

15-18 MONTHS

ANY COMPUTER OR TABLET

Educ8 GROUP

Our qualifications are delivered in partnership with **Educ8 Training Group**.

COURSE DURATION

Our delivery model was developed to account for busy work schedules. The following timescales are indicative:

- Self paced learning - 2 to 3 hours per week (average)
- Monthly meeting with your trainer coach (virtual or in person) - 1-2 hours

WHO IS IT FOR?

Anyone who works with digital technologies and associated systems, such as Microsoft 365, on a regular basis. This can include all office and administrative staff.

- Our **Level 2** pathway is suitable for those in administrative or personnel roles.
- Our **Level 3** pathway is suitable for those with a greater level of digital literacy, or those in team leader or management roles.

LEARNING EXPERIENCE

Our courses are designed to provide an innovative route to apprenticeship completion with collaborative learning being central to your experience. Here is just some of the support you can expect:

- **A2B Hub** - our online learning platform is a central hub for you to access information on your learning journey.

- **Aspire360** - exclusive access to our on-demand digital skills development platform offers a wide range of self-paced courses, to support your qualification.

- **In the workplace** - one to one virtual and face to face support sessions, specific to you and your working context.

- **Assessment** - not your typical assignments, we help you to develop innovative ways of showcasing your learning.

AFTER YOU'VE COMPLETED THE COURSE

Following completion of the course, you will have achieved:

- Level 2 or 3 Diploma in Digital Skills for Business (total of 40 credits minimum)

- Essential Skills in Application of Number and Communication at Level 1 or 2

You will receive a certificate as proof of your newly gained qualification and will be invited to attend Educ8's Gradu8 ceremony, where you will get the chance to celebrate your fantastic achievement!

ESSENTIAL SKILLS

Welsh Government is committed to raising the levels of Essential Skills across Wales. Communication and Application of Number qualifications are an integral element of the funded apprenticeship frameworks.

These are usually delivered through workshops at one of our centres and will be planned well in advance. If you have completed Essential Skills previously or are able to provide suitable evidence, such as GCSE certificates or similar, you may be exempt from completing this element of the qualification.

QUALIFICATION OVERVIEW

To achieve **Level 2 Diploma in Digital Skills for Business**, you must achieve a total of 40 credits:

- Level 2 Diploma in Diploma in Digital Skills for Business

- Mandatory credits: 36

- Optional credits: 4

- Essential Skills in Application of Number and Communication at Level 1

To achieve **Level 3 Diploma in Digital Skills for Business**, you must achieve a total of 40 credits:

- Level 3 Diploma in Diploma in Digital Skills for Business

- Mandatory credits: 29

- Optional credits: 11

- Essential Skills in Application of Number and Communication at Level 2

RECOMMENDED LEARNING PATHWAY

MANDATORY UNITS	
Unit Title	**Credits**
Level 2	
Digital Collaboration	3
Sharing Digital Information	6
Preparing Documents and Publications	6
Data Management Software	3
Creating Digital Presentations	3
Spreadsheet Techniques	3
Word Processing Techniques	3
Managing Email in the Workplace	2
Digital Security for Business	3
Maintain Health, Safety and Wellbeing when Working with Digital Technology	1
Recognise and Resolve Routine Technology Problems	3
Level 3	
Data Management Software	4
Digital Communications	6
Spreadsheet Software	6
Word Processing: Using Advanced Features	3
Digital Collaboration	3
Digital Security for Business	4
Data Visualisation for Business	3
EXAMPLES OF OPTIONAL UNITS CAN BE PROVIDED UPON REQUEST	

BENEFITS FOR THE LEARNER

- Understand how to leverage technology to support your role and responsibilities
- Develop your knowledge and understanding of business-specific digital tools and technologies
- Develop your confidence, competence and experience of working with a variety of digital tools and technologies
- Understand the role of digital in collaborative working, and supporting colleagues and the wider team
- Understand how technology can support in-role development and progression
- Develop key digital skills and awareness of tools to support in-role experiences
- Identify personal and professional development areas to support role specific activities
- Enhance your CV with a recognised, transferable, and fully accredited qualification
- Zero cost to the learner (fully funded)

BENEFITS FOR THE EMPLOYER

- Fully accredited professional development supporting the Digital Strategy for Wales
- Confident and competent, digitally upskilled staff
- Work based learning activities and professional development aligned to business priorities
- Fit for purpose professional development for staff
- Develop informed and knowledgeable staff to drive forward business priorities
- Improve business' digital competence and applied use of existing and emerging technologies
- Encourages personal and professional development for all staff
- Provides opportunities for your staff to engage in ongoing continual professional development
- Cost effective solution for high quality CPD
- Zero cost to the business (fully funded)

QUESTIONS?

If you have any questions at all, please contact:
apprenticeships@aspire2be.co.uk

Or scan the QR code to visit our website.
aspire2be.co.uk/apprenticeships

Aspire 2Be.

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