



Level 1 Diploma of Introduction to Digital Technologies  
603/4964/5

## Qualification aim

This qualification informs and guides learners through the process of developing and progressing appropriate skills and knowledge to enter the digital workplace. It provides a structured route with knowledge and skills, through the labour market to understanding the sales and marketing aspect and securing opportunities through digital and ICT in the workplace.

## Qualification introduction

This qualification is made up of 12 mandatory units that will support learners in developing an understanding of the available and relevant opportunities to their capabilities and aspirations. These units are a step by step process to prepare, source and secure opportunities, in addition to providing additional understanding and knowledge of specific digital skills and opportunities relevant to their individual circumstances. Learners who complete the qualification will be equipped with the knowledge, skills and resources to progress opportunities that progress their personal aspirations and circumstances.

## Assessment

In order to achieve this qualification a learner must complete all units as mandatory. The assessment criteria determine the standard required to achieve each unit and allow for a variety of assessment methods to be used as appropriate to the environment the qualification is delivered in. There is no examined assessment element in this qualification.

## Progression

On completion of this qualification learners will be prepared to progress to level 2 qualifications in a range of occupations within the sector, this could include but not limited to apprenticeships.

## Achievement

Learners must achieve a total of 46 credits, by completing the 12 mandatory units within the qualification.

<b>Qualification Number</b>		603/4964/5
<b>Qualification Framework</b>		RQF
<b>Title</b>		Diploma of Introduction to Digital Technologies
<b>Qualification Level</b>		Level 1
<b>Guided Learning Hours</b>		415 GLH
<b>Total Qualification Time</b>		460 TQT
<b>Qualification Credit Value</b>		46 Credits
<b>Qualification Grading Structure</b>		Pass / Fail

Unit Title	Mandatory/Optional	GLH	TQT	Credit Value	Grading
Identify Suitable Opportunities	M	35	40	4	Pass / Fail
Behaviours and Standards at Work		20	20	2	Pass / Fail
Produce a CV		35	40	4	Pass / Fail
Succeed at an Interview		25	30	3	Pass / Fail
Team Working		30	30	3	Pass / Fail
Digital presence, awareness and safety		35	40	4	Pass / Fail
Digital Technology in the workplace		35	40	4	Pass / Fail
Introduction to Design and Development of Software		30	30	3	Pass / Fail
Introduction to Installing Computer Software		50	50	5	Pass / Fail

How to Set-up an IT Network		50	50	5	Pass / Fail
Key Elements of Digital Marketing		40	50	5	Pass / Fail
Principles of Marketing		30	40	4	Pass / Fail
<b>Total</b>		<b>415</b>	<b>460</b>	<b>46</b>	<b>Pass / Fail</b>