Essential Digital Skills

Entry

Specification

This is version 1.0 of the TLM handbook for Essential Digital Skills qualifications eligible from 2020 onwards and first published in January 2020. Further printed copies can be obtained from Lulu.com or the pdf freely downloaded from **www.tlm.org.uk**.

EDS is the qualification framework based on the Department for Education's requirement to equip all United Kingdom Citizens with the digital skills required to function in this technological age.

The assessment model for the qualifications presented in this publication was designed by TLM in consultation with colleges and employers. It was designed to meet the government's standards for the support and delivery of EDS.

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Contents

Section 1 - Introduction

What is the purpose of this qualification?

The Learning Machine offers EDS qualifications from Entry to Level 1.

The Learning Machine has a suite of two qualifications available.

These can be taken as separate qualifications with progression available from Entry to Level 1. The benefits for students of this progression is that the qualifications' approaches are similar – Centre delivery can therefore be run contiguously or concurrently, and learners will be able to tailor their learning to reflect the skills that need to be developed. The Learning Machine EDS Award (Entry) recognises achievement at Entry level and this specification sets out five teaching units, all at Entry level. This covers the EDS Framework:
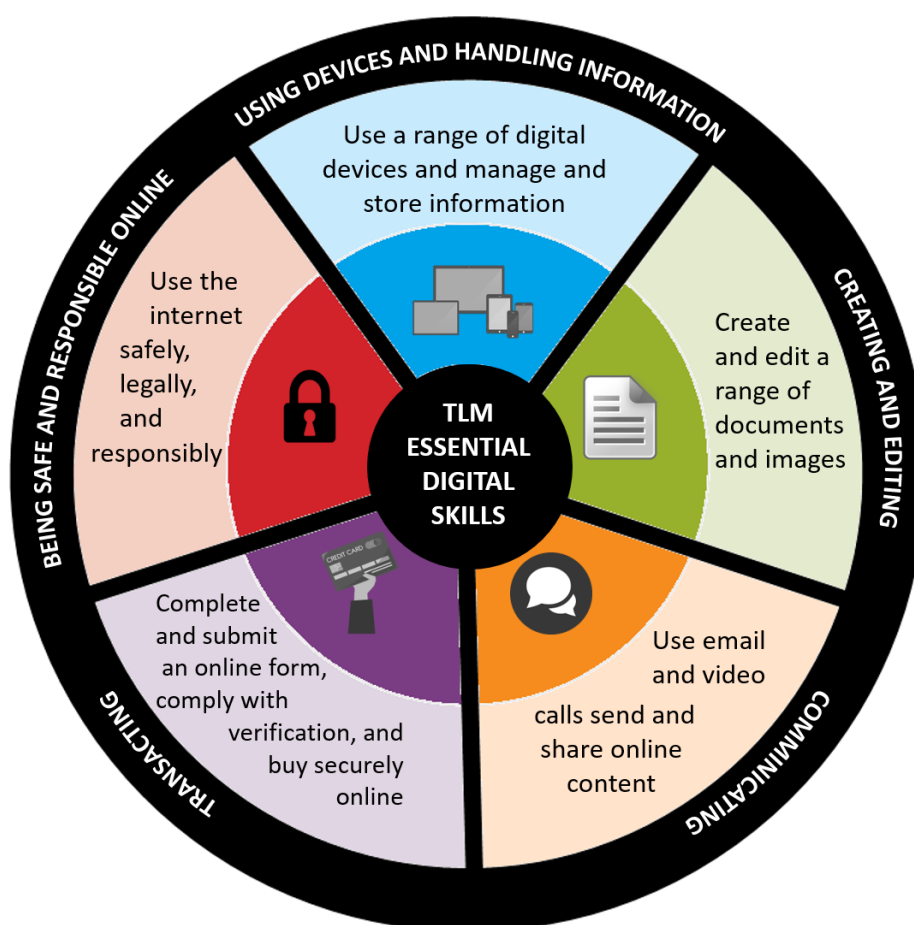
The Entry Award is an appropriate size for individuals who primarily wish to gain IT skills for life, with aspects of IT skills for work supporting perhaps training or preparation for employment (or initial induction) where IT plays a part. The qualification is designed to meet the requirements of the EDS' frameworks and is designed for adults with no or little prior experience of using digital devices or the internet. It can complement Apprenticeship provision.

The qualification also provides an opportunity for learners to utilise information technology to support access to a range of vocational sectors.

What does this qualification cover?

All the content of the qualification relates directly to the skills, knowledge and understanding needed to support adults to begin to access information technology having had no or little prior experience of using digital devices or the internet. The qualification is six credits in size built up from five teaching units:

- Unit 1   Using Devices and Handling Information

- Unit 2   Creating and Editing

- Unit 3   Communicating

- Unit 4   Transacting

- Unit 5   Being Safe and Responsible On-line

The Entry Award may be studied alongside other qualifications and activities.

Who could take this qualification?

This qualification is aimed at individuals who primarily wish to gain IT skills for life, with aspects of IT skills for work supporting perhaps training or preparation for employment (or initial induction) where IT plays a part.

What are the qualification outcomes?

The primary outcome of this qualification is to start to build adults' confidence in using information technology, focussing on skills for life.

What higher level learning will this qualification lead to?

The qualification is a 'stand-alone' qualification, but learners may progress onto other The Learning Machine information technology qualifications.

Why choose the Award sized qualification?

The Learning Machine Essential Digital Skills Award (Entry) provides a thorough introduction to the information technology required in areas of life where information technology is used. By studying the Award, learners will secure a strong foundation of knowledge and skills in preparation for confident and increased use of information technology as part of their general life, with an awareness of its uses in employment roles.

The Learning Machine also offers a range of other information technology qualifications for those learners who need to study qualifications with differing breadth than that provided by the Award.

More details can be found here:
Essential Digital Skills – Welcome to the Ingot Family of Awards provided by TLM

Section 2 Qualification overview

Introduction

This qualification specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery, and assessment of The Learning Machine EDS Award (Entry).

All information contained in this specification is correct at the time of publishing.

To ensure that you're using the most up-to-date version of this qualification specification please check the issue date in the page headers against that of the qualification specification on our website www.tlm.org.uk.

If you advertise this qualification using a different or shortened name you must ensure that learners are aware that their final certificate will state, the regulated qualification title of 'The Learning Machine Essential Digital Skills Award (Entry)'.

Things you need to know:

Qualification number (QN)	
Aim reference	
Total qualification time	50 hours
Guided learning hours	46 hours
Level	Entry Level
Assessment requirement	Internally assessed and externally moderated practical assessments and externally assessed examination.

Total Qualification Time

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT comprises:

- the Guided Learning Hours for the qualification, and

- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, Tutor or other appropriate provider of education or training.

About this qualification

This is a regulated qualification. The regulated number for this qualification is xxxx.

This qualification is an EDS qualification. This qualification has been developed for adults - to start to build their IT skills for life, with aspects of skills for work.

This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

This qualification is suitable for use within a Study Programme.

Aims and objectives of this qualification

This qualification aims to:

- provide learners with basic digital skills.

The objectives of this qualification are to help learners to:

- develop knowledge and gain some experience of using digital devices and the internet.

- know how to apply their knowledge confidently in a variety of life situations.

Achieving this qualification

To be awarded The Learning Machine EDS Award (Entry), learners are required to successfully complete the five mandatory teaching units.

This qualification consists of five mandatory teaching units:

- Unit 1   Using Devices and Handling Information
- Unit 2   Creating and Editing
- Unit 3   Communicating
- Unit 4   Transacting
- Unit 5   Being Safe and Responsible On-line

The learning outcomes and assessment criteria for each unit are provided in Section 3.

To achieve The Learning Machine EDS Award (Entry), learners must successfully demonstrate their achievement of learning outcomes and assessment criteria of the five units to a specified level as detailed in this qualification specification.

Qualification guidance

The Entry Award is an appropriate size for learners to start to develop their IT skills for life, with aspects of skills for work. The qualification is designed to meet the requirements of the EDS frameworks and is designed for adults with no to little experience of using digital devices and the internet who wish to develop their information technology skills. It can complement Apprenticeship provision.

There are no specific recommended prior learning requirements for this qualification.

Acceptance is at the discretion of the Centre. However, learners must be aged 16 or above to undertake this qualification.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.

Learners registered on this qualification should not undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

Progression opportunities

Learners who achieve this qualification could progress to:

- TLM Essential Digital Skills (Level 1)

It may also be useful to learners entering a range of vocational sectors.

Qualification dates

Regulated qualifications have operational end dates and certification end dates.

We review qualifications regularly, working with sector representatives, vocational experts, and stakeholders to make any changes necessary to meet sector needs and to reflect recent developments.

If a decision is made to withdraw a qualification, we will set an operational end date and provide reasonable notice to our Centres. We will also take all reasonable steps to protect the interests of learners.

An operational end date will only show on the Ofqual Register of Regulated Qualifications register.ofqual.gov.uk and on our website if a decision has been made to withdraw a qualification. After this date we can no longer accept learner registrations. However, certification is allowed until the certification end date so that learners have time to complete any programmes of study. The certification end date will only show on the Ofqual Register once an operational end date has been set. After this date we can no longer process certification claims.

Centre requirements

Procedures for Centre approval. Full details can be found at:

https://tlm.org.uk/policies/arrangements-with-third-parties/terms-and-conditions-of-services

- The procedure for recognising the Centre is as follows:

    o The Principal Assessor, on behalf of the Centre, confirms compliance with the contractual conditions by signing an agreement on the certification web site and provides details of the Centre's internal quality assurance procedures to the satisfaction of the Awarding Organisation.

    o The continued compliance with the requirements of the Awarding Organisation is verified through a personal Centre engagement process where any deficiencies are noted on the Centre's account together with any actions needed to fully meet the requirements.

- TLM is not a member of JCQ, though we recognise the guidance they give to schools and colleges regarding the appropriate management of public examinations. This is reinforced through spot checks.

- Full details of JCQ policies for candidates and for Centre exam secretaries can be found at http://www.jcq.org.uk/exams-office

Assessors and Internal Quality Assurance

Staff involved in the Assessment and Internal Quality Assurance of this qualification must be able to demonstrate that they have (or are working towards) the relevant occupational knowledge and/or occupational competence, at the same level or higher as the units being assessed and internal quality assured. This may be gained through experience and/or qualifications.

Section 3 - Unit content and assessment guidance

This section provides details of the structure and content of this qualification.

The unit summary provides an overview of each unit including:

- unit title
- unit overview
- guided learning hours
- level
- an indication of whether a unit is mandatory or optional.

Following the unit summary there is detailed information for each unit containing:

- unit title and number
- learning outcomes (the learner will) and assessment criteria (the learner can)
- assessment guidance (types of evidence for internal assessment).
- Indicative outputs (evidence that learners have met the requirements)

The regulators' unit number is indicated in brackets for each unit (e.g. yyyyyy).

Unit 1 - Using devices and handling information

Unit summary	This unit will enable learners to develop the knowledge and skill involved in using a range of digital devices and handling information.
Guided learning hours	9
Level	Entry
Mandatory/optional	Mandatory

Learning outcomes		Assessment criteria		
The Learner will:		**The learner can:**		**Amplification**
1. Use 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.	1.1	understand the main features and uses of a range of **Devices,** including the differences between **Hardware** and **Software**.	**Devices** will include computers (desktop/laptop) and mobile devices, smart devices, and wearable technology.
		1.2	understand the role of **Operating systems** and **Applications** used for computers and mobile devices.	**Hardware** means main physical elements that make up computers, (desktop/laptop) and mobile devices, smart devices, and wearable technology. It does not include an understanding of computer architecture.
		1.3	understand that programs and data require storage, and that different devices have different storage capacities.	**Software** means the various kinds of programs providing functionality on devices.
				Operating systems include those typically used for computers (desktop/laptop) and mobile devices.

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[1] *These Learning Outcomes are numbered in line with the Skills statements for the EDS National Standards.*

		1.4	find and install an application.	**Applications** include applications for computers (desktop/laptop) and mobile devices.
		1.5	select and adjust a range of **System settings**.	**System settings** include display, sound, connecting to Wi-Fi, time, language settings and accessibility settings. Accessibility settings include use of a magnifier, the use of screen readers and use of voice controls.
				Know main features and uses of devices.
				Know the role of operating systems and applications. Know that programs and data require storage, and that different devices have different storage capacities. Know how to find and install an application. Know how to select and adjust system settings.
2. **Find and evaluate information**	Navigate online content using hyperlinks, menus, and other navigation elements to locate required information; carry out searches to find information and content.	2.1	understand and use terminology and concepts relating to web pages.	***Navigation elements*** include: • menus • hyperlinks • browser navigation controls (back and forward buttons, bookmarks).
		2.2	use **Navigation elements** and a search engine to **Search** for and identify information (including images).	***Search*** refers to searching online for a specific and clearly defined piece of information or content.
		2.3	select the information considering its relevance and its reliability.	*Know and understand terminology and concepts relating to web pages:* • *websites*

				• *hyperlink navigation* • *URLs* • *search engines* • *keywords* • *web browsers* • *types of information, documents, and media*.
3. **Manage and store information**	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.	3.1 3.2 3.3	design and create a folder to organise information. retrieve information from specified location across devices. understand and use terminology and concepts relating to the storage of information.	*Know and understand terminology and concepts relating to files and file types:* • *file size* • *applications typically associated with file types* • *folders* • *digital storage (memory, hard drives)* • *local and remote storage.*

Unit 2 - Creating and editing

Unit summary	This unit will enable learners to develop the knowledge and skill involved in creating and editing documents and processing numerical data.
Guided learning hours	9
Level	Entry
Mandatory/optional	Mandatory

Learning outcomes		Assessment criteria	
The Learner will:		**The learner can:**	**Amplification**
6. **Create and edit documents**	Use a suitable application to enter, edit and format information (including text, numbers, and graphics).	6.1 use an appropriate document application to enter information for a range of purposes and audiences. 6.2 **edit** and **format text**, numbers, **graphics,** tables, and charts. 6.3 understand and use terminology and concepts relating to types of documents and their uses, along with the purpose of different document applications.	**Editing text** includes entering or amending, selecting, copying, cutting, and pasting text. **Formatting text** includes bold, underline, italics, font sizes and colours, text alignment, bulleted and numbered lists. **Formatting graphics** includes positioning, sizing, borders. *Know and understand terminology and concepts relating to documents (including types e.g. word processed, presentations, etc. and associated applications), with understanding of the purpose of different applications and typical uses of different document types.*

Unit 3 – Communicating

Unit summary	This unit will enable learners to develop the knowledge and skill involved in managing contacts and communicating with them as individuals and groups.
Guided learning hours	9
Level	Entry
Mandatory/optional	Mandatory

Learning outcomes		Assessment criteria	
The Learner will:		**The learner can:**	**Amplification**
9. **Communicate and share information**	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.	9.1 create, edit, and use contacts when **sending** and receiving online communications comprising text and other **digital content** to individual and multiple recipients. 9.2 initiate and participate in a video call. 9.3 know and understand terminology and concepts relating to messaging and IT communication tools.	*Sending… digital content* includes sharing access to online content. *Video call* refers to a simple one-to-one communication via live video. It does not include a video conference involving groups of people, nor does it require scheduling meetings or inviting participants. *Know and understand terminology and concepts relating to emailing, texting, and using other messaging apps, contacts and groups, and video calls.*

Unit 4 - Transacting

Unit summary	This unit will enable learners to develop the knowledge and skill involved in carrying out an online transaction, and buying items online
Guided learning hours	9
Level	Entry
Mandatory/optional	Mandatory

Learning outcomes		Assessment criteria	
The Learner will:		**The learner can:**	**Amplification**
11. Use online services	Complete and submit a form as part of an online transaction, complying with verification checks.	11.1 complete and submit an **online form** as part of an online transaction, complying with verification checks. 11.2 understand and use terminology and concepts relating to online forms and data validation, verification checks, entering data.	**Online form** typically comprises a simple single page form used to enter information (e.g. name and/or contact details) to register for, or to request a service e.g. make an appointment, or collection of household rubbish. Using for example: drop-down lists, free-text cells, ticks, or checkboxes, etc. *Know and understand terminology and concepts relating to online forms and data validation, verification checks, entering data (including numerical data, for example in an online form or calculator).*
12. Buy securely online	Buy an item/service online using a chosen method of online payment.	12.1 complete online purchase using a chosen method of **online payment**. 12.2 complete **online purchase securely**.	**Online payment** methods may include: credit/debit cards; third party online and/or mobile payment services; third party online and/or mobile digital wallet services etc.

			Secure online purchase includes checking whether the website is genuine, setting strong password on online account.

Unit 5 - Being safe and responsible online

Unit summary	This unit will enable learners to develop the knowledge and skill involved to use the internet safely, legally, and responsibly
Guided learning hours	9
Level	Entry
Mandatory/optional	Mandatory

Learning outcomes		Assessment criteria	
The Learner will:		**The learner can:**	**Amplification**
13. **Protect privacy**	Identify situations where personal information may be stored by devices and online activity; identify and use simple methods to protect personal information and privacy.	13.1 identify situations where **personal information** may be **stored by devices and online activity**. 13.2 use private browsing and appropriate simple ways to **protect personal information and privacy**, including blocking unwanted communications. 13.3 describe the implications of sharing personal information.	***Personal information … stored by devices and online activity*** refers to the collection and use of personal information and data by organisations (often used to personalise online experiences and target advertisements). Methods of ***protecting personal information and privacy*** may include: • guarding your date of birth and telephone number online • using a pseudonym on social media sites • looking for HTTPs when entering login credentials or other personal data • being aware that the security of your digital devices can be compromised, hacked, and/or hijacked etc.

| | | | Know and understand implications of sharing personal information.

Know when personal information may be stored by devices. |
|---|---|---|---|
| **14. Protect data** | 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. | 14.1 describe and use terminology and concepts relating to online risks and threats such as those to personal data.

14.2 use simple **methods to protect a device and data** from online risks and threats

14.3 describe the security risks of using public Wi-Fi. | ***Methods of protecting devices and data*** include:

• using anti-virus and firewalls
• securing mobile devices (using screen lock etc.)
• using secure passwords
• being mindful of the security risks of using public Wi-Fi networks
• being mindful of phishing emails
• being mindful of risks associated with clicking on links found in emails or other digital messages.

Know and understand terminology and concepts relating to online risks and threats, how personal data may be compromised or stolen, how data and a device can be protected. |

15.	Access devices and online services securely	Configure and use secure ways to access devices and online services.	15.1	configure and use **secure ways to access and use devices** and online services.	***Secure ways to access a device*** include strong passwords, fingerprint, facial, voice recognition, or similar.
			15.2	understand the risks to the security of digital devices.	*Know that the security of digital devices can be compromised, hacked and/or hijacked, and be aware of the nature of and threats posed by viruses and phishing.*
			15.3	describe the nature of and threats posed by viruses and phishing.	

Section 4 - Assessment and moderation

How the qualification is assessed

Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in a qualification.

The Learning Machine EDS Award (Entry) is externally set. The practical assessments are internally marked and externally moderated and the examination is externally assessed.

Practical assessment

Three practical assessments will be set by The Learning Machine. The assessments will include a Marks Scheme and Assessor's Guidance to allow for marking by the Centre in line with The Learning Machine's requirements. A sample of the marked assessments will be moderated by TLM.

External Examination

An external examination will be set by and marked by The Learning Machine.

The marks will be allocated in the following indicative manner:

Entry						
	Practical assessment 1 - mark	Practical assessment 2 - mark	Practical assessment 3 - mark	Examination - mark (15 marks - scaled x 3)	Overall mark	
Marks available	45	45	45	45	180	**GLH**
Pass (nominal for each component – overall compensatory model applies)	31.5	31.5	31.5	31.5	>126	
Skills area						
• Using devices and handling information	9	9	9	9	36	9
• Creating and editing	27	0	0	9	36	9
• Communicating	0	27	0	9	36	9
• Transacting	0	0	27	9	36	9
• Being safe and responsible online	9	9	9	9	36	9
Total:	45	45	45	45	180	45

This indicative mark allocation is provided for illustrative purposes only to show balance of coverage across the various assessment components. The 'pass mark' is nominally set at a *design threshold* of 70%. It is at this level because with all areas being taught and an overall compensatory assessment model; 70% reflects sufficient levels of knowledge and understanding, and mastery of skills. Although, the actual mark to pass the qualification may well vary slightly to ensure the maintenance of appropriate standards, and it will be based on actual performance against the overall set of assessment components.

Moderation

Moderation is the process by which we confirm that assessment decisions in Centres are:

- made by competent and qualified Assessors.
- the product of sound and fair assessment practice.
- recorded accurately and appropriately.

We do this through:

- internal moderation – which you carry out.
- external moderation – which we carry out through our External Moderators who, by supporting you, will make sure that assessments meet nationally agreed standards and that your quality assurance systems continue to meet our Centre approval criteria.

Section 5 - Support

TLM provides several web-based resources to support this qualification.

The specification is available in a downloadable PDF format, as well as available on the main website under qualification: https://tlm.org.uk

In addition, we supply the following sites:

Assessor Support
https://learn.tlm.org.uk

This is a Moodle VLE system that has support materials and resources for assessors including sample assessment materials (SAM) and will eventually have sample work.

Unit Specific Support

Each unit has a specific set of requirements that need to be undertaken in a practical way by earners. It is likely that Centres offering this qualification have their own systems, but TLM provide systems to be used in conjunction with these EDS qualifications.

Unit 4
https://ecomm.tlm.org.uk

This site is a basic shopping web site, but it is designed so that learners can use a dummy credit card to purchase materials without giving any real details.