WIN | Career Readiness
Courseware &
Credentials

Digital Literacy Credential

Validate the technological skills needed in the workplace

The Digital Literacy Credential measures mastery of the basic digital skills most needed in the workplace.

Digital literacy refers to the ability to find, evaluate, use, create and communicate information using digital technologies. It encompasses a wide range of skills and competencies, including basic computer and internet use, online safety and security, digital content creation, and critical thinking about digital media. Digital literacy is important in the workplace for several reasons:

Increased efficiency: Digital literacy helps employees to use digital tools and technologies to complete tasks more efficiently, saving time and resources.

Improved communication: With digital literacy, employees can communicate more effectively with colleagues, clients, and customers using a range of digital platforms, including email, messaging, and video conferencing.

Enhanced creativity and innovation: Digital literacy allows employees to use digital tools and technologies to create and innovate, fostering new ideas and ways of working.

Career advancement: Digital literacy is increasingly becoming a prerequisite for many jobs, and those with strong digital skills are more likely to be considered for promotions and other career opportunities.

Competitive advantage: Companies that prioritize digital literacy have a competitive advantage in today's digital economy, where technology is transforming the way we work and do business.

digital literacy credential

Digital Literacy skills are in high demand in many industries and individuals need to demonstrate that they are staying current with the latest digital technologies and best practices. Earning a Digital Literacy Credential validates to employers that the job candidate has the necessary technological skills to be effective in the workplace.

The Digital Literacy assessment measures skills in five main areas:

Computer Operations – ability to identify different types of devices, parts of a computer, software applications, and operate computers in a professional setting.

Internet Browsing – ability to connect to the Internet, navigate the World Wide Web, and identify and use different browsers.

Digital Communications – ability to identify and use digital communication tools such as email, video conferencing, instant messaging, and social media in a professional setting.

Digital Documents – ability to use and create common workplace digital documents, such as word processing documents, spreadsheets, slide presentations, online forms, and shared documents.
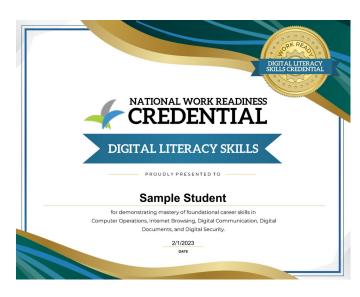
Digital Security – understand the purpose of security policies and procedures, password security, privacy settings, security software, and VPNs. and their importance in the workplace.
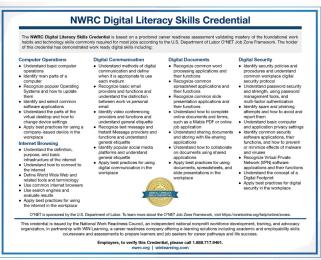
Did you know...

WIN Learning also provides online, self-paced courseware to help learners and job seekers prepare for the Digital Literacy Credential. The Digital Literacy Courseware aligns to the Digital Literacy assessment, making it a great resource for preparation or remediation. Contact WIN Learning today and ask about bundling the Digital Literacy Credential and the Digital Literacy Courseware to give your learners and job seekers the tools for success.

About WIN Learning

Since 1996, WIN's integrated approach to career readiness has given more than 10 million learners worldwide the tools, confidence, and skills necessary to excel. Our e-learning solutions include academic and employability skills courseware, assessments, and credentials as an important foundation for creating a more effective and efficient system to prepare learners and job seekers for career and life success.

Why were these core skills selected?

The five core skillsets measured by the Digital Literacy Assessment were derived from research into different states' standards for digital literacy and the most prevalent technology skills and tools as defined by the US Department of Labor's O*NET occupations database. Employers and workforce stakeholders were consulted for feedback on the most current needs in the field for technology skills improvement. Earning the Digital Literacy Credential allows learners and job seekers to show future employers that they have the basic technological skills to succeed in any occupation.

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