



DIGITAL LITERACY



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PURPOSE

This skills programme aims to help learners bridge the digital divide by providing them with foundational knowledge and skills in digital literacy. The course outline is part of an NQF-aligned End-User qualification, and completing these unit standards puts the learner in good standing, where Unit Standards achieved will be credited back to the learner if they wish to pursue the full qualification.

TOPICS COVERED

- Internet Basics
- Online Learning Platforms
- Online Safety and Security
- Digital Privacy
- Email Communication
- Social Media Literacy
- Basic Digital Tools
- Search Engine Skills
- Digital Citizenship
- Digital Well-being
- Digital Etiquette

ENTRY CRITERIA

- New/Junior entrants in the workplace
- Unemployed youth

DELIVERY METHODOLOGY

Our high-contact programme has flexible delivery options:

- Face-face classroom training at the Impactful training rooms
 - Locations: Randburg / Cape Town
- Online
- Nationally on-site at the client

DURATION

- 10 Days

Unit Standard Outline	Unit Standard	Credits	Training Days
Demonstrate an understanding of the principles of the internet and the world-wide-web	115391	3	1
Identify and explain ICT risks and recommend security solutions	117926	5	2
Use electronic mail to send and receive messages	116945	2	1
Describe the application and effect of Information and Communication Technologies (ICT) on society	117928	5	2
Use a Graphical User Interface (GUI) based web-browser to search the Internet	116931	4	2
Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	117925	3	1
Enhance, edit and organise electronic messages using a Graphical User Interface (GUI) based messaging application	116935	2	1
Total		24 Credits	10 Days