EDSQ Teaching Resources
Entry Level 3 - Level 1
Sample Resources

gateway
qualifications

This is a sample resource for our Entry 3 and Level 1 Teaching resources for EDSQ. Our entire free teaching packs can be downloaded through prism when you are a recognised centre.

Contents

Why Essential Digital Skills Qualifications are needed

It is estimated that one in five adults lack basic digital skills. The digital literacy divide came to the forefront even more so during the pandemic, with learning and work having to take place online, and many unable to or having difficulty with accessing services they use in everyday life as they were no longer held in person.

Recognising the importance to fill the gap, The Department of Education (DfE) announced that Essential Digital Skills Qualifications (EDSQ) would be a new national entitlement, and fully funded for learners aged 16-19 and 19+ with no or low digital skills.

Essential Digital Skills Qualifications are based on the national standards and are intended to support adults who want to join the digital world by learning digital skills for life, their work or for use in further study.

Gateway Qualifications was the first awarding body to have EDSQs approved by Ofqual. Centres have been delivering our qualifications since August 2020, meaning we have seen them through the whole process; from identifying learners using our free diagnostic tools, through to awarding.

Support is available to centres in a variety of materials including webinars, guides, tools, and we have created EDSQ Teaching Resources.

Looking for more information? Sign up for our introductory webinar

EDSQ teaching resources

These optional teaching resources aim to support the delivery of Essential Digital Skills Qualifications (EDSQ) at Entry 3 and Level 1 and develop digital skills for learners working below Entry 3. They can be used alongside any other published resources.

They provide a structured, blended approach to the delivery of EDSQ for face-2-face, remote delivery, or a mixture of both. The teaching and learning activities can be adapted to meet the diverse needs and profile of learners. Where applicable we have suggested, alternative approaches to the delivery of knowledge and skills.

The teaching resources are divided into five units that reflect the five digital skill strands of the national standards for essential digital skills.

- Unit 1 Using a device and handling information
- Unit 2 Create and edit
- Unit 3 Communicating online
- Unit 4 Transacting
- Unit 5 Being safe and responsible online

There are two guides for each unit: one that covers Entry 3 and the other Level 1. Each guide identifies the relevant EDSQ standards and skills statements, and the content reflects the amplification in the standards. The guides include tutor-led and independent learning activities along with checklists to assess skill development and progress, exemplar answers and marking guidance.

The variety of teaching and learning activities and signposting to online content covers the depth and breadth of knowledge and skills required for learners to meet the standards, and to help prepare them for the mock and live assessments on Surpass.

Extracts from teaching resources

Entry Level 3 Unit 2 Create and Edit

Tutor activity 1

Introduction

Introduce learners to different types of word-processed documents - show a few examples of posters, letters, invites and menus. The examples could be printed versions or digital copies found on websites/social media etc. Discuss with learners whether they think the formatting skills used in the example documents are effective, e.g. Is the text big enough? Are the colours and images appropriate? Why has bold been used? Why does the document have bullet points?

Ask learners to identify the formatting used on the example leaflet on the next page.

Learner activity 1

Circle or highlight the different formatting techniques used in the leaflet below:

New Shop Opening

Come along on **Monday 12th July at 9am** for the grand opening of *Scissors Hair Salon.*

The event will include demonstrations from our top stylists showcasing the following services:

- Gents cut

- Cut, colour, and blow-dry.

- Permanent wave

- Hair for special occasions

Drinks and nibbles will be provided.

We will be available to answer any questions and book appointments.

Book an appointment on the day and receive 10% off your first cut and colour.

The salon is located on Mawbury high street next to the Post Office

Learner activity 1 answers

Formatting task

Circle or highlight the different formatting techniques used in the leaflet below:

Bold,
centre
aligned

font size

Bold

Bullet
points

Font size,
italic and
centre
aligned

New Shop Opening

Come along on **Monday 12**[th] **July** at 9am for the grand opening of
Scissors Hair Salon.

The event will include demonstrations from our top stylists
showcasing the following services:

- Gents cut
- Cut, colour, and blow-dry.
- Permanent wave
- Hair for special occasions

Drinks and nibbles will be provided.

We will be available to answer any questions and book
appointments.

Book an appointment on the day and receive 10% off your first cut
and colour.

The salon is located on Mawbury high street next to the Post Office

Bold, italic
centre
aligned

font size

underlined

Level 1 Unit 5 Being Safe and Responsible Online

Tutor activity 3

Introduce learners to the topic of protecting devices and data from risks and threats. There is some overlap between this topic and the previous topic (protecting personal information and privacy). However, the previous topic focused on controlling privacy settings to protect the user from revealing too much about themselves. In this topic learners should focus on protection of devices and data from malicious outside threats such as hacking and malware.

Learners should know the definitions of the following - **Virus. Malware, Worms, Trojans, ransomware, spyware, and identity theft.**

Ask learners to watch the following video explaining basic types of malware - https://www.youtube.com/watch?v=n8mbzU0X2nQ&t=14s (Please note video is from Kaspersky a commercial company offering anti-virus protection)

Direct learners to the online tutorials below explaining the risks of malware

- What are viruses and malware? - BBC Bitesize
  https://www.bbc.co.uk/bitesize/topics/zd92fg8/articles/zcmbgk7

- Open university- free course- Introduction to cyber security: stay safe online. Week 3- Malware - https://www.open.edu/openlearn/ocw/mod/oucontent/view.php?id=48320

- What is ransomware? - https://edu.gcfglobal.org/en/thenow/what-is-ransomware/1/

- Alternative What is ransomware? video - https://www.bbc.co.uk/news/av/technology-35091536

- What is identity theft? - https://edu.gcfglobal.org/en/thenow/what-is-identity-theft/1/

Ask learners to complete the matching activity on the next page. For differentiation, the activity can be adapted by asking learners to write their own definitions.

Learner activity 3a

Match the correct definition to the type of threat to devices and data.

Worms	Malware	Ransomware
Trojan horse virus	**Spyware**	**Identity theft**

Software designed to allow hackers to gain personal information and passwords from the user without their knowledge.	Claiming another person's name and personal details without their knowledge, usually for fraudulent activities such as setting up bank accounts and loans in the person's name.	A stand-alone program that can copy itself and can spread through network connections looking for vulnerabilities
Disguises itself as a legitimate program but is designed to cause damage or steal information	A general term for software that is designed to damage or corrupt data, software, and hardware	A software program designed to stop a computer working or block access until the user has paid money

Learner activity 3a answers

Worms

A stand-alone program that can copy itself and can spread through network connections looking for vulnerabilities
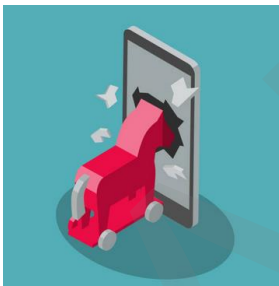
Malware

A general term for software that is designed to damage or corrupt data, software, and hardware

Ransomware

A software program designed to stop a computer working or block access until the user has paid money

Trojan horse virus

Disguises itself as a legitimate program but is designed to cause damage or steal information

Spyware

Software designed to allow hackers to gain personal information and passwords from the user without their knowledge

Identity theft

Claiming another person's name and personal details without their knowledge, usually for fraudulent activities such as setting up bank accounts and loans in the person's name.

Entry Level 3 Unit 5 Being Safe and Responsible Online

Quiz 4

Digital wellbeing

Task: Tick or highlight the correct answers on this multiple-choice quiz. The quiz is also available as a PowerPoint

Q1. Which image shows the correct eye level when using a computer?

| **Image A** | **Image B** | **Image C** |

Image source: https://www.istockphoto.com/

☐ **Image A**

☐ **Image B**

☐ **Image C**

Q2. Pain caused by repeated movements over a long period of time is known as

☐   **repetitive strain injury**

☐   **repeated stress injury**

☐   **reported strain injury**

Q3. Which of the following can help prevent back pain while working at a computer?

☐   **Keyboard rest**

☐   **Anti-glare screen**

☐   **Adjustable chair**

Quiz 4 answers

Digital wellbeing

Task: Tick or highlight the correct answers on this multiple-choice quiz. The quiz is also available as a PowerPoint

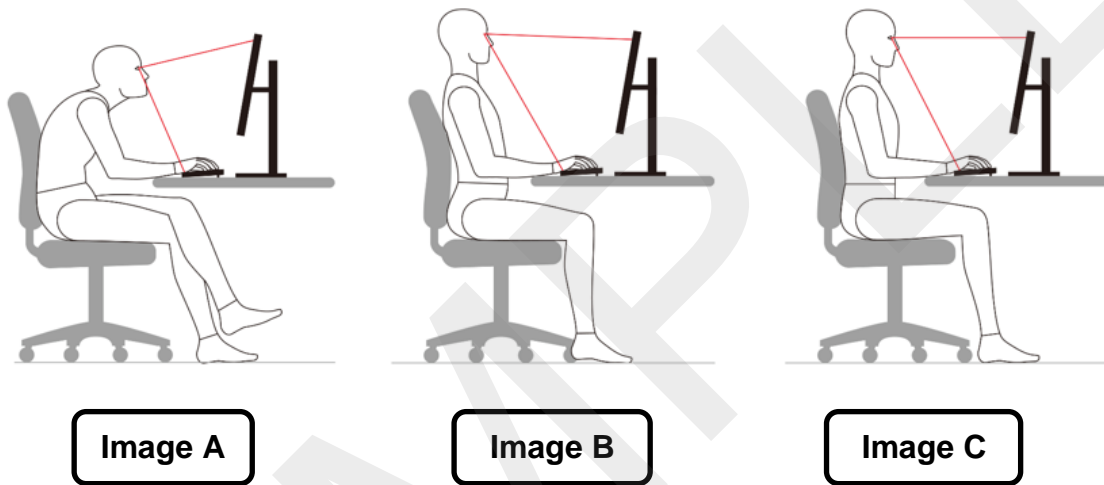**Q1. Which image shows the correct eye level when using a computer?**

| Image A | Image B | Image C |

Image source: https://www.istockphoto.com/

☐   **Image A**

☑   **Image B**

☐   **Image C**

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☑ **repetitive strain injury**

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Q3. Which of the following can help prevent back pain while working at a computer?

☐ **Keyboard rest**

☐ **Anti-glare screen**

☑ **Adjustable chair**

Quizzes are also available in PowerPoint for an interactive experience.

About our Essential Digital Skills Qualifications

Qualification details

- Gateway Qualifications was the first Awarding Organisation to offer EDSQs
- Qualifications cover real skills for the real world, including life, work, and study
- No additional cost for qualification approval if you are a Gateway Qualifications approved centre
- Fully funded as the fourth legal entitlement for adults and funded for use with 16-19 year old learners
- 45 guided learning hours at each level
- Each qualification covers all five strands of the national standards, and most of the skills statements in each strand

Assessments

- Sample assessments available to provide look and feel of assessment to staff
- Free mock assessments included, providing an identical candidate and marking experience to live assessments
- Assessments available on demand
- Assessments taken online through a digital platform providing a realistic and appropriate experience for a digital skills qualification
- Assessments can be taken on different devices including a laptop and desktop
- Knowledge is tested through multiple choice questions

Support and Resources

- Free set of teaching resources, as shown in this sample booklet
- Free online Initial assessment tool to determine level best suited for your learners
- Guidance available for learners, tutors, and how to use assessment platform
- Standardisation materials
- Supported by resources from bksb, Good Things Foundation, The Education & Training Foundation
- Onboarding, Delivering and Assessing training
- Free support webinars: from Introduction sessions to tips from Centres already delivering the qualifications

Getting started

Arrange a meeting/curriculum review

If you would like a free of charge, no-obligation meeting to discuss your particular needs and pick our brains on how you can tackle your specific challenges, call our Customer Excellence team on 01206 911 211 to arrange a suitable time.

Become a Recognised Centre

If you would like to become a Recognised Centre and start using our qualifications, simply give our Customer Excellence team a call on 01206 911 211 to begin the process, or complete the form on our website.

Make the most of your Centre Recognition and add more qualification approvals

If you are already a Recognised Centre, you can gain approval for additional qualifications at no additional cost. Call our Customer Excellence team on 01206 911 211 to begin the process or complete the form on our website.