NOCN Digital Skills Bootcamp

Bootcamp overview

Skills Bootcamps are part of the Government's Lifetime Skills Guarantee, designed to help adults gain skills that are in demand by employers. Funded through the Department for Education (DfE) and co-ordinated locally by the Greater London Authority (GLA), these flexible, employer-responsive courses provide learners with access to high-quality training that leads directly to a guaranteed job interview or further progression. Bootcamps are intensive, fast-paced training programmes designed to quickly develop practical, job ready skills in a specific area.

This 12 week Digital Skills Bootcamp is designed to prepare learners for employment in digitally enabled roles across marketing and IT support - two of the UK's most in-demand and evolving job sectors. The programme is ideal for individuals looking to upskill, retrain, or transition into the digital workplace, especially in junior support or administrative functions.

Learners will gain practical competencies aligned with the NOCN Level 2 Certificate in Digital Skills and NOCN Level 3 Certificate in Organisational Productivity Principles, ensuring they leave with relevant workplace readiness.

The programme covers essential topics such as digital safety, content design, presentation tools and productivity software. Learners will complete hands-on tasks, workplace simulations, and compile a portfolio of evidence. The Employability Skills course is delivered through eLearning modules.

This focused bootcamp is particularly suited to individuals seeking a direct pathway into digital roles, further study, or apprenticeships within the digital marketing or IT support space. Learners can choose to complete one or progress through multiple bootcamps to broaden their skillset.

Structure & Content:

Components	Ofqual Reference	Total qualification time	Guided learning hours
Digital Safety and Security	D/618/2898	n/a	16
Design Applications	R/618/2896	n/a	32
Presentation Applications	R/618/2901	n/a	32
Digital Skills for Workplace Efficiency	R/651/6132	n/a	35
Employability Skills – (3 modules) Personal Branding for Career Success, High Impact CV's, Interview excellence	n/a	10	8
Entry guidance There are no formal entry requirements for this bootcamp.	**Funding** MCA/GLA/Central funding available.		**Total GLH** 123

NOCN Digital Skills Bootcamp

Content Overview

This 12 week Digital Skills Bootcamp provides learners with a comprehensive introduction to the core values, knowledge, and practical skills required to work effectively in marketing support and IT-enabled environments. The programme is structured around key Level 2 and Level 3 NOCN regulated qualifications and units, supporting progression into employment, further training or qualifications such as the full completion of the NOCN Level 2 Certificate in Digital Skills or Level 3 Certificate in Organisational Productivity Principles. This ensures learners gain credible recognition for their achievements and are well prepared for progression into employment or advanced study.

The content is grouped into four thematic areas, followed by an employability and personal development component:

1. Digital Safety and Security
2. Design Applications
3. Presentation Applications
4. Digital Skills for Workplace Efficiency
5. Employability - – (3 modules) Personal Branding for Career Success, High Impact CV's, Interview excellence

In the final phase, learners consolidate their learning and prepare for entry into marketing support and IT-enabled workforce. Learners complete employability activities such as CV writing, interview preparation, teamwork, and communication. These components are an NOCN Assured Course and prepare learners for job applications, career readiness, and working effectively with others in teams.

Components of the Digital Skills Bootcamp

- 3 x accredited units from the NOCN Level 2 Certificate in Digital Skills (603/6153/0)
- 1 x accredited units from the NOCN Level 3 Certificate in Organisational Productivity Principles
- Employability Skills

Delivery

The bootcamp spans approximately 12 weeks, combining various instructional methods:

- **Classroom Sessions**: Covering theoretical aspects of the bootcamp.
- **Practical Workshops**: Hands-on learning
- **E-Learning**: The Employability Skills course is delivered through our e-learning modules
- **Self-Study**: Supplementary materials and resources for independent learning.

Assessment

Learners on the Digital Skills Bootcamp will be assessed through a portfolio of evidence, a structured collection of work demonstrating achievement of the learning outcomes and assessment criteria for each component.

NOCN Digital Skills Bootcamp

This portfolio approach allows learners to reflect on and apply their knowledge in a range of formats, supporting deeper understanding and inclusive assessment methods.

The portfolio may consist of a mix of the following types of evidence:

- Written assignments and structured workbooks
- Reflective journals or accounts of practice
- Case studies and scenario-based tasks
- Question and answer responses
- Professional discussions (recorded or written)
- Witness testimonies (from tutors or employers during practical tasks or role plays)
- Simulated tasks (e.g., safeguarding procedures or IPC demonstrations)

Employability Skills

- Internally set and internally assessed by the centre

Progression opportunities

Completion of the Digital Skills Bootcamp provides learners with strong foundational knowledge and accredited unit achievement that supports several progression pathways, both into employment and further learning. Some opportunities could include:

Employment Opportunities:

- Marketing Assistant /Marketing Support Officer
- Digital Communications Assistant
- Admin Assistant with Digital Focus
- Customer Support Officer (with digital marketing tasks)
- Sales or Events Admin Coordinator

NOCN Digital Skills Bootcamp

Who are we?

NOCN Group is an educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, End Point Assessment, Access to Higher Education, assured short courses, SMART job cards, assessment services, consultancy and research.

We influence: We work closely with regulators and governments to influence policy decisions affecting the sector on behalf of the providers we serve.

We specialise: Our subject matter experts create learning content tailored to meet the future needs of the sectors we operate in.

We care: We aim to work in partnership with our customers, offering support and training to ensure an excellent learner experience.

Get in touch

business-enquiries@nocn.org.uk

0300 999 1177

www.nocn.org.uk