

## What are the Essential Digital Skills Standards?

**Approximately 4.3 million people in the UK lack the basic digital skills required for work, study or everyday life in general.\***

From September 2020, a new fully-funded national entitlement will offer adults the opportunity to develop their digital skills with the Essential Digital Skills qualification. Students will be assessed in line with the national standards for Essential Digital Skills that cover 5 skills areas. The qualifications will be available at Entry Level 3 and Level 1.

## What are the 5 skills areas within the Essential Digital Skills qualifications?



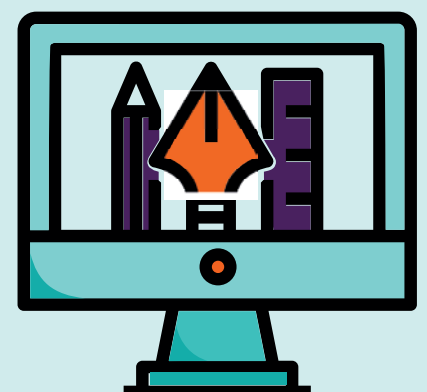
### Using devices and handling information

This skills area covers a basic understanding of hardware, software, operating systems and commonly used applications. Students will develop fundamental digital skills by learning how to manage and store information, and identify and solve simple technical issues.



### Creating and editing

Students will first learn to create and edit documents before moving on to creating and editing other types of digital media, such as images, audio files and videos. Eventually, students will be taught to applications to edit, enhance and format different types of information for a range of purposes and audiences.



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### Communicating

The communication skills area requires students to demonstrate an understanding of electronic communications, such as email and video calls. Students will gain awareness and be able to use digital communication for a range of contexts and audiences.



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### Transacting

This skills area involves the ability to complete and submit an online form, comply with digital verification checks, and purchase an item or service online. Eventually, students will learn to compare products against other available online options and manage their transactional account settings.



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### Being safe and responsible online

The final skills area is to understand the importance of digital wellbeing, students will learn about being responsible online. This will involve privacy and data protection, conducting best practice online behavior, backing up data, and understanding the psychological health risks of online activity.

