



The Digital Skills Standard

ICDL Africa

# ICDL WORKFORCE

Digital skills for employability and productivity



# ICDL WORKFORCE

## Digital skills for employability and productivity



**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**

## OFFICE APPLICATIONS



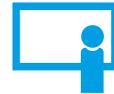
### Documents

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.



### Presentations

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 protect data and information on computers, devices, and networks.



### Remote Work

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



### Data Protection

Develop the skills needed to manage and process personal data.



### Online Collaboration

Develop the skills needed to collaborate with others using online collaboration tools and platforms.

## ESSENTIAL SKILLS



### Computer and Online Essentials

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



### Application Essential

Develop essential skills to use workplace applications effectively.



### Tablet Essentials

Develop the required skills to browse the web, use applications and work with images and video when using a tablet



### Tablet Essential

Develop the required skills to use common productivity applications when using a tablet.

# ICDL WORKFORCE

Digital skills for employability and productivity

## OFFICE APPLICATIONS



Documents



Presentations



Spreadsheets



Teamwork

## GOOD PRACTICE



Cyber Security



Data Protection



Remote Work

## ESSENTIAL SKILLS



Computer & Online Essentials



Tablet Essentials



Application Essentials



Tablet Essentials Plus