

## Certificate in Digital Professional Expert

**The Level 3 Certificate for Digital Professional Expert is a minimum of 180 Guided Learning Hours with 2 mandatory units and two optional units.**

Mandatory Units: Improving Productivity Using IT and IT Security

RQF LEVEL  
DESCRIPTORS

[1]

### Level 3

## Level 3, Unit 1 - Improving Productivity Using IT (5 credits)

**1. 1. Plan, select and use appropriate IT systems and software for different purposes**

[1.1 I can explain the purpose for using IT](#) [2]

[1.2 I can analyse the methods, skills and resources required to complete the task successfully](#) [5]

[1.3 I can analyse any factors that may affect the task](#) [8]

[1.4 I can critically compare alternative methods to produce the intended outcome](#) [11]

**2. 2. Evaluate the selection and use of IT tools to make sure that activities are successful**

[2.1 I can critically compare the strengths and weaknesses of own and other people's final work](#) [3]

[2.2 I can review ongoing use of IT tools and techniques and change the approach as needed](#) [6]

[2.3 I can evaluate and test solutions to make sure they match requirements and are fit for purpose](#) [9]

[2.4 I can be prepared to give feedback on other people's selection and use of IT tools](#) [12]

**3. 3. Devise solutions to improve the use of IT tools and systems for self and others**

[3.1 I can evaluate the productivity and efficiency of IT systems and procedures used by self and others](#) [4]

[3.2 I can research and advise on ways to improve productivity and efficiency](#) [7]

[3.3 I can develop solutions that make a demonstrable improvement to the use of IT tools and systems](#) [10]

[3.4 I can test solutions to make sure that they work as intended](#) [13]

[1.5 I can develop plans for using IT for different tasks and purposes, including contingencies](#) [14]

[2.5 I can explain different ways to make further improvements to work](#) [15]

[3.5 I can recommend improvements to IT systems and procedures that increase productivity](#) [16]

[1.6 I can select and use appropriate IT systems and software applications to produce effective outcomes](#) [17]

[1.7 I can explain why different software applications could be chosen to suit different tasks, purposes and outcomes](#) [18]

[1.8 I can explain any legal or local guidelines or constraints which apply to the task or activity](#) [19]

## Level 3, Unit 4 - IT Security for Users (3 credits)

### 1. 1. Select, use and develop appropriate procedures to monitor and minimise security risk to IT systems and data

[1.1 I can evaluate the security issues that may threaten system performance](#) [21]

[1.2 I can select, use and evaluate a range of security precautions to protect IT systems and monitor security](#) [22]

[1.3 I can evaluate the threats to system and information security and integrity](#) [23]

[1.4 I can manage access to information sources securely to maintain confidentiality, integrity and availability of information](#) [24]

[1.5 I can explain why and how to minimise security risks to hardware, software and data for different users](#) [25]

[1.6 I can apply, maintain and develop guidelines and procedures for the secure use of IT](#) [26]

[1.7 I can select and use effective backup and archiving procedures for systems and data](#) [27]

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## Level 3, Unit 7 - Word Processing Software (6 credits)

### 1. 1. Enter and combine text and other information accurately within word processing documents

[1.1 I can summarise what types of information are needed for the document and how they should be linked or integrated](#) [29]

[1.2 I can use appropriate techniques to enter text and other types of information accurately and efficiently](#) [32]

[1.3 I can create, use and modify appropriate templates for different types of documents](#) [35]

[1.4 I can explain how to combine and merge information from other software or multiple documents](#) [38]

[1.5 I can combine and merge information within a document from a range of sources](#) [41]

[1.6 I can store and retrieve document and associated files effectively, in line with local guidelines and conventions where available](#) [43]

[1.7 I can select and use tools and techniques to work with multiple documents or users](#) [45]

[1.8 I can customise](#)

### 2. 2. Create and modify appropriate layouts, structures and styles for word processing documents

[2.1 I can analyse and explain the requirements for structure and style](#) [30]

[2.2 I can create, use and modify columns, tables and forms to organise information](#) [33]

[2.3 I can define and modify styles for document elements](#) [36]

[2.4 I can select and use tools and techniques to organise and structure long documents](#) [39]

### 3. 3. Use word processing software tools and techniques to format and present documents effectively to meet requirements

[3.1 I can explain how the information should be formatted to aid meaning](#) [31]

[3.2 I can select and use appropriate techniques to format characters and paragraphs](#) [34]

[3.3 I can select and use appropriate page and section layouts to present and print multi-page and multi-section documents](#) [37]

[3.4 I can check documents meet needs, using IT tools and making corrections as necessary](#) [40]

[3.5 I can evaluate the quality of the documents produced to ensure they are fit for purpose](#) [42]

[3.6 I can respond appropriately to any quality problems with documents to ensure that outcomes meet needs and are fit for purpose](#) [44]

[interface to meet needs](#)

[46]

## Level 3, Unit 10 - Presentation Software (6 credits)

### 1. 1. Input and combine text and other information within presentation slides

[1.1 I can explain what types of information are required for the presentation](#) [48]

[1.2 I can enter text and other information using layouts appropriate to type of information](#) [51]

[1.3 I can insert charts and tables and link to source data](#) [54]

[1.4 I can insert images, video or sound to enhance the presentation](#) [57]

[1.5 I can identify any constraints which may affect the presentation](#) [60]

[1.6 I can organise and combine information for presentations in line with any constraints](#) [63]

[1.7 I can store and retrieve presentation files effectively, in line with local guidelines and conventions](#)

### 2. 2. Use presentation software tools to structure, edit and format presentations

[2.1 I can explain when and how to use and change slide structure and themes to enhance presentations](#) [49]

[2.2 I can create, amend and use appropriate templates and themes for slides](#) [52]

[2.3 I can explain how interactive and presentation effects can be used to aid meaning or impact](#) [55]

[2.4 I can select and use appropriate techniques to edit and format presentations to meet needs](#) [58]

[2.5 I can create and use interactive elements to enhance presentations](#) [61]

[2.6 I can select and use animation and transition techniques appropriately to enhance presentations](#) [64]

### 3. 3. Prepare interactive slideshow for presentation

[3.1 I can explain how to present slides to communicate effectively for different contexts](#) [50]

[3.2 I can prepare interactive slideshow and associated products for presentation](#) [53]

[3.3 I can check presentation meets needs, using IT tools and making corrections as necessary](#) [56]

[3.4 I can evaluate presentations, identify any quality problems and discuss how to respond to them](#) [59]

[3.5 I can respond appropriately to quality problems to ensure that presentations meet needs and are fit for purpose](#) [62]

[where available](#) [65]

## Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
<a href="#">Entry Level 1, Unit R - Registration</a> [67]	<a href="#">Level 1, Unit R - Registration</a> [68]	<a href="#">Level 2, Unit R - Registration</a> [69]	<a href="#">Level 3, Unit R - Registration</a> [70]
<a href="#">Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit)</a> [71]	<a href="#">Level 1, Unit 1 - Improving Productivity Using IT (3 credits)</a> [72]	<a href="#">Level 2, Unit 1 - Improving Productivity Using IT (4 credits)</a> [73]	<a href="#">Level 3, Unit 1 - Improving Productivity Using IT (5 credits)</a> [74]
<a href="#">Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits)</a> [75]	<a href="#">Level 1, Unit 2 - Website Software (3 credits)</a> [76]	<a href="#">Level 2, Unit 2 - Website Software (4 credits)</a> [77]	<a href="#">Level 3, Unit 2 - Website Software (5 credits)</a> [78]
<a href="#">Entry Level 1, Unit 3 - Online Basics (2 credits)</a> [79]	<a href="#">Level 1, Unit 3 - Using Collaborative Technologies (3 credits)</a> [80]	<a href="#">Level 2, Unit 3 - Using Collaborative Technologies (4 credits)</a> [81]	<a href="#">Level 3, Unit 3 - Using Collaborative Technologies (6 credits)</a> [82]
<a href="#">Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits)</a> [83]	<a href="#">Level 1, Unit 4 - IT Security for Users (1 credit)</a> [84]	<a href="#">Level 2, Unit 4 - IT Security for Users (2 credits)</a> [85]	<a href="#">Level 3, Unit 4 - IT Security for Users (3 credits)</a> [86]
<a href="#">Entry Level 1, Unit 5 - Safe Working Practices (2 credits)</a> [87]	<a href="#">Level 1, Unit 5 - Spreadsheet Software (3 credits)</a> [88]	<a href="#">Level 2, Unit 5 - Spreadsheet Software (4 credits)</a> [89]	<a href="#">Level 3, Unit 5 - Spreadsheet Software (6 credits)</a> [90]
<a href="#">Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits)</a> [91]	<a href="#">Level 1, Unit 6 - Specialist Software (2 credits)</a> [92]	<a href="#">Level 2, Unit 6 - Specialist software (3 credits)</a> [93]	<a href="#">Level 3, Unit 6 - Specialist Software (4 credits)</a> [94]
<a href="#">Entry Level 1, Unit 7 - Imaging software (2 credits)</a> [95]	<a href="#">Level 1, Unit 7 - Word Processing (3 credits)</a> [96]	<a href="#">Level 2, Unit 7 - Word processing (4 credits)</a> [97]	<a href="#">Level 3, Unit 7 - Word Processing Software (6 credits)</a> [98]
<a href="#">Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits)</a> [99]	<a href="#">Level 1, Unit 8 - Using the Internet (3 credits)</a> [100]	<a href="#">Level 2, Unit 8 - Using the internet (4 credits)</a> [101]	<a href="#">Level 3, Unit 8 - Using the Internet (5 credits)</a> [102]

[Entry Level 1, Unit 9 - Using Word Processing Software \(2 credits\) \[103\]](#)

[Level 1, Unit 9 - Drawing and planning \(2 credits\) \[104\]](#)

[Level 2, Unit 9 - Drawing and planning \(3 credits\) \[105\]](#)

[Level 3, Unit 9 - Drawing and Planning Software \(4 credits\) \[106\]](#)

[Entry Level 1, Unit 11 - Audio and Video Software \(2 credits\) \[107\]](#)

[Level 1, Unit 10 - Presentation Software \(3 credits\) \[108\]](#)

[Level 2, Unit 10 - Presentation software \(4 credits\) \[109\]](#)

[Level 3, Unit 10 - Presentation Software \(6 credits\) \[110\]](#)

[Entry Level 1, Unit 12 - Presentation Software \(2 credits\) \[111\]](#)

[Level 1, Unit 11 - Database Software \(3 credits\) \[112\]](#)

[Level 2, Unit 11 - Database software \(4 credits\) \[113\]](#)

[Level 3, Unit 11 - Database Software \(6 credits\) \[114\]](#)

[Entry Level 1, Unit 13 - Computer Games Development \(2 credits\) \[115\]](#)

[Level 1, Unit 12 - Desktop Publishing Software \(3 credits\) \[116\]](#)

[Level 2, Unit 12 - Desktop Publishing Software \(4 credits\) \[117\]](#)

[Level 3, Unit 12 - Desktop Publishing Software \(5 credits\) \[118\]](#)

[Entry Level 1, Unit 14 - Video Communication \(2 credits\) \[119\]](#)

[Level 1, Unit 13 - Using Email \(2 credits\) \[120\]](#)

[Level 2, Unit 13 - Using Email \(3 credits\) \[121\]](#)

[Level 3, Unit 13 - Using Email \(3 credits\) \[122\]](#)

[Entry Level 1, Unit 29 - Understand social media \(2 credits\) \[123\]](#)

[Level 1, Unit 14 - Audio Software \(2 credits\) \[124\]](#)

[Level 2, Unit 14 - Audio Software \(3 credits\) \[125\]](#)

[Level 3, Unit 14 - Audio Software \(4 credits\) \[126\]](#)

[Entry Level 2, Unit R - Registration \[127\]](#)

[Level 1, Unit 15 - Imaging Software \(3 credits\) \[128\]](#)

[Level 2, Unit 15 - Imaging Software \(4 credits\) \[129\]](#)

[Level 3, Unit 15 - Imaging Software \(5 credits\) \[130\]](#)

[Entry Level 2, Unit 1 - Improving Productivity Using IT \(2 credits\) \[131\]](#)

[Level 1, Unit 16 - IT Communication Fundamentals \(2 credits\) \[132\]](#)

[Level 2, Unit 16 - IT Communication Fundamentals \(2 credits\) \[133\]](#)

[Level 3, Unit 17 - Video Software \(4 credits\) \[134\]](#)

[Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information \(2 credits\) \[135\]](#)

[Level 1, Unit 17 - Video Software \(2 credits\) \[136\]](#)

[Level 2, Unit 17 - Video Software \(3 credits\) \[137\]](#)

[Level 3, Unit 23 - Multimedia Software \(6 credits\) \[138\]](#)

[Entry Level 2, Unit 3 - Online Basics \(2 credits\) \[139\]](#)

[Level 1, Unit 18 - IT Software Fundamentals \(3 credits\) \[140\]](#)

[Level 2, Unit 18 - IT Software Fundamentals \(3 credits\) \[141\]](#)

[Level 3, Unit 24 - Additive Manufacture \(6 credits\) \[142\]](#)

[Entry Level 2, Unit 4 - Desktop Publishing Software \(2 credits\) \[143\]](#)

[Level 1, Unit 19 - IT User Fundamentals \(3 credits\) \[144\]](#)

[Level 2, Unit 19 - IT User Fundamentals \(3 credits\) \[145\]](#)

[Level 3, Unit 27 - Design Software \(5 credits\) \[146\]](#)

[Entry Level 2, Unit 5 - Using ICT: Safe Working Practices \(1 credit\) \[147\]](#)

[Level 1, Unit 20 - Using Mobile IT Devices \(2 credits\) \[148\]](#)

[Level 2, Unit 20 - Using Mobile IT Devices \(2 credits\) \[149\]](#)

[Level 3, Unit 28 - Optimise IT System Performance \(5 credits\) \[150\]](#)

[Entry Level 2, Unit 6 - Using ICT in the Workplace \(3 credits\) \[151\]](#)

[Level 1, Unit 21 - Data Management Software \(2 credits\) \[152\]](#)

[Level 2, Unit 21 - Data Management Software \(3 credits\) \[153\]](#)

[Level 3, Unit 29 - Set Up an IT System \(5 credits\) \[154\]](#)

[Entry Level 2, Unit 7 - Imaging software \(2 credits\) \[155\]](#)

[Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction \(3 credits\) \[156\]](#)

[Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction \(4 credits\) \[157\]](#)

[Level 3, Unit 32 - Computerised Accounting Software \(5 credits\) \[158\]](#)

[Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place \(2 credits\) \[159\]](#)

[Level 1, Unit 23 - Multimedia Software \(3 credits\) \[160\]](#)

[Level 2, Unit 23 - Multimedia Software \(4 credits\) \[161\]](#)

[Level 3, Unit 33 - Application Development Using Project Management Methods \(6 credits\) \[162\]](#)

[Entry Level 2, Unit 9 - Using Word Processing Software \(2 credits\) \[163\]](#)

[Level 1, Unit 24 - Additive Manufacture \(3 credits\) \[164\]](#)

[Level 2, Unit 24 - Additive Manufacture \(3 credits\) \[165\]](#)

[Level 3, Unit 37 - Internet of Things \(6 credits\) \[166\]](#)

[Entry Level 2, Unit 10 - ICT for Employment \(1 credit\) \[167\]](#)

[Level 1, Unit 25 - Developing Computer Games and Puzzles \(4 credits\) \[168\]](#)

[Level 2, Unit 25 - Developing Computer Games and Puzzles \(4 credits\) \[169\]](#)

[Level 3, Unit 40 - Cloud Based Services and Applications \(5 credits\) \[170\]](#)

[Entry Level 2, Unit 11 - Audio and Video Software \(2 credits\) \[171\]](#)

[Level 1, Unit 26 - Computer Games Development \(3 credits\) \[172\]](#)

[Level 2, Unit 26 - Computer Games Development \(4 credits\) \[173\]](#)

[Level 3, Unit 41 - Cloud Based Systems and Security \(5 credits\) \[174\]](#)

[Entry Level 2, Unit 12 - Presentation Software \(2 credits\) \[175\]](#)

[Level 1, Unit 27 - Design Software \(3 credits\) \[176\]](#)

[Level 2, Unit 27 - Design Software \(4 credits\) \[177\]](#)

[Level 3, Unit 42 - Undertaking a RealWorld Project \(5 credits\) \[178\]](#)

[Entry Level 2, Unit 14 - Video Communication \(2 credits\) \[179\]](#)

[Level 1, Unit 28 - Optimise IT System Performance \(2 credits\) \[180\]](#)

[Level 2, Unit 28 - Optimise IT System Performance \(4 credits\) \[181\]](#)

[Level 3, Unit 44 - Bespoke Software \(4 credits\) \[182\]](#)

[Entry Level 2, Unit 16 - Using Collaborative](#)

[Level 1, Unit 29 - Set Up an IT System \(3 credits\) \[184\]](#)

[Level 2, Unit 29 - Set Up an IT System \(4 credits\) \[185\]](#)

[Level 3, Unit 57 - Networking Fundamentals \(5](#)

[Technologies \(2 credits\) \[183\]](#)

[credits\) \[186\]](#)

[Entry Level 2, Unit 26 - Computer Games Development \(2 credits\) \[187\]](#)

[Level 1, Unit 30 - CAD \(3 credits\) \[188\]](#)

[Level 2, Unit 30 - CAD \(3 credits\) \[189\]](#)

[Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks \(6 credits\) \[190\]](#)

[Entry Level 2, Unit 29 - Understand social media \(2 credits\) \[191\]](#)

[Level 1, Unit 31 - Internet Safety for IT users \(3 credits\) \[192\]](#)

[Level 2, Unit 32 - Computerised Accounting Software \(3 credits\) \[193\]](#)

[Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching \(6 credits\) \[194\]](#)

[Entry Level 2, Unit 32 - Website Software \(2 credits\) \[195\]](#)

[Level 1, Unit 32 - Computerised Accounting Software \(2 credits\) \[196\]](#)

[Level 2, Unit 33 - Application Development Using Project Management Methods \(4 credits\) \[197\]](#)

[Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks \(6 credits\) \[198\]](#)

[Entry Level 2, Unit 36 - Specialist Software \(2 credits\) \[199\]](#)

[Level 1, Unit 36 - Financial Modelling \(3 credits\) \[200\]](#)

[Level 2, Unit 34 - Developing skills for project management \(4 credits\) \[201\]](#)

[Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks \(6 credits\) \[202\]](#)

[Entry Level 3, Unit R - Registration \[203\]](#)

[Level 1, Unit 38 - Animation Software \(3 credits\) \[204\]](#)

[Level 2, Unit 35 - Using Project Management Software \(4 credits\) \[205\]](#)

[Level 3, Unit 64 - Cisco - CCNA Security \(6 credits\) \[206\]](#)

[Entry Level 3, Unit 1 - Improving Productivity Using IT \(3 credits\) \[207\]](#)

[Level 1, Unit 39 - Digital Art \(3 credits\) \[208\]](#)

[Level 2, Unit 38 - Animation Software \(4 credits\) \[209\]](#)

[Level 3, Unit 65 - Cisco - CyberSecurity Essentials \(6 credits\) \[210\]](#)

[Entry Level 3, Unit 2 - Online Basics \(1 credit\) \[211\]](#)

[Level 1, Unit 43 - E-safety for learners \(2 credits\) \[212\]](#)

[Level 2, Unit 39 - Digital Art \(4 credits\) \[213\]](#)

[Level 3, Unit 66 - Cisco - IT Essentials \(6 credits\) \[214\]](#)

[Entry Level 3, Unit 3 - Desktop Publishing Software \(2 credits\) \[215\]](#)

[Level 1, Unit 50 - Developing skills for remote working \(3 credits\) \[216\]](#)

[Level 2, Unit 43 - E-safety for learners \(3 credits\) \[217\]](#)

[Level 3, Unit 67 - Cisco - Networking Essentials \(6 credits\) \[218\]](#)

[Entry Level 3, Unit 4 - Displaying Information Using ICT \(3 credits\) \[219\]](#)

[Level 1, Unit 51 - Effectiveness communication using remote systems \(4 credits\) \[220\]](#)

[Level 2, Unit 50 - Developing skills for remote working \(3 credits\) \[221\]](#)



# Certificate in Digital Professional Expert

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[Entry Level 3, Unit 5 - Using ICT to Find Information \(3 credits\)](#) [222]

[Level 1, Unit 102 - Digital Editing and Publishing \(4 credits\)](#) [223]

[Level 2, Unit 51 - Effectiveness communication using remote systems \(4 credits\)](#) [224]

[Entry Level 3, Unit 6 - Communicating Information Using ICT \(3 credits\)](#) [225]

[Level 1, Unit 103 - Digital Modelling \(4 credits\)](#) [226]

[DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats \(3 credits\)](#) [227]

[Entry Level 3, Unit 7 - Producing Charts Using ICT \(3 credits\)](#) [228]

[Level 1, Unit 105 - Digital Design and Graphics \(4 credits\)](#) [229]

[DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats \(3 credits\)](#) [230]

[Entry Level 3, Unit 8 - IT Security for users \(1 credit\)](#) [231]

[DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice \(3 credits\)](#) [232]

[Entry Level 3, Unit 10 - Presentation software \(2 credits\)](#) [233]

[DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems \(6 credits\)](#) [234]

[Entry Level 3, Unit 14 - Audio and Video Software \(2 credits\)](#) [235]

[Level 2, Unit 80 - Digital Tools and Best Practice for Project Management \(5 credits\)](#) [236]

[Entry Level 3, Unit 15 - Imaging Software \(2 credits\)](#) [237]

[Level 2, Unit 81 - Digital Safety and Security Policies and Procedures \(4 credits\)](#) [238]

[Entry Level 3, Unit 16 - Using Collaborative Technologies \(3 credits\)](#) [239]

[Level 2, Unit 82 - Digital Editing and Publishing \(3 credits\)](#) [240]

[Entry Level 3, Unit 20 - Introduction to Using mobile IT devices \(2 credits\)](#) [241]

[Level 2, Unit 83 - Digital Design and Graphics \(3 credits\)](#) [242]

# Certificate in Digital Professional Expert

-->

---

[Entry Level 3, Unit 23 - Multimedia Software \(2 credits\)](#)  
[243]

[Level 2, Unit 84 - Digital Modelling and Data Management \(3 credits\)](#) [244]

[Entry Level 3, Unit 25 - Developing Computer Games and Puzzles \(3 credits\)](#) [245]

[Level 2, Unit 85 - Virtual Reality and the Development Life Cycle \(4 credits\)](#)  
[246]

[Entry Level 3, Unit 26 - Computer Games Development \(3 credits\)](#) [247]

[Entry Level 3, Unit 28 - Personal information management software \(1 credit\)](#)  
[248]

[Entry Level 3, Unit 32 - Website Software \(2 credits\)](#)  
[249]

[Entry Level 3, Unit 36 - Specialist Software \(2 credits\)](#)  
[199]

**Source URL:** <https://theingots.org/community/Cert-DPE>

## Links

- [1] [https://theingots.org/community/RQF\\_Levels](https://theingots.org/community/RQF_Levels)
- [2] <https://theingots.org/community/sil3u1x#1.1>
- [3] <https://theingots.org/community/sil3u1x#2.1>
- [4] <https://theingots.org/community/sil3u1x#3.1>
- [5] <https://theingots.org/community/sil3u1x#1.2>
- [6] <https://theingots.org/community/sil3u1x#2.2>
- [7] <https://theingots.org/community/sil3u1x#3.2>
- [8] <https://theingots.org/community/sil3u1x#1.3>
- [9] <https://theingots.org/community/sil3u1x#2.3>
- [10] <https://theingots.org/community/sil3u1x#3.3>
- [11] <https://theingots.org/community/sil3u1x#1.4>
- [12] <https://theingots.org/community/sil3u1x#2.4>
- [13] <https://theingots.org/community/sil3u1x#3.4>
- [14] <https://theingots.org/community/sil3u1x#1.5>
- [15] <https://theingots.org/community/sil3u1x#2.5>

# Certificate in Digital Professional Expert

-->

- [16] <https://theingots.org/community/sil3u1x#3.5>
- [17] <https://theingots.org/community/sil3u1x#1.6>
- [18] <https://theingots.org/community/sil3u1x#1.7>
- [19] <https://theingots.org/community/sil3u1x#1.8>
- [20] <https://theingots.org/community/sil3u1i>
- [21] <https://theingots.org/community/sil3u4x#1.1>
- [22] <https://theingots.org/community/sil3u4x#1.2>
- [23] <https://theingots.org/community/sil3u4x#1.3>
- [24] <https://theingots.org/community/sil3u4x#1.4>
- [25] <https://theingots.org/community/sil3u4x#1.5>
- [26] <https://theingots.org/community/sil3u4x#1.6>
- [27] <https://theingots.org/community/sil3u4x#1.7>
- [28] <https://theingots.org/community/sil3u4i>
- [29] <https://theingots.org/community/sil3u7x#1.1>
- [30] <https://theingots.org/community/sil3u7x#2.1>
- [31] <https://theingots.org/community/sil3u7x#3.1>
- [32] <https://theingots.org/community/sil3u7x#1.2>
- [33] <https://theingots.org/community/sil3u7x#2.2>
- [34] <https://theingots.org/community/sil3u7x#3.2>
- [35] <https://theingots.org/community/sil3u7x#1.3>
- [36] <https://theingots.org/community/sil3u7x#2.3>
- [37] <https://theingots.org/community/sil3u7x#3.3>
- [38] <https://theingots.org/community/sil3u7x#1.4>
- [39] <https://theingots.org/community/sil3u7x#2.4>
- [40] <https://theingots.org/community/sil3u7x#3.4>
- [41] <https://theingots.org/community/sil3u7x#1.5>
- [42] <https://theingots.org/community/sil3u7x#3.5>
- [43] <https://theingots.org/community/sil3u7x#1.6>
- [44] <https://theingots.org/community/sil3u7x#3.6>
- [45] <https://theingots.org/community/sil3u7x#1.7>
- [46] <https://theingots.org/community/sil3u7x#1.8>
- [47] <https://theingots.org/community/sil3u7i>
- [48] <https://theingots.org/community/sil3u10x#1.1>
- [49] <https://theingots.org/community/sil3u10x#2.1>
- [50] <https://theingots.org/community/sil3u10x#3.1>
- [51] <https://theingots.org/community/sil3u10x#1.2>
- [52] <https://theingots.org/community/sil3u10x#2.2>
- [53] <https://theingots.org/community/sil3u10x#3.2>
- [54] <https://theingots.org/community/sil3u10x#1.3>
- [55] <https://theingots.org/community/sil3u10x#2.3>
- [56] <https://theingots.org/community/sil3u10x#3.3>
- [57] <https://theingots.org/community/sil3u10x#1.4>
- [58] <https://theingots.org/community/sil3u10x#2.4>
- [59] <https://theingots.org/community/sil3u10x#3.4>
- [60] <https://theingots.org/community/sil3u10x#1.5>
- [61] <https://theingots.org/community/sil3u10x#2.5>
- [62] <https://theingots.org/community/sil3u10x#3.5>
- [63] <https://theingots.org/community/sil3u10x#1.6>
- [64] <https://theingots.org/community/sil3u10x#2.6>
- [65] <https://theingots.org/community/sil3u10x#1.7>
- [66] <https://theingots.org/community/sil3u10i>
- [67] <https://theingots.org/community/siel1u0reg>
- [68] <https://theingots.org/community/sil1u0reg>
- [69] <https://theingots.org/community/sil2u0reg>
- [70] <https://theingots.org/community/sil3u0reg>
- [71] <https://theingots.org/community/siel1u1>
- [72] <https://theingots.org/community/sil1u1>
- [73] <https://theingots.org/community/sil2u1>
- [74] <https://theingots.org/community/sil3u1>

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- [75] <https://theingots.org/community/siel1u2>
- [76] <https://theingots.org/community/sil1u2>
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