



# Level 2 Certificate in Understanding Data Protection and Data Security

**Dates:** 01/08/2025

**Locations:** Online

Please note: this course is not available to learners in many areas of England with devolved adult skills funding. Please view the Level 2 Distance Learning page for details on eligibility

The course has a duration of 12 weeks and its purpose is to allow learners to demonstrate an understanding of data protection and data security. It will help learners progress to a working role where data protection and data security knowledge is required.

## Entry Requirements

In order to undertake this course, you must have English at Level 1.

## What topics does the course cover?

This qualification has 4 mandatory units:

- Understand current data protection legislation
- Understand organisational procedures concerning data
- Understand threats to ICT systems and data
- Understand the consequences of not protecting data

## How will I be taught and assessed?

You will be provided with online learning materials which covers all aspects of your course. You will be required to complete assessments for each of the units within the course and submit these by the deadline dates provided at induction. You will be

allocated an assessor at the start of your course and they will support you to ensure you have a successful outcome. IT skills will be developed throughout your course and basic English skills will be assessed and discussed on an ongoing basis.

## **Are there any other costs or equipment I need to get?**

The course is free if you meet the eligibility criteria. You must be a UK resident or have lived in the UK for 3 years or more and be aged 19 or older on 31 August 2025. You will need internet access so that you can respond to email and a digital device that will enable you to type your answers into a web-based platform.

## **By the end of the course what should I be able to do?**

On successful completion of this course, you will have:

- Understood current data legislation
- Understood steps organisations might take to help protect data
- Understood how to protect their own data
- Understood how to protect ICT systems from common threats
- Understood the consequences of not protecting data and systems

## **What are the progression opportunities following this course?**

If you are interested in progressing to further study at the next level of vocational learning, the following qualifications are available:

Level 2/3 Certificate in Principles of Business Admin

Level 2/3 Certificate in Principles of Team Leading

It may also be useful to learners studying qualifications in the following sectors/areas:

- Business, Administration and Law
- Information and Communication Technology.