

Professional Certificate In Freelancing & Digital Career Mastery



professional-certificate

Online

English & Tamil

3 Months



Programme Overview

PROGRAMME

Programme Name	Professional Certificate In Freelancing & Digital Career Mastery
Institution	School of Language & Career Development
Duration	3 Months
Level & Credits	N/A
Evaluation	Assessment Based
Delivery Mode	Online
Medium	English & Tamil
Class Time	Weekly 2 Classes (Night)
Class Recordings	Available (T&C Applied)
Study Materials	Available (T&C Applied)
Internship	Not Offered
Recognition	Globally Recognised



About This Programme

PROGRAMME

The Professional Certificate in Freelancing & Digital Career Mastery is a comprehensive, career-focused programme designed to develop practical freelancing, digital entrepreneurship, personal branding, client management, online business, and income generation skills using leading freelance platforms and modern digital business strategies.

This programme takes learners from the foundations of freelancing and digital careers through advanced concepts including freelance marketplace management, professional profile and brand development, market research, service positioning, client acquisition, proposal writing, project management, customer relationship management, portfolio design, digital personal branding, online business models, performance optimization, business development, and long-term career planning. Students will gain hands-on experience in building a professional freelance profile, identifying profitable service opportunities, creating winning proposals, acquiring and managing clients, delivering projects professionally, developing an impressive portfolio, establishing a strong online personal brand, and implementing sustainable digital income strategies through practical exercises, real-world projects, and industry-focused assignments. Delivered online in both English and Tamil, the programme is ideal for school leavers, undergraduates, working professionals, entrepreneurs, freelancers, career changers, and anyone seeking to build a successful freelance business or digital career. The flexible evening schedule, combined with recorded sessions and learning resources, enables students to learn at their own pace while balancing personal and professional commitments. By the end of the programme, learners will have developed a professional freelance portfolio, mastered essential freelancing and digital business strategies, built the confidence to secure clients and manage projects effectively, and acquired the practical skills to pursue opportunities in freelancing, remote work, digital entrepreneurship, online business development, consulting, and other fast-growing digital career pathways.



Entry Requirements

PROGRAMME

PATHWAY 1

O/L 5 Passes

PATHWAY 2

RQF2 / QES2

PATHWAY 3

Relevant Skills / Experience

Meet any one of the pathways above to qualify.

M01

Foundations of Freelancing and Digital Careers

Freelancing, Digital Economy, Career Opportunities, Professional Mindset

M02

Freelance Marketplace Management

Fiverr, Upwork, Marketplace Best Practices, Account Management

M03

Professional Profile and Brand Development

Personal Branding, Profile Creation, Portfolio Positioning, Reputation Management

M04

Market Research and Service Positioning

Niche Selection, Market Analysis, Competitor Research, Service Packaging

M05

Client Acquisition and Proposal Development

Lead Generation, Proposal Writing, Client Communication, Negotiation

M06

Project and Customer Relationship Management

Project Planning, Order Management, Customer Satisfaction, Client Retention

M07

Portfolio Design and Professional Presentation

Portfolio Development, Case Studies, Project Presentation, Marketing Assets

M08

Performance Optimization and Growth Strategies

Ranking Optimization, Review Management, Performance Monitoring, Growth Planning

M09

Digital Personal Branding

LinkedIn Optimization, Social Media Branding, Content Positioning, Authority Building

M10

Online Business and Income Generation Models

Revenue Models, Digital Products, Remote Services, Multiple Income Streams

M11

Freelancing Operations and Business Development

Workflow Management, Business Systems, Scaling Strategies, Agency Development

M12

Professional Career Planning and Growth Roadmap

Career Planning, Growth Strategies, Industry Trends, Professional Advancement

Freelancing

Client Acquisition

Proposal Writing

Personal Branding

Digital Marketing

Portfolio Development

Business Growth

Only For Early Bird Students — 15

7 Registration Process

PROGRAMME

1 Consultation

Contact the enrolment team

2 Offer Confirmation

Courses & gifts confirmed (if any)

3 Payment

Make payment & share the slip

4 Application

Submit application forms

5 Onboarding

Receive LMS access & begin learning

8 Bank Details

PROGRAMME

Bank	HNB
Account No.	010020503102
Account Name	Harwest International Business College (Pvt) Ltd
Branch	Anuradhapura
SWIFT	HBLILKLX

9 Who Is This For?

PROGRAMME

After A/L	After Advanced Level
Higher Education Students	Diploma, HND, Degree Students
Working Professionals	Government / Private
Freelancers / Entrepreneurs	
Beginners Interested in Programming	

10 Your Instructors

PROGRAMME

MNM. NAZEEMUL HANAN — INSTRUCTOR



NEED ANY PREVIOUS PROGRAMMING KNOWLEDGE TO JOIN THIS PROGRAMME?

This programme is designed for beginners. All programming concepts are taught from the fundamentals.

WHAT IS FREELANCING?

Freelancing is working independently by providing services to clients worldwide through online platforms while choosing your own projects and working hours.

NEED A LAPTOP OR COMPUTER?

A laptop or desktop computer with an internet connection is recommended for creating profiles, completing projects, and communicating with clients.

DO YOU PROVIDE A PHYSICAL CERTIFICATE AFTER COMPLETION?

Yes. Upon successful completion, students receive a digital e-certificate (complimentary) and a printed certificate (available for a small fee). Certificates are issued by the relevant UK or international awarding body.

WHAT ENTRY REQUIREMENTS ARE NEEDED TO JOIN HARWEST?

For most programmes, you need a minimum of O/L qualifications or equivalent. Some advanced programmes may require A/L or a prior diploma. Our enrollment team can advise based on your background.

HOW LONG DOES IT TAKE TO COMPLETE A DIPLOMA PROGRAMME?

Diploma programmes typically take 6 months to complete. Foundation programmes are 3 months and HND programmes are 12 months. Duration may vary slightly depending on the specific programme.

HOW CAN I VERIFY A HARWEST CERTIFICATE?

You can submit a certificate verification request through our Certificate Verification page. Our team will verify and respond within 24 hours.

DOES HARWEST OFFER JOB PLACEMENT ASSISTANCE?

Yes. Through our School of Language & Career Development, we provide career guidance, CV writing workshops, interview preparation and connections with industry partners.

