



Level 1 Certificate/Diploma of Introduction to Digital Skills

603/4759/4

603/4760/0

Qualification aim

This qualification informs and guides learners for anybody with an interest in improving basic digital skills.

Qualification introduction

These qualifications is made up of four mandatory units and a range of options that will help learners to gain a basic understanding of the digital environment where they live and work. They will able to identify, connect and use different types of digital devices to facilitate digital engagement.

Assessment

In order to achieve this qualification a learner must complete the units identified below. The assessment criteria determine the standard required to achieve each unit and allow for a variety of assessment methods to be used as appropriate to the environment the qualification is delivered in. There is no examined assessment element in this qualification.

Progression

On completion of this qualification, learners will be prepared to progress to level 2 qualifications in a range of occupations within the sector, this could include but not limited to apprenticeships.

Achievement

In order to achieve the certificate a learner must complete the four mandatory units and 18 credits from the optional units. For the Diploma, all units are mandatory. The assessment principles determine the standard required to achieve each unit and allow for a variety of assessment methods to be used as appropriate to the environment the qualification is delivered in. There is no examined assessment element in this qualification

Qualification Number		603/4759/4	603/4760/0
Qualification Framework		RQF	RQF
Title		Certificate of Introduction to Digital Skills	Diploma of Introduction to Digital Skills
Qualification Level		Level 1	Level 1
Guided Learning Hours		165 GLH	385 GLH
Total Qualification Time		180 TQT	410 TQT
Qualification Credit Value		18 Credits	41 Credits
Qualification Grading Structure		Pass / Fail	Pass / Fail

Unit Title	Mandatory/Optional	GLH	TQT	Credit Value	Grading
Select and set up digital devices / systems	M	35	40	4	Pass / Fail
Using a keyboard, pointing device or touchscreen	M	10	10	1	Pass / Fail
Basic use of digital devices / systems	M	30	30	3	Pass / Fail
Digital presence, awareness and safety	M	35	40	4	Pass / Fail
Digital technology in the home	O	35	40	4	Pass / Fail
Digital technology in the workplace	O	35	40	4	Pass / Fail
Problem Solving	O	40	40	4	Pass / Fail
Introduction to using the Internet	O	20	20	2	Pass / Fail
Introduction to using E-Mail	O	20	20	2	Pass / Fail
Introduction to using Spreadsheets	O	20	20	2	Pass / Fail
Managing digital finances	O	20	20	2	Pass / Fail
Introduction to using a digital diary	O	20	20	2	Pass / Fail
Introduction to using Word Processing Software	O	20	20	2	Pass / Fail
Introduction to exploring and using Social Media	O	20	20	2	Pass / Fail
Team Working	O	30	30	3	Pass / Fail
Total		385	410	41	Pass / Fail