



The Digital Skills Standard

ICDL Asia

Accredited Test Centre

Unit 38, GU Market Complex,
Jalukbari Guwahati-781014, Assam

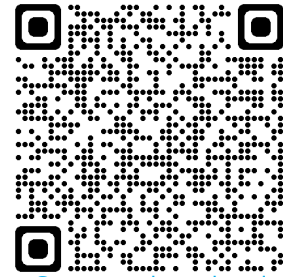
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ICDL

The Digital Skills Standard



Scan to download



icdlasia.org

About ICDL

ICDL is the world's leading computer skills certification. As a non-profit social enterprise, ICDL benefits from the unique support of experts from national computer societies and partners worldwide to develop vendor-independent standards that define the skills and knowledge required to use digital technology effectively. The quality and reputation of ICDL is built on over twenty years of experience in delivering our certification programmes to over 17 million people and in more than 40 languages worldwide, with more than 2.5 million ICDL tests taken annually. Our success is maintained by our ongoing innovation in certification programme development, our commitment to rigorous test design methodologies, and consistent adherence to our quality assurance standards.














ICDL Programmes

ICDL offers a complete solution to suit all your digital skills needs, from students with no prior experience of computers through to students requiring advanced digital skills.

- **ICDL Workforce** covers a range of productivity skills which are central to the world of work, grouped in three module categories, namely; Essentials Skills, Office Applications and Good Practice.
- **ICDL Professional** is designed to meet the needs of modern professionals in a range of sectors and develops an advanced level of skills for those with technology reliant roles, from the use of business applications to the fundamentals of advanced technologies
- **ICDL Insights** comprises of short, introductory modules, designed for those who are not IT professionals, to develop a conceptual understanding of trending and emerging technology.
- **ICDL Digital Citizen** is specially developed to cater for those with no experience whatsoever of computers and the Internet. This programme develops essential skills and helps to remove the fear of using a computer.
- **ICDL Digital Student and ICDL Smart Digital** are designed to meet the needs of school students, to develop skills around the appropriate and creative use of technology as well as essential skills and more focused skills.
















ICDL WORKFORCE MODULES

Digital skills for employability and productivity

ESSENTIAL SKILLS	OFFICE APPLICATIONS	GOOD PRACTICE
 Application Essentials	 Documents	 Cyber Security
 Computer & Online Essentials	 Spreadsheets	 Remote Work
	 Presentations	 Data Protection
	 Teamwork	 Information Literacy
		 Online Collaboration

ICDL PROFESSIONAL MODULES

Digital skills for occupational effectiveness

CREATIVE	ENTREPRENEURIAL	COMPUTATIONAL
 Documents (advanced)	 Digital Marketing	 Financial Spreadsheets
 Presentation (advanced)	 Project Planning	 Management Spreadsheets
 Web Editing	 E-Commerce	 Data Analytics
 Image Editing		 Computing
 3D Design	ICDL FOR TEACHERS	 Databases
	 ICT in Education	 Databases (advanced)











ICDL INSIGHTS

Digital skills for business managers

TRENDING AND EMERGING TECHNOLOGY		
 Cloud Computing	 Big Data	 Blockchain
 Artificial Intelligence	 Internet of Things	

ICDL DIGITAL STUDENT MODULES

Digital skills to design and develop, share and protect

ESSENTIAL SKILLS	COMPUTE AND CODE	CREATE AND COLLABORATE
 Computer and Online Essentials	 Spreadsheets	 Documents
 Application Essentials	 Databases	 Presentation
 Information Literacy	 Computing	 Online Collaboration
	 Robotics	

ICDL Module Pack

- ✓ An ICDL Module Pack contains all the resources necessary to complete a module
- ✓ Learning Materials (eLearning, eBooks)
- ✓ Licence to print the Learning Material and the Quick Reference Guide for the candidate
- ✓ Access to the 3 Diagnostic, 1 Certification Tests and 1 Resit Test
- ✓ Valid for one year from the date of purchase
- ✓ 1 Module Pack Rs. 3500 (Fee per student)

ICDL Profile Pack

- ✓ Unlimited access to ICDL Workforce and ICDL Professional Modules for 1 year
- ✓ Purchasing an ICDL Profile Pack allows the flexibility to create ICDL profiles by combining multiple modules tailored to specific needs
- ✓ 2 x Module Packs Rs. 5000 ✓ 3 x Module Packs Rs. 6000
- ✓ 4 x Module Packs Rs. 7500 ✓ 5 x Module Packs Rs. 8500

Digital Badges and Certificates



Skillsbox Digital Badge and Certificate Technology automates the process of secure, cost-effective module verification. In today's competitive environment, candidates and employers alike expect digital skills to be recognised by a credible digital badge and certificate. In addition, social sharing of digital badges drive referrals and the 'stacking' of badges are common practice to illustrate skills accumulation and act as a strong incentive to further learning.



CONTACT US

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ENROLMENT

INTERNATIONAL CERTIFICATION OF DIGITAL LITERACY (ICDL)

Accredited Test Centre, Unit 38, Guwahati University Market Complex, Guwahati-781014

The new ICDL was launched in Europe in May 2019 and subsequently in Asia in September 2019.



The ICDL helps meet the digital skills needs of students, workers and professionals at a time when technologies are developing faster than ever before. It is an exciting time for digital skills. The fourth industrial revolution is charging ahead around the world. The demands this places on workers' skills make certifications like ICDL, with a single brand worldwide, more important than ever before.

ICDL is a modular programme. There are a range of modules to choose from. An ICDL Module Pack contains all the resources necessary to complete a module:

- ✓ Learning Materials (eLearning, eBooks)
- ✓ License to print the Learning Material and the Quick Reference Guide for the candidate
- ✓ Access to the 3 Diagnostic, 1 Certification Tests and 1 Resit Test
- ✓ Valid for one year from the date of registration

The candidate can buy a single module or a bundle of 2, 3, 4 or 5 modules (ICDL Profile Pack) at a significant discount. An ICDL Profile Pack allows the flexibility to create ICDL profiles by combining multiple modules tailored to the candidate's specific needs. The candidate progresses through these modules at their own pace in their preferred sequence. The set of modules the candidate has successfully completed is his or her ICDL Profile. **The ICDL Profile Certificate proves ICDL achievement.**

For the first time, you can enrol and take the ICDL Certification test in Guwahati at the Accredited Test Centre, Unit 38, Guwahati University Market Complex, Guwahati-781014 (Email: contact@lachatiglobalinitiative.in). Please fill out the form below to enrol:

Name:										
Address:										
Date of Birth:										
<i>If Student</i>										
Email:										
Mobile:										
Academic Institutions:										
Course:										
<i>If Worker</i>										
Position:										
Workplace:										
Qualifications:										
✓ No. of Modules Chosen:	1		2		3		4		5	
Choose your modules overleaf and follow the instructions on how to pay the enrolment fee.										

You can download a PDF form by scanning the QR code (overleaf), digitally fill and submit by email: contact@lachatiglobalinitiative.in.

ENROLMENT





INTERNATIONAL CERTIFICATION OF DIGITAL LITERACY (ICDL)

ICDL WORKFORCE (✓ the next to the modules you like to take)






Essential Skills

	Application Essentials	<input type="checkbox"/>		Computer and Online Essentials	<input type="checkbox"/>
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Office Applications






	Documents	<input type="checkbox"/>		Presentation	<input type="checkbox"/>
	Spreadsheets	<input type="checkbox"/>		Teamwork	<input type="checkbox"/>

Good Practice

	Cyber Security	<input type="checkbox"/>		Data Protection	<input type="checkbox"/>
	Cyber Security	<input type="checkbox"/>		Remote Work	<input type="checkbox"/>
	Online Collaboration	<input type="checkbox"/>			

ICDL PROFESSIONAL (✓ the next to the modules you like to take)







Creative

	Presentation (Advanced)	<input type="checkbox"/>		3D Design	<input type="checkbox"/>
	Documents (Advanced)	<input type="checkbox"/>		Image Editing	<input type="checkbox"/>
	Web Editing	<input type="checkbox"/>			

Entrepreneurial

	Digital Marketing	<input type="checkbox"/>		E-Commerce	<input type="checkbox"/>
	Project Planning	<input type="checkbox"/>			

Computational

	Management Spreadsheets	<input type="checkbox"/>		Computing	<input type="checkbox"/>
	Financial Spreadsheets	<input type="checkbox"/>		Using Databases	<input type="checkbox"/>
	Data Analytics	<input type="checkbox"/>		Advanced Database	<input type="checkbox"/>

Fees

1 Module Pack: Rs. 3500	4 Module Packs: Rs. 7500 (> 45% discount)
2 Module Packs: Rs. 5000 (28% discount)	5 Module Packs: Rs. 8500 (> 50% discount)
3 Module Packs: Rs. 6000 (> 40% discount)	

Note

1. We recommend not taking more than 5 modules at a time. Please note that once registered, you must complete the module within one year, failing which, you must re-register and pay the applicable fee. You can take more modules as you complete existing modules.
2. Calculate the fees based on the number of modules chosen, and bank transfer the total amount to Prag Foundation for Capacity Building, A/C No. 30045901385, IFSC: SBIIN0007700 (SBI).
3. Attach the money transfer receipt with the application and send it to contact@lchitglobalinitiative.in.
4. Once the application is received and payment is verified, the username and password will be emailed to you, and the selected modules will be activated. It may take up to a week to activate the modules.
5. Once activated, you can access all the training material at the online learning portal <https://asia.skillsbox.com>.