

NCFE



**Digital Skills
SWAPs Product
Information Guide**



Sector-based Work Academy Programmes (SWAPs) Overview

A SWAP is a short programme of training lasting up to six weeks and includes three components:

- Pre-employment training
- Work placement opportunity within business
- Guaranteed job interview or assistance with the job application process.

A key strength of SWAPs are their flexibility, enabling programmes to be tailored to local employer, sector and regional needs. In a short timeframe, learners build industry knowledge, practical skills and confidence and quickly progress towards work-readiness.

Digital Skills for Work Pathway Overview

This SWAP provides practical digital capability for entry-level roles, supporting transferable skills across sectors. Its purpose is to build core digital competence, confidence and readiness for progression into digital and operational pathways.

Sector and Job Roles: Digital Skills – Digital for Work, Entry level IT, Cross-sector roles.





Example:

Level 1			
Sector Specific Training	NCFE Level 1 Essential Digital Skills (603/7118/3)	The purpose of this qualification is to allow learners to demonstrate understanding of and competency in the essential digital skills they need for life and work. It will enable learners to engage with digital services and products in everyday life and work.	47 GLH
Transferable Skills	NCFE Level 1 Award in Employability Skills (601/4680/1)	This qualification aims to develop and enhance skills required for the working environment and improve learners' confidence and communication skills in order to prepare them for employment or for a change in employment.	36 GLH
Total			83 GLH

83 GLH = 14 hours/week for 6 weeks

Level 2			
Sector Specific Training	NCFE Level 2 Certificate in Digital Skills for Work (603/3114/8)	The purpose of this qualification is to allow learners to demonstrate understanding of and competency in digital literacy skills. It will help learners progress to a work role where digital literacy skills are required.	110 GLH
Transferable Skills	NCFE Level 1 Award in Employability Skills (601/4680/1)	This qualification aims to develop and enhance skills required for the working environment and improve learners' confidence and communication skills in order to prepare them for employment or for a change in employment.	36 GLH
Total			146 GLH

146 GLH = 25 hours/week for 6 weeks



Level 2			
Sector Specific Training	NCFE Level 2 Certificate in the Principles of Cyber Security (603/5853/1)	The purpose of the Level 2 Certificate in Cyber Security is to provide learners with sector awareness. It will do this by introducing the knowledge and understanding in roles and issues relating to Cyber Security. The secondary purpose is to act as a stepping stone that will lead learners into studying Cyber Security at a higher level.	110 GLH
	Digital Career Development (M/616/9556/UNIT)	This unit teaches individuals how to manage and promote their digital reputation and online identity. They'll be able to use social media and the internet to search and prepare applications for voluntary and paid employment and use technology to facilitate personal and professional learning and career progression.	20 GLH
Transferable Skills	Interview Skills (K/502/3615/UNIT) - Level 1	This unit covers to the preparation needed for job interviews and being interviewed and includes finding out more about the recruiting organisation and the role, identifying and preparing for potential interview questions, appropriate dress and language for interviews, speaking and listening skills and getting feedback.	6 GLH
Total			136 GLH

136 GLH = 23 hours/week for 6 weeks

These are selected examples from our portfolio.

Find out more about our full range of Digital skills qualifications on our [sector page](#).



Supporting Workforce Need

This SWAP addresses national and regional priorities to close digital skills gaps and meet employer demand for foundational digital literacy. It supports employability across administrative, operational, customer-facing and public service roles, promoting digital inclusion and progression into work. In regions with a strong digital or cyber focus, it also supports progression into digital and cyber-related pathways.

Progression

Participation in our SWAPs supports progression into employment by equipping learners with sector-specific skills, practical experience and direct access to recruitment opportunities.

Through pre-employment training, a structured work placement and a guaranteed interview or support with the employer's recruitment process, learners are well prepared to secure roles in the sector or progress into apprenticeships or further study, such as the [NCFE Level 2 Certificate in Data Analysis \(603/3916/0\)](#).

Further Information

For further information on SWAP delivery please visit the government's [Employer Guide](#).

Get in touch:

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