

Ascentis **Level 2 Certificate** in **Digital Skills for Business** **Overview Specification**



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| Ofqual Number: | 603/6311/3 |
| Ofqual Start Date: | 01/09/2020 |
| Ofqual Review Date: | 31/07/2027 |
| Ofqual Certification Review Date: | 31/07/2028 |

Qualification Overview

The Ascentis Level 2 Certificate in Digital Skills for Business focuses on the learner's ability to further develop the digital skills required to participate in employment within a business setting.

There has been an increased demand for employees to engage with online communication technologies to support distance working, in addition to their ever-present need to be able to interact with traditional software applications/packages.

Learners will use a range of skills which will be beneficial in a business environment, including being able to effectively use a variety of traditional software packages for creating documents and processing numerical data. They will also benefit from learning how to use online communication technologies to participate in digital meetings, send and receive online communications and maintain data security and personal privacy when working online.

There are several features of this qualification that make 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 create, participate in and share information during 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 create, format and store content for a business purpose

Target Group

The qualification is aimed at a range of learners, including:

Young people aged 14–19 who are in various learning environments
Adult learners

Regulation Codes

Qualification reference number:

- Ascentis Level 2 Certificate in Digital Skills for Business: 603/6311/3

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. The Summary Record of Achievement form is provided in Appendix 1.

Centres are required to retain all evidence from all learners for external verification and for four weeks afterwards in case any appeal is made.

Rule of Combination

Ascentis Level 2 Certificate in Digital Skills for Business

Learners must achieve a minimum of 30 credits in total. Learners must achieve 20 credits from the mandatory units and a minimum of 10 credits and a maximum of 12 credits from any combination of optional units..

Unit Group A (Mandatory Units)

| Title | Level | Credit Value | GLH | Unit ref |
|-------------------------------------|---------|--------------|-----|------------|
| Word processing | Level 2 | 6 | 60 | J/618/3379 |
| Spreadsheets | Level 2 | 6 | 60 | A/618/3380 |
| Digital communications for business | Level 2 | 3 | 30 | F/618/3381 |
| Video communications for business | Level 2 | 3 | 30 | J/618/3382 |
| Working safely and securely online | Level 1 | 2 | 20 | M/618/3361 |

Unit Group B (Optional Units)

| Title | Level | Credit Value | GLH | Unit ref |
|-----------------------|---------|--------------|-----|------------|
| Presentation software | Level 2 | 6 | 60 | L/618/3383 |
| Database software | Level 2 | 6 | 60 | R/618/3384 |
| 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 300.

Total Qualification Time

The total qualification time for this qualification is 300.

Age Range of Qualification

This qualification is 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