

# QUALIFICATION SPECIFICATION



## Digital Skills for Work (Entry 1 – Level 2)

Access to HE

Apprenticeships

Digital

Employability &  
Enterprise

English & Maths

ESOL

Personal & Social  
Development

Professional  
Development

Vocational



This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
603/4239/0	Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 1)
603/4240/7	Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 2)
603/4241/9	Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 3)
603/4242/0	Gateway Qualifications Level 1 Award in Digital Skills for Work
603/4243/2	Gateway Qualifications Level 2 Award in Digital Skills for Work

Version and date	Change detail	Section/Page Reference
1.1 (Dec 2019)	Front and back cover change.	Covers
1.2 (Feb 2020)	Updated wording on Qualification-specific tutor/assessor requirements	Pg15
1.3 (October 2021)	Guidance for Pre 16 age range.	Page10
1.4 (Nov 2022)	Changed back cover and removed address Funding section updated	Page 16 Page 9

## About this qualification specification

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This qualification specification is intended for tutors, assessors, internal quality assurers, centre quality managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The specification should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer the qualification/s within this specification you must be a Gateway Qualifications recognised centre and be approved to deliver the qualification/s.

If your centre is not yet recognised and/or not yet approved to deliver the qualification, please contact our Development Team:

Telephone: 01206 911211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

Website: <https://www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/become-recognised-centre/>

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## 1. Qualification Information

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### 1.1. About the qualifications

The qualifications have been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England and Qualifications Wales, the regulator of non-degree qualifications and the qualifications system in Wales.

The qualifications reflect the latest government thinking on basic digital skills and the Basic Digital Skills Framework.

These single unit qualifications are designed to support learners to develop the digital skills that will support them in getting into work and performing their job roles effectively. While they can easily be offered as stand-alone bite-sized awards, the new qualifications could also be usefully combined with other units or qualifications into meaningful packages of learning. For example:

- Learners for whom English is not their first language who are seeking to improve their employability prospects might combine an ESOL qualification with a Digital Skills for Work Award.
- Learners on a JCP programme might be offered a package of units that combines Digital Skills for Work with relevant bite-sized English and Maths units.

The single unit within each qualification is also included within a revised suite of employability qualifications.

### 1.2. Objective

The Digital Skills for Work qualifications are designed to:

- prepare learners to progress to further learning in the sector
- develop the digital skills needed to secure employment or progress in employment.

### 1.3. Key facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 1)	20	20	2
Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 2)	20	20	2
Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 3)	30	30	3
Gateway Qualifications Level 1 Award in Digital Skills for Work	30	30	3
Gateway Qualifications Level 2 Award in Digital Skills for Work	30	24	3

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

Total Qualification Time is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, 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 by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

### 1.4. Achievement methodology

The qualification will be awarded to learners who successfully achieve the single unit through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.



### 1.5. Geographical coverage

These qualifications have been approved by Ofqual to be offered in England and by Qualification Wales to be delivered in Wales.

If a centre based in Northern Ireland or overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Gateway Qualifications.

### 1.6. Progression opportunities

These qualifications are designed to enable progression into further learning at a higher level. Alternatively, learners may progress directly into employment.

### 1.7. Funding

For information on potential sources of funding in England please visit the Education and Skills Funding Agency:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

<https://www.gov.uk/government/collections/qualifications-approved-for-public-funding>

<https://hub.fasst.org.uk/Pages/default.aspx>

For information regarding potential sources of funding in Wales please visit Qualification Wales:

<https://www.qualificationswales.org/>

Current funding information for Wales is available on [Qualifications in Wales \(QiW\)](#)

### 1.8. Equality, diversity and inclusion

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

## 2. Learner Entry Requirements

### 2.1. Age

The approved age range for these qualifications is: Pre-16, 16-18 and 19+. **Whilst some of our qualifications are regulated for pre 16 learners our minimum age is 14.**

### 2.2. Prior qualifications

There is no requirement for learners to have achieved prior qualifications or units prior to undertaking these qualifications.

### 2.3. Prior skills/knowledge/understanding

There is no requirement for learners to have prior skills, knowledge or understanding.

### 2.4. Restrictions

There are no restrictions to entry.

### 2.5. Access to qualifications for learners with disabilities or specific needs

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Gateway Qualification has a duty to permit a reasonable adjustment where an assessment arrangement would put a disabled person at a substantial disadvantage in comparison to someone who is not disabled.

The following adaptations are examples of what may be considered for the purposes of facilitating access, as long as they do not impact on any competence standards being tested:

- adapting assessment materials;
- adaptation of the physical environment for access purposes;
- adaptation to equipment;
- assessment material in an enlarged format or Braille;
- assessment material on coloured paper or in audio format;
- British Sign Language (BSL);
- changing or adapting the assessment method;
- changing usual assessment arrangements;

- extra time, e.g. assignment extensions;
- language modified assessment material;
- practical assistant;
- prompter;
- providing assistance during assessment;
- reader;
- scribe;
- transcript;
- use of assistive software;
- using assistive technology;
- use of CCTV, coloured overlays, low vision aids;
- use of a different assessment location;
- use of ICT/responses using electronic devices.

It is important to note that not all of the adjustments (as above) will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments.

Learners should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

A reasonable adjustment for a particular learner may be unique to that individual and may not be included in the list of available access arrangements specified above.

### **Special Considerations**

Requests for special consideration should be submitted as soon as possible. Please refer to the [Reasonable Adjustments and Special Consideration Policy](#).

## **2.6. Additional requirements/guidance**

There are no additional rules or guidance regarding learner entry requirements.

## **2.7. Recruiting learners with integrity**

It is vital that centres recruit with integrity with regard to qualifications. Centres must ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs.

The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification(s).

### 3. Achieving the Qualification

#### 3.1. Qualification structure

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.3 Recognition of Prior Learning (RPL)**.

#### Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 1)

Learners must complete the single mandatory unit.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
L/617/4957	Digital Skills for Work	Entry 1	20	2

#### Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 2)

Learners must complete the single mandatory unit.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
R/617/4958	Digital Skills for Work	Entry 2	20	2

#### Gateway Qualifications Entry Level Award in Digital Skills for Work (Entry 3)

Learners must complete the single mandatory unit.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
T/617/4158	Digital Skills for Work	Entry 3	30	3

#### Gateway Qualifications Level 1 Award in Digital Skills for Work

Learners must complete the single mandatory unit.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
M/617/4157	Digital Skills for Work	1	30	3

## Gateway Qualifications Level 2 Award in Digital Skills for Work

Learners must complete the single mandatory unit.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
K/617/4156	Digital Skills for Work	2	24	3

### 3.2. Achievement methodology

The qualification will be awarded to learners who successfully achieve the designated unit through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

### 3.3. Recognition of prior learning

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

The process of Recognition for Prior Learning is not applicable to this qualification.

### 3.4. Links to other qualifications

The unit that sits within each qualification is also included within the revised suite of employability qualifications at Entry Level 3 to Level 2. The units at Entry 1 and Entry 2 are included within the revised suite of Entry level qualifications at Entry Level 1 to Entry Level 3.

## 4. Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

### 4.1. Method of assessment

The method of assessment for the qualifications is through a portfolio of evidence.

### 4.2. Assessment language

This qualification is assessed in English only.

### 4.3. Assessment materials

There are no specific assessment materials provided for this qualification.

### 4.4. Assessment guidance

There is no specific assessment guidance for these qualifications. However, it is recognised that assessment will be on a variety of devices depending upon the different settings and resources available.

### 4.5. Qualification-specific centre requirements

There are no qualification specific centre requirements.

In the delivery of qualification and units to pre-16 learners centres are required to exercise due diligence in respect of the following:

- the learner's needs and access to information and advice about the units offered and how the course of learning will meet their needs;
- the learner's present capacity to undertake the tasks set by tutors, and tutors understanding of how particular tasks accord with the assessment criteria for the unit;
- tutors should be fully conversant with the qualification and unit specification/s offered to learners, where clarification is required the centre should consult with the assigned Quality Reviewer for further advice and guidance in the

delivery of units and refer to the Centre Handbook and Reasonable Adjustment and Special Consideration policy and guidance.

- centres will be required to have appropriate and up to date risk assessments and ensure that appropriate support and supervision is provided; appropriate subject specialist knowledge should be consulted where the possibility of harm to learners is identified; this will be monitored through Gateway Qualifications' quality assurance process.
- the centre contact for the unit/qualification being delivered must ensure that all procedures relating to the delivery of the unit/qualification operate effectively in the centre.

#### **4.6. Qualification-specific tutor/assessor requirements**

Please refer to the Staffing Requirements - Qualification Specific Roles section within the online centre handbook for tutor/assessor requirements:

<https://www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/centre-handbook/quality-compliance/>

#### **4.7. Qualification-specific quality assurance requirements**

There are no additional internal/external quality assurance requirements for these qualifications.

#### **4.8. Additional requirements/guidance**

There are no additional requirements that Learners must satisfy in order for assessment to be undertaken and the unit/qualification to be awarded.

## 5. What to do next

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For existing centres please contact your named Development Manager or Development Officer.

Tel: 01206 911211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

## 6. Gateway Qualifications

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Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).



## 7. Appendices

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### 7.1. Appendix 1 – Unit Details

#### Digital Skills for Work

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<b>Level:</b>	Entry Level 1
<b>Credit Value:</b>	2
<b>GLH:</b>	20
<b>Unit Number:</b>	L/617/4957
<b>Unit Aim:</b>	To enable learners to develop the digital skills that will help improve their performance at work.
<b>Assessment Guidance:</b>	Portfolio of Evidence

This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA - PASS</b>
<b>The learner will:</b>	<b>The learner can:</b>
1 Use digital skills and/or devices in a work environment.	1.1 Use simple digital skills and/or devices to facilitate their engagement in straightforward work-related activity.
2 Use digital skills and/or devices to communicate in a work environment.	2.1 Use simple digital skills and/or devices to communicate, augment or enable basic information-sharing in a work setting.

## Digital Skills for Work

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<b>Level:</b>	Entry Level 2
<b>Credit Value:</b>	2
<b>GLH:</b>	20
<b>Unit Number:</b>	R/617/4958
<b>Unit Aim:</b>	To enable learners to develop the digital skills they need for work.
<b>Assessment Guidance:</b>	Portfolio of Evidence

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS
The learner will:	The learner can:
1 Be able to use digital skills safely and responsibly in a work setting	1.1 Follow instructions to keep self safe on line, in accordance with relevant workplace guidelines or codes of conduct. 1.2 Follow instructions to use digital devices so that own health and wellbeing are not negatively affected.
2 Be able to use digital skills to complete work-related tasks	2.1 Follow instructions to carry out given simple, routine work-related tasks requiring digital skills including <ul style="list-style-type: none"> <li>• finding information</li> <li>• sharing information</li> </ul>

## Digital Skills for Work

<b>Level:</b>	Entry Level 3
<b>Credit Value:</b>	3
<b>GLH:</b>	30
<b>Unit Number:</b>	T/617/4158
<b>Unit Aim:</b>	To equip learners with the digital skills that will be useful to them in a work context, including handling information, creating and editing digital content, and communicating using digital skills. Learners will also learn how to operate safely and responsibly online or when using digital devices, and how to solve basic technical problems for themselves.
<b>Assessment Guidance:</b>	Portfolio of Evidence

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS
The learner will:	The learner can:
1 Be able to use digital skills to handle work-related information.	1.1 Find information required for routine work-related tasks. 1.2 Follow workplace guidelines to store and retrieve files.
2 Be able to create and edit digital content for work-related purposes.	2.1 Create and save straightforward documents and sound, image or video files, as appropriate to the work context. 2.2 Edit and format work-related documents in line with given guidelines or instructions, inputting data into existing documents where appropriate.
3 Be able to use digital skills to communicate in a work context.	3.1 Send and receive online communications for work-related purposes, in line with given guidelines.
4 Be able to work online and use digital devices safely and responsibly in a work context.	4.1 Identify common online risks and threats in a work environment. 4.2 Follow workplace guidelines for <ul style="list-style-type: none"> <li>• safe and responsible use of devices and the internet at work</li> <li>• reporting anything suspicious or offensive</li> <li>• protecting own health and wellbeing while using devices.</li> </ul>

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA - PASS</b>
<b>The learner will:</b>	<b>The learner can:</b>
5 Be able to respond to technical problems.	5.1 Solve simple technical problems. 5.2 Seek help from an appropriate person when unable to solve a technical problem themselves.

## Digital Skills for Work

<b>Level:</b>	Level 1
<b>Credit Value:</b>	3
<b>GLH:</b>	30
<b>Unit Number:</b>	M/617/4157
<b>Unit Aim:</b>	To equip learners with the digital skills that will be useful to them in a work context, including handling information, creating and editing digital content, and communicating using digital skills. Learners will also learn how to operate safely and responsibly online or when using digital devices, and how to solve common technical problems for themselves.
<b>Assessment Guidance:</b>	Portfolio of Evidence

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS
The learner will:	The learner can:
1 Be able to use digital skills to handle work-related information.	1.1 Find current, relevant and reliable information required for work-related tasks. 1.2 Organise files and folders efficiently.
2 Be able to create and edit digital content for work-related purposes.	2.1 Create and save documents and sound, image or video files, as appropriate to the work context, following workplace conventions for format and layout. 2.2 Use different applications to enter, edit, format, enhance and save work-related information including text, numerical data, graphics and images as appropriate to the task.
3 Be able to use digital skills to communicate in a work context.	3.1 Use appropriate modes of online communication in a work context, suitable for different audiences and purposes.
4 Be able to work online and use digital devices safely and responsibly in a work context.	4.1 Identify online risks and threats and ways that an organisation can protect themselves from these. 4.2 Follow workplace guidelines for safe and responsible use of devices and the internet, including for handling and storing personal or sensitive data, private or personal use of ICT and social media, protecting own health and wellbeing.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA - PASS</b>
<b>The learner will:</b>	<b>The learner can:</b>
5 Be able to identify and solve technical problems.	5.1 Identify and apply solutions to common technical problems, drawing on appropriate sources of help when needed.

## Digital Skills for Work

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<b>Level:</b>	Level 2
<b>Credit Value:</b>	3
<b>GLH:</b>	24
<b>Unit Number:</b>	K/617/4156
<b>Unit Aim:</b>	To equip learners with the digital skills that will be useful to them in a work context, including handling information, creating and editing digital content, and communicating using digital skills. Learners will also learn how to operate safely and responsibly online or when using digital devices, and how to be proactive in solving technical problems.
<b>Assessment Guidance:</b>	Portfolio of Evidence

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS
The learner will:	The learner can:
1 Be able to use digital skills to handle work-related information.	1.1 Find and select current, relevant and reliable information from different sources to complete complex work-related tasks. 1.2 Develop and use efficiently appropriate information storage systems.
2 Be able to create and edit digital content for work-related purposes.	2.1 Create and save text-based, sound, image or video files, as appropriate to different complex work-related tasks, taking into account audience and purpose. 2.2 Use different applications to enter, edit, format, enhance and save work-related information including text, numerical data, graphics and images as appropriate to different complex work-related tasks. 2.3 Bring together information from different sources to create digital content for work-related purposes. 2.4 Improve draft digital content in light of feedback from others in the work setting.
3 Be able to use digital skills to communicate in a work context.	3.1 Use appropriate modes of online communication in a work context, suitable for different audiences and purposes. 3.2 Demonstrate understanding of conventions associated with different modes when communicating online for work-related purposes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA - PASS</b>
<b>The learner will:</b>	<b>The learner can:</b>
<p>4 Be able to work online and use digital devices safely and responsibly in a work context.</p>	<p>4.1 Explain the online risks and threats to a particular workplace or sector, the steps taken to mitigate these, and how these protect the organisation, employees and/or customers, as appropriate to the workplace/sector.</p> <p>4.2 Follow workplace guidelines for safe and responsible use of devices and the internet, including for handling and storing personal or sensitive data, private or personal use of ICT and social media, protecting own health and wellbeing.</p>
<p>5 Be able to solve technical problems.</p>	<p>5.1 Apply appropriate solutions to technical problems.</p> <p>5.2 Demonstrate initiative in solving technical problems, e.g. by referring to online sources of help before drawing on support from others.</p>



