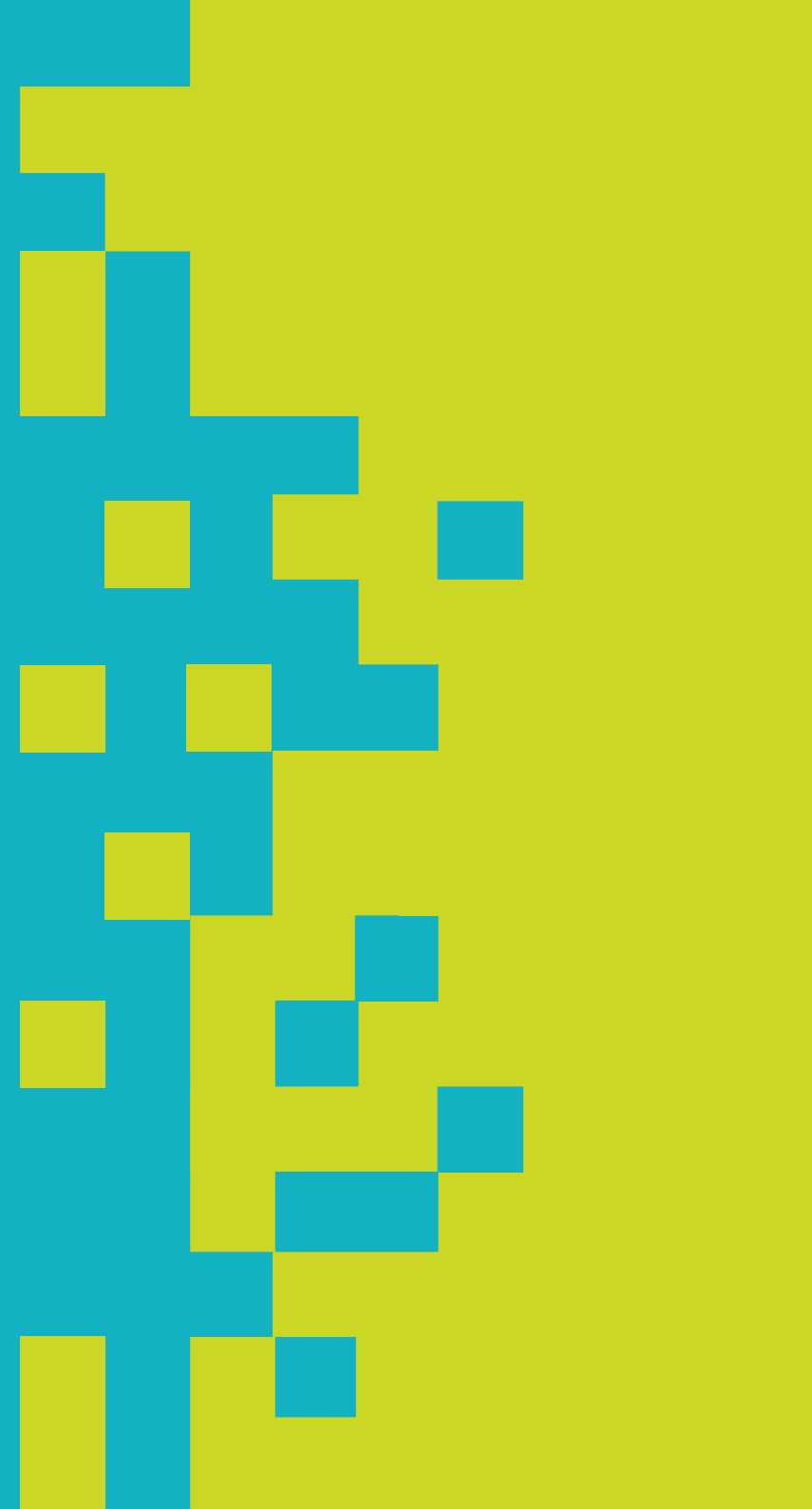


ncfe.

Essential Digital Skills

Essential information
about Essential Digital
Skills qualifications (EDSQs)



Essential Digital Skills

Essential Digital Skills qualifications (EDSQ) are new for 2020. Mapped to national standards for basic digital literacy, designed to meet digital knowledge gaps with adults. They are funded by the ESFA for adult learners and will provide vital skills to many.

Qualification information

Level 1

Designed for adults with some experience of using digital devices and the internet but lacking secure basic digital skills.

Assessment:

- Task based assessment
- Question paper

Entry level

Designed for adults with no or little prior experience of using digital devices or the internet.

Assessment:

- Task based assessment
- Question paper
- Observation with the learner

Skills Builder

Use **Skills Builder** from Skills Forward for initial assessment and resources mapped to the EDSQ.

Developed alongside digital subject matter experts who developed the national standards for the Department for Education.

Speak to our team today!

eds@skillsforward.co.uk



Essential Digital Skills subject areas

The qualifications cover 5 subject areas:



Using devices and handling information



Entry Level		Level 1
Using devices	1	Know what is meant by hardware, software, operating systems and applications; locate and install an application; apply system settings, including those for accessibility.
Finding and evaluating information	2	Navigate online content using hyperlinks, menus and other navigation elements to locate required information; carry out searches to find information and content.
Managing and storing information	3	Open, read and save information from/to a file using appropriate naming conventions; work with files and folders to store, organise and retrieve information using local and remote storage.
Identifying and solving technical problems	4	Recognise when a technical problem has been encountered, solve simple technical problems, and seek assistance when unable to solve a technical problem.
Developing digital skills	5	Identify and use appropriate online learning resources to maintain and improve digital skills.

Essential Digital Skills subject areas

Creating and editing



Entry Level		Level 1
Creating and editing documents	6	Use a suitable application to enter, edit and format information (including text, numbers and graphics.)
Creating and editing digital media	7	Capture and save images, sound and video.
Processing numerical data	8	Enter, edit, sort, process, format, and chart numeric data.

Communicating



Entry Level		Level 1
Communicating and sharing	9	Create, edit and use contacts when sending and receiving online communications comprising text and other digital content to individual and multiple recipients; initiate and participate in a video call.
Managing traceable online activities	10	Identify the types of digital activities that leave a 'digital footprint' and understand the implications.

Essential Digital Skills subject areas

Transacting



		Entry Level	Level 1
Using online services	11	Complete and submit a form as part of an online transaction, complying with verification checks.	Interact with online transactional services and manage account settings.
Creating and editing digital media	12	Buy an item/service online using a chosen method of online payment.	Compare online buying options for an item/service and identify best option.

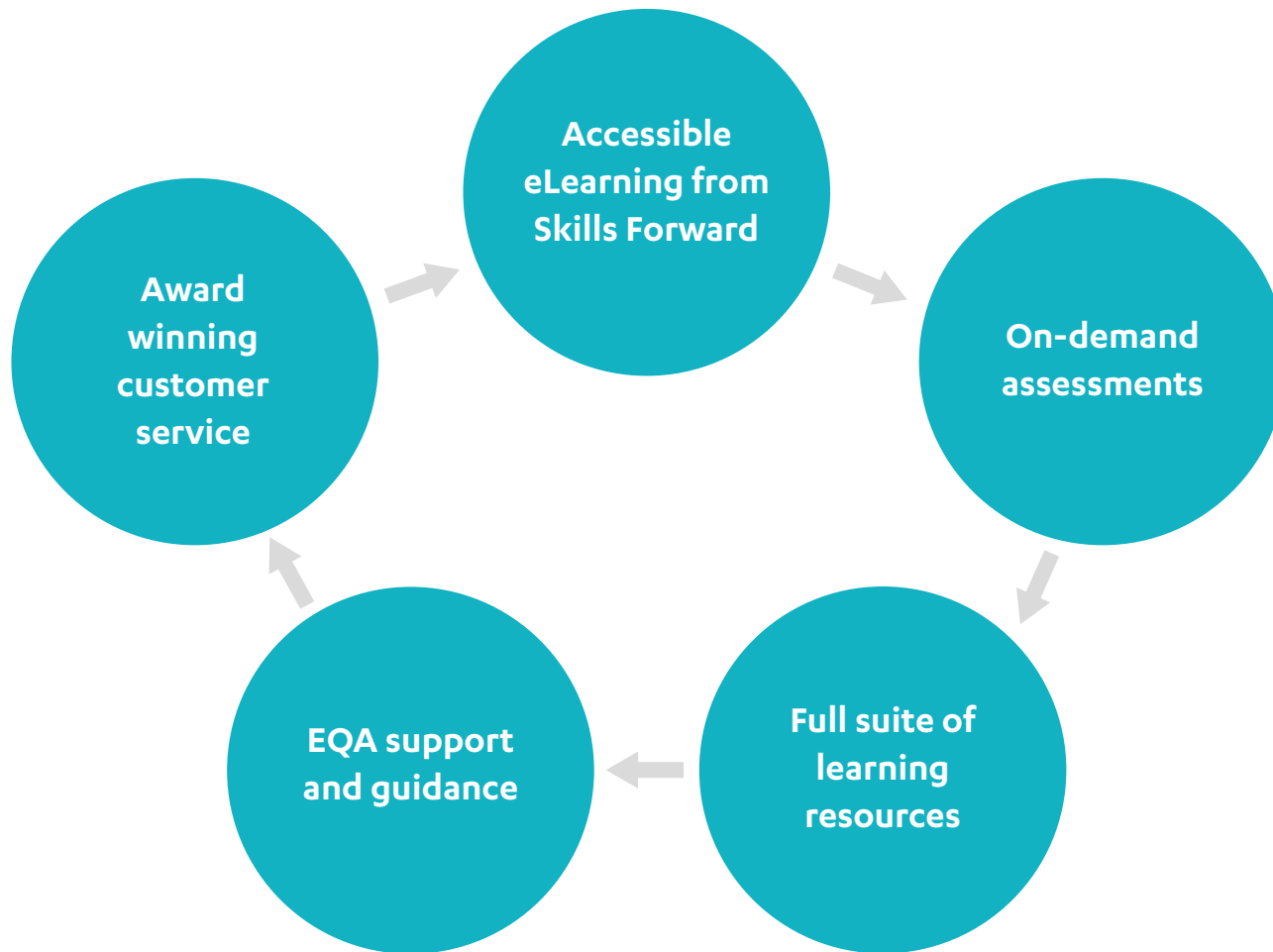
Being safe and responsible online



		Entry Level	Level 1
Protecting privacy	13	Identify situations where personal information may be stored by devices and online activity; identify and use simple methods to protect personal information and privacy.	Protect personal information and privacy, understanding personal rights and options for controlling the use of personal data.
Protecting data	14	Be aware of online risks and threats; identify and use simple methods to protect a device and data from online risks and threats; be aware of the security risks of using public Wi-Fi.	Protect devices and data from online risks and threats.
	15	Configure and use secure ways to access devices and online services	Configure and use multi-factor authentication to access and use online services.
	16		Backup data locally and using cloud provider.
Being responsible online	17	Know how to report concerns with online content.	
	18		Use appropriate language and behaviour online.
Digital wellbeing	19	Recognise and minimise the effects of physical stresses of being online.	Apply simple methods to avoid physical and psychological health risks while using devices.



What to expect from NCFE Essential Digital Skills qualifications and **Skills Builder** resources



Essential Digital Skills Qualifications

NCFE is one of the UK's leading Awarding Organisations and experts in supporting learners to develop the skills they need for life and work.

Essential Digital Skills Qualifications are designed to meet digital knowledge gaps within adults, these qualifications will provide vital skills to many.

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