![ICDL — The Digital Skills Standard]

ICDL WORKFORCE

Digital skills for employability and productivity

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Most jobs now require some level of digital skills. This requirement continues to grow, even in sectors considered traditional or non-technical. Online tools and mobile apps today perform a huge range of functions which were once paper-based. The workplace is digital, and in today's competitive environment, employers highly value digital skills. Having the certified ability to use devices and tools confidently and productively is an effective way for workers to set themselves apart.

ICDL Workforce starts with the Essential Skills modules which are an important foundation for many other ICDL Modules. The Office Applications modules develop skills that are commonly used in working life. Complementing these skills are the Good Practice modules, which ensure safe, legal and productive use of technology in the workplace.

ICDL Workforce is designed to build the digital skills of the modern workplace. These modules will help employees and candidates demonstrate their effective use of technology with skills and knowledge that can be further developed by progressing to the ICDL Professional modules and beyond.

Build and certify the necessary digital skills for the modern workplace

ESSENTIAL SKILLS

Computer and Online Essentials

Develop essential skills to use a computer and operate online effectively.

Application Essentials

Develop essential skills to use workplace applications effectively.

OFFICE APPLICATIONS

Documents

Develop the skills needed to create complex documents that are attractive and easy to read.
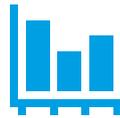
Spreadsheets

Develop the key skills needed to organise and analyse data using spreadsheet software.

Presentation

Develop the skills needed to communicate information using presentation software.
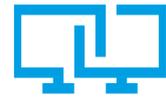
Teamwork

Develop the skills needed to work effectively in a team using collaborative tools and platforms.

GOOD PRACTICE

Cyber Security

Develop the skills needed to create complex documents that are attractive and easy to read.

Data Protection

Develop the skills needed to protect data and information on computers, devices, and networks using collaborative tools and platforms.

Remote Work

Understand the main concepts and good practices needed to work effectively from any remote location.

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