Purpose Statement

Open Awards Entry Level Qualification in Essential Digital Skills for Both Life and Work (Entry 3) (RQF)

This qualification will teach you Essential Digital Skills which you can use in both life and work. It will help you to progress to Level 1 Essential Digital Skills or further study. It could help you get a job or become a volunteer.

Who is it for?

People who have little or no prior experience of using digital devices or the internet.

People wanting to develop basic digital skills.

People looking to work towards higher level qualifications including GCSEs.

People doing a supported internship.
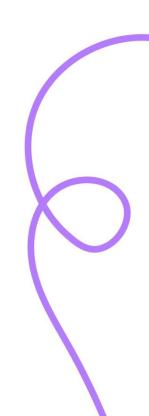
People doing a vocational learning course.

What does this qualification cover?

To achieve this qualification, you will be required to commit to approximately 50 hours of guided learning.

You will learn to deal with digital problems that will help you develop skills across a wide area of subject content.

Examples of the types of skills you will develop include:

- Using devices and handling information
- Creating and editing documents, data or media
- Communicating and sharing information online
- Transacting online
- Being safe and responsible online

What are the entry requirements?

This qualification is suitable for people aged 16+ and there are no specified entry requirements. However, there are pre-entry level foundation skills that some learners will need to study before feeling ready to complete the Entry Level qualification:

- Turning on a device (including entering and updating any account information safely, such as a password)
- Using the available controls on a device (such as a mouse and keyboard for a computer, or touchscreen on a smartphone or tablet)
- Making use of accessibility tools (including assistive technology) to make devices easier to use (such as changing display settings to make content easier to read)
- Interacting with the home screen on a device
- Connecting to the internet (including Wi-Fi) safely and securely, and opening a browser
- Opening and accessing an application on a device

What are the assessment methods?

There will be controlled assessments at the end of your course:

- Knowledge assessment – 30 minutes
- Task based assessment – 90 minutes

The total controlled assessment time is two (2) hours and there are forty-four (44) marks assigned.

These tests will be marked by your teacher or tutor. If you do not pass the test, you can try again. You can view examples of these assessments on our website [here](#).

What are the progression opportunities?

When you achieve your qualification, you will be able to show you have Essential Digital Skills. These are important to:

- Schools
- Colleges
- Employers
- You

You could go on to study towards digital skills or IT qualifications at a higher level. The next level is Level 1.

You could also start a different course to help you get a job. Examples are:

- A supported internship
- A traineeship