

Professional Certificate In Freelancing & Digital Career Mastery

professional-certificate

Online

English & Tamil

3 Months



Programme Overview



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
Awarding Body	OFQUAL Bodies
Recognition	Globally Recognised



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.

- 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

SRI LANKA	LKR 60,000 - 180,000 / month
Python Developer / Data Analyst	
GULF REGION	AED 3,000 - 8,000 / month
Python Developer / Data Analyst	
FREELANCE	LKR 10,000 - 150,000+ / project
Python Development, Automation Solutions, Data Analytics	
ACADEMIC PROGRESSION	
Level 4 / Diploma — Direct Entry	



Mystery Gift Pack — Exclusive gift for early enrollees (limited)

Digital Resource Pack — Value LKR 50,000 — Python eBooks, Templates & Tools

Group 01 — Choose Any 2 Free Courses — Microsoft Office Essentials, Communication Skills



Level 4 / Diploma

Direct Entry — With advanced standing at partnered institutions



Consultation

Contact the enrolment team

Offer Confirmation

Courses & gifts confirmed (if any)

Payment

Make payment & share the slip

Application

Submit application forms

Onboarding

Receive LMS access & begin learning



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



Who Is This For?



After A/L

After Advanced Level

Higher Education Students

Diploma, HND, Degree Students

Working Professionals

Government / Private

Freelancers / Entrepreneurs

Beginners Interested in Programming



Your Instructors



MNM. NAZEEMUL HANAN — INSTRUCTOR



Partners & Collaborations



AGNI MEDIA — SRI LANKA

Agni Media Network is a modern digital media organization committed to providing credible news coverage, current affairs analysis, educational content, business...

TECHNICAL COLLEGE — SRI LANKA

Harwest International Business College provides industry-focused training in Information Technology, Business & Management, Graphic Designing, Digital Skills, a...

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION — SRI LANKA

We provide internship and industry training opportunities for HND in Information Technology (HND IT) students from Advanced Technological Institutes (ATI), incl...

VOCATIONAL TRAINING AUTHORITY OF SRI LANKA — SRI LANKA

Harwest International Business College provides industry-focused training and practical learning opportunities for students of the Vocational Training Authority...

SOUTH EASTERN UNIVERSITY OF SRI LANKA — SRI LANKA

We provides internship and industry training opportunities for undergraduate students of South Eastern University of Sri Lanka in the fields of Information Tech...

STUDYZ ACADEMY — SRI LANKA

Studyz Academy is the official sister campus of Harwest International Business College, dedicated to delivering high-quality skills training, certificate progra...

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.

WHAT HAPPENS IF I MISS A LIVE CLASS?

Recorded sessions will be available, and you can also receive support from the instructor if you have any questions.

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.

WILL YOU HELP STUDENTS PREPARE FOR INTERVIEWS?

Students receive career guidance, CV preparation support, interview tips, and professional development advice.

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.