

MITCZ.



Essential information
about Essential Digital
Skills qualifications
(EDSQs)

Essential Digital Skills

Essential Digital Skills

EDSQs are mapped to national standards for basic digital literacy, designed to meet digital knowledge gaps.

Our qualifications are at entry level and level 1, and are suitable for 16 - 19-year-olds and adult learners.

We have the full package for Essential Digital Skills, and our qualifications address the digital skills today's world needs.

You'll benefit from Skills Builder's initial assessment when working with us.

Qualification information

NCFE Entry Level 3 Essential Digital Skills (603/7119/5)

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

Assessment:

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

[View qualification](#)

NCFE Level 1 Essential Digital Skills (603/7118/3)

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

Assessment:

- Task based assessment
- Question paper.

[View qualification](#)

Skills Builder

Use Skills Builder 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@ncfe.org.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.	Keep operating system and applications up to date.
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.	Use appropriate techniques to carry out and refine searches, taking into account currency, relevance and reliability, and be aware that search engines rank results.
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.	Organise and store information using files, folders, hierarchy and tagging to retrieve information efficiently on a device and across devices.
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.	Identify and apply solutions to common technical problems, using online tutorials, FAQs and help facilities.
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.)	Use applications to enter, edit, format, and layout information (including text, tables, graphics, charts) for a range of purposes and audiences.
Creating and editing digital media	7	Capture and save images, sound and video.	Edit and enhance an image.
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.	Identify and use appropriate online communication for a range of contexts and audiences.
Managing traceable online activities	10	Identify digital activities that leave a "digital footprint" and understand the implications.	Take steps to manage online identity.

Essential Digital Skills subject areas



Transacting

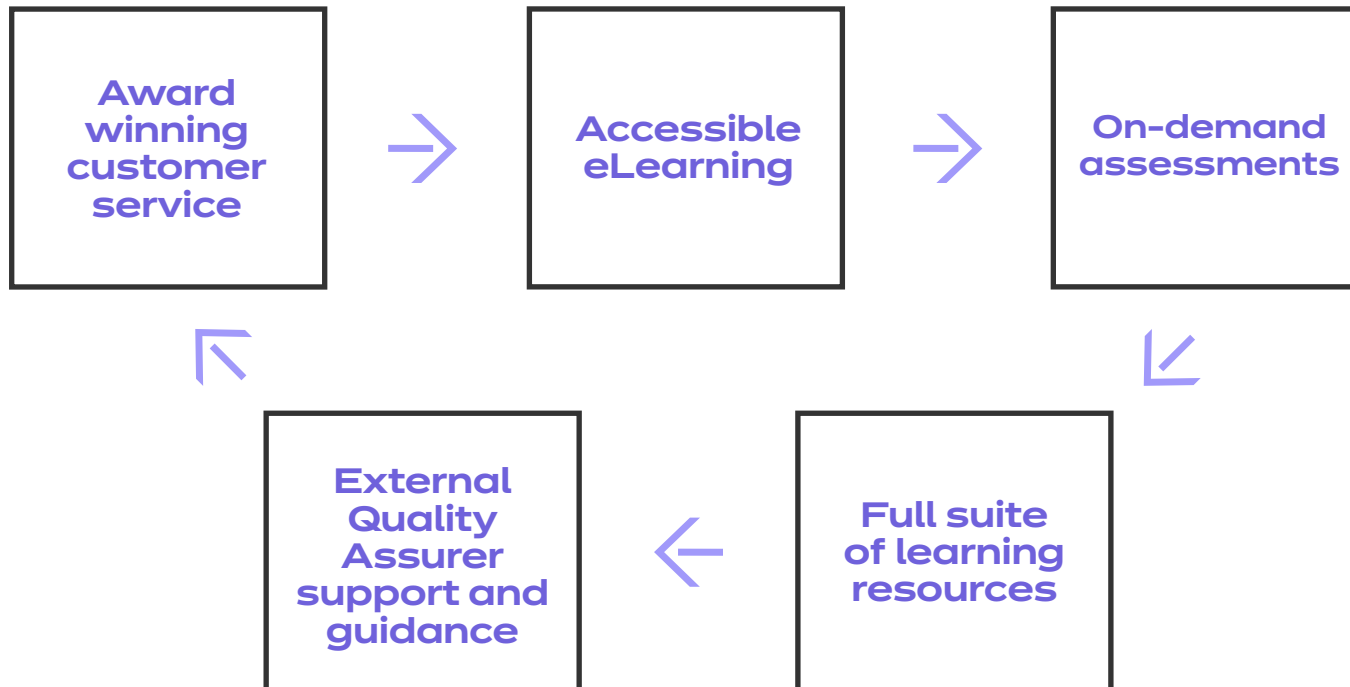
		Entry Level	Level 1
Using online services	11	Complete and submit a form as part of an online transaction, complying with verification checks.	Interact with online transactional services and manage account settings.
Creating and editing digital media	12	Buy an item or service online using online payment.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



Being safe and responsible online

		Entry Level	Level 1
Protecting privacy	13	Identify where devices and online activity are storing personal information; identify and use simple methods to protect personal information and privacy.	Protect personal information and privacy, understanding personal rights and options for controlling personal data use.
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 a 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

We're one of the UK's leading educational charities, leaders in vocational and technical learning and experts in supporting learners to develop the skills they need for life and work.

Essential Digital Skills Qualifications provide vital skills to learners, plugging digital knowledge gaps to enable progression in work and life.

Speak to our team today!
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