



The Digital Skills Standard

ICDL Americas

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

OFFICE APPLICATIONS



Documents

This module covers the main concepts and skills needed for common word processing tasks, such as creating, formatting, and finishing letters and other everyday documents.



Spreadsheets

This module covers the main concepts and skills needed to use spreadsheets, such as tasks associated with developing, formatting, modifying, and using a spreadsheet.



Presentations

This module covers the main concepts and skills needed to work with presentation software to create and use presentations.



Teamwork

This module covers the skills to use a range of tools that facilitate collaboration, including office productivity, meeting tools, and task management tools.

GOOD PRACTICE



Cyber Security

This module focuses on the main skills and knowledge needed for the secure use of ICT in everyday settings, at home and at work.



Remote Work

This module covers the main aspects of remote work good practice, including key concepts, setup, self-management, communication, and the effective use of tools.



Data Protection

This module covers important knowledge relating to data protection concepts and principles, data subject rights, data protection policies and measures.



Information Literacy

This module covers essential concepts and skills relating to identifying, searching, evaluating, organising and communicating online information.

ESSENTIAL SKILLS



Application Essentials

This module covers the main skills needed to start using common office productivity applications, including documents, spreadsheets, and presentations effectively.



Computer and Online Essentials

This module covers the main concepts and skills needed for using computers and devices, file and application management, networks, online information, communication and safety.

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