

Ascentis **Level 1 Certificate**

in

Digital Skills for Business

Overview Specification



Ofqual Number:	603/6309/5
Ofqual Start Date:	01/09/2020
Ofqual Review Date:	31/07/2027
Ofqual Certification Review Date:	31/07/2028

Qualification Overview

The Ascentis Level 1 Certificate in Digital Skills for Business focuses on the learner's ability to develop the digital skills required to participate in employment within a business setting.

Due to the increased need for distance working, employees are engaging with online communication technologies like never before, in addition to their ever-present need to interact with traditional software applications/packages. Learners will develop and use a range of skills that will be beneficial in a business environment, including setting up and participating in video meetings, utilising email software, creating word-processed documents and using spreadsheets to process numerical data.

There are several features of this qualification that makes it very appropriate for its target learners:

- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres
- It can be delivered either as a classroom-based course or as a blended learning programme
- Evidence can be generated within a wide range of organisational contexts, allowing the qualification to meet the specific occupational requirements of the learners

Aims

The aims of this qualification are for learners to be able to:

- Use video communication technologies to participate in online meetings
- Use emailing software to manage business communication effectively
- Create word-processed documents for a business purpose
- Process numerical data for a business purpose
- Work safely and securely online following organisational guidelines and policies
- Explore software packages to store and edit data

Target Group

These qualifications are aimed at a range of learners, including:

- Young people aged 14–19 who are in various learning environments
- Learners who want to upskill in their current job role
- Learners who want to develop skills which lead to employment

Regulation Codes

Qualification reference number:

- Ascentis Level 1 Certificate in Digital Skills for Business: 603/6309/5

Assessment Method

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria. They are internally assessed and verified by the centre and then externally verified by Ascentis.

On completion of the learners' evidence for the Certificate, the assessor is required to complete the Summary Record of Achievement for each learner. The Summary Record of Achievement asks assessors and the internal verifier to confirm that the rules of combination have been followed. This is particularly important in cases where a learner has taken units at different levels.

Rule of Combination

Ascentis Level 1 Certificate in Digital Skills for Business

Learners must achieve a minimum of 21 credits in total. Learners must achieve 14 credits from the mandatory units and either a minimum of 7 credits or a maximum of 8 credits from any combination of optional units.

Unit Group A (Mandatory Units)

Title	Level	Credit Value	GLH	Unit ref
Word processing	Level 1	4	40	R/618/3353
Spreadsheets	Level 1	4	40	Y/618/3354
Digital communications for business	Level 1	2	20	D/618/3355
Video communications for business	Level 1	2	20	H/618/3356
Working safety and securely online	Level 1	2	20	M/618/3361

Unit Group B (Optional Units)

Title	Level	Credit Value	GLH	Unit ref
Presentations	Level 1	4	40	K/618/3357
Data management	Level 1	3	30	M/618/3358
Project management	Level 1	4	40	T/618/3359
Digital accounting	Level 1	4	40	K/618/3360

Recommended Guided Learning Hours

The recommended guided learning hours for this qualification is 210.

Total Qualification Time

The total qualification time for this qualification is 210.

Age Range of Qualification

These qualifications are suitable for young people aged 14–19 and adult learners

Contact & Further Information

New Centres please email hello@ascentis.co.uk or call 01524 845046

Existing Centres visit the Login area of our website to view the full specification.

Product Development for enquiries please email development@ascentis.co.uk