Resources for DFSQ: Using and handling information
18th October 2023

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Key Features of Digital Functional Skills
Gateway Qualifications offer

Free resources

75% practical skills

Mock assessments available at both levels

On demand assessment

6 working day results turnaround

Dedicated centre support team

One free resit per learner

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Free Resources & Support

- Initial assessment tool
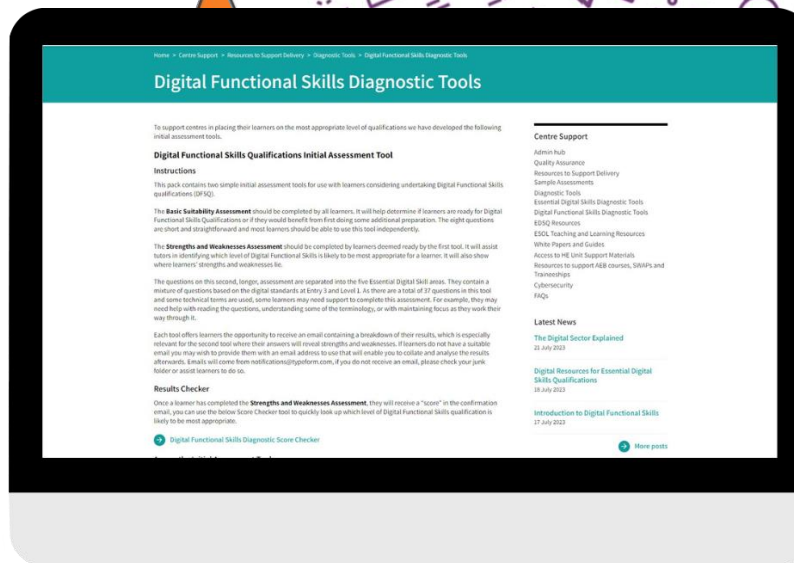- Centre and Learning guides
- Teaching and learning resources
- Glossaries for learners
- Marking and IQA support (E3 only)
- Regular webinars & onboarding training
- Developing Basic Digital Skills – Introductory Activities

Resources: our approach

Resources

Support delivery of the DFSQ subject content at Entry Level 3 and Level 1

Illustrate the depth and breadth of knowledge and skills required

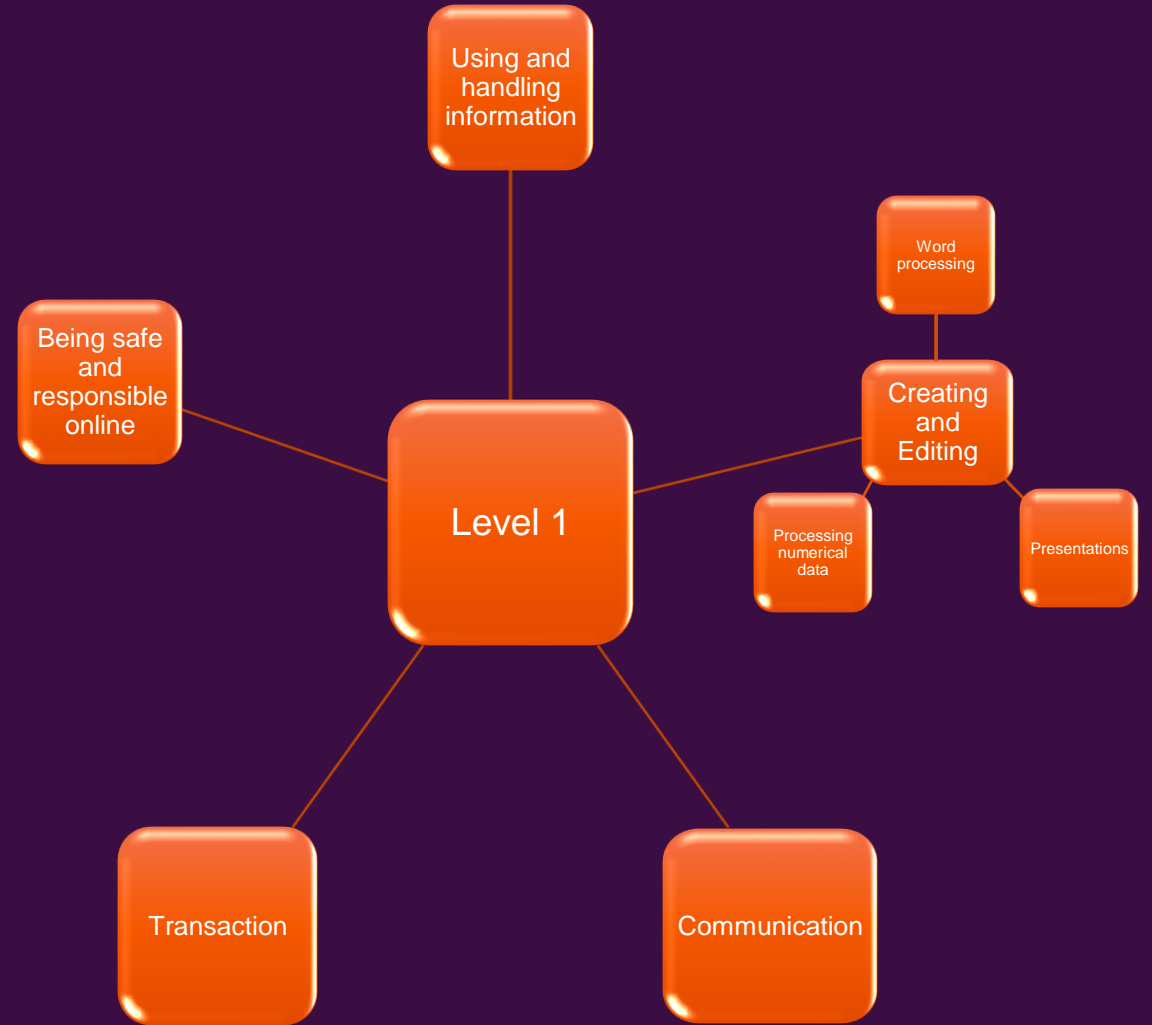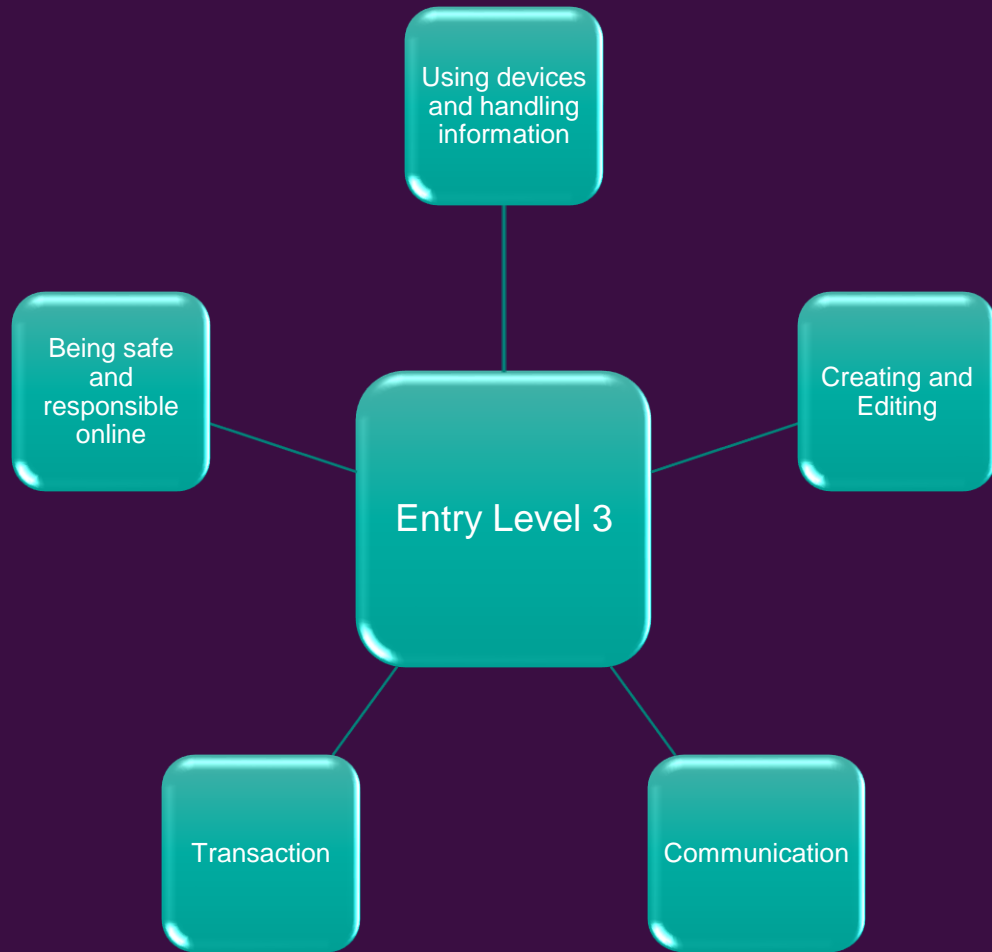Recommend different approaches to the delivery

Signposting to online content

Resources are inclusive and accessible

Prepare learners for the mock /live assessment

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Units

Entry Level 3
- Using devices and handling information
- Being safe and responsible online
- Creating and Editing
- Transaction
- Communication

Level 1
- Using and handling information
- Being safe and responsible online
- Creating and Editing
  - Word processing
  - Presentations
  - Processing numerical data
- Transaction
- Communication

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Unit 1: Using and Handling Information Resources

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Subject Content statements

	Entry Level 3	Level 1
1.1	Know the main features and uses of different types of device (including desktop, laptop, mobile devices, smart devices)	Carry out searches on the internet (including use of keywords, exact phrases, search filters)
1.2	Know what an application is and the main types of application software (including email clients, web browsers, mobile device applications, security applications, word processors, and presentation software)	Take account of currency, reliability and copyright when selecting information from the internet
1.3	Apply system settings (including display, sound, Wi-Fi, time, language, accessibility)	Understand that search results may include sponsored results or advertisements and be able to recognise these
1.4	Navigate online content to locate required information	Carry out searches for files (including on file names, partial file names, file content)
1.5	Carry out searches on the internet (including information, images, videos)	Create and use a hierarchical folder structure to organise files and use an appropriate file naming convention

Subject Content statements

	Entry Level 3	Level 1
1.6	Use files to read and store information (including creating a file, opening a file, reading information from a file, editing a file, saving a file)	Save a file on cloud storage using one device and open it on another device.
1.7	Use files and folders to organise and retrieve information (including local and remote storage)	Know and be able to appropriately use terminology (including bytes, kilobytes, megabytes, gigabytes, terabytes) describing data storage requirements
1.8	Know when there is a problem with a device or software and know the difference between system errors (including device crashing or freezing, slow response) and user errors (including using incorrect credentials, incorrectly connecting hardware)	Know and understand limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times
1.9	Apply a solution to solve a simple technical problem (including restarting a device to address a system error, correcting a user error)	Use online resources to identify solutions to common technical problems (including when to reinstall an application, change Wi-Fi settings, change a system or software setting) and apply the solution

Subject Content statements

	Entry Level 3	Level 1
1.1	Know the main features and uses of different types of device (including desktop, laptop, mobile devices, smart devices)	**Carry out searches on the internet (including use of keywords, exact phrases, search filters)**
1.2	Know what an application is and the main types of application software (including email clients, web browsers, mobile device applications, security applications, word processors, presentation software)	**Take account of currency, reliability and copyright when selecting information from the internet**
1.3	Apply system settings (including display, sound, Wi-Fi, time, language, accessibility)	Understand that search results may include sponsored results or advertisements and be able to recognise these
1.4	Navigate online content to locate required information	Carry out searches for files (including on file names, partial file names, file content)
1.5	**Carry out searches on the internet (including information, images, videos)**	Create and use a hierarchical folder structure to organise files and use an appropriate file naming convention

Digital Functional Skills
Unit 1 Level 1
Using Devices and Handling Information

Quiz

Q1. You find a broken link on a website. This could indicate:

the website staff are away — **Try again**

the information is no longer relevant — **Try again**

the website might not be safe — **Correct** ✓

your computer should be restarted — **Try again**

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Q2. Creative Commons:

is an American profit-marking organisation

Try again

provides everything for free

Try again

is an organisation dedicated to sharing creative work legally

Correct ✔

is the government's marketing department

Try again

How to find the resources
in Prism

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Next steps

Express interest

Gain approval

Attend on boarding sessions

Deliver!

New - Become Recognised
Existing - Qualification Approval

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Business Development

Chris Deeprose
Email Chris here or call
T: 01206 911242   M: 07920 027 375

Rory Munro
Email Rory here or call
T: 01206 911245   M: 07740 180 022

Michelle Sparkes
Email Michelle here or call
T: 01206 911 243   M: 07920 027 370
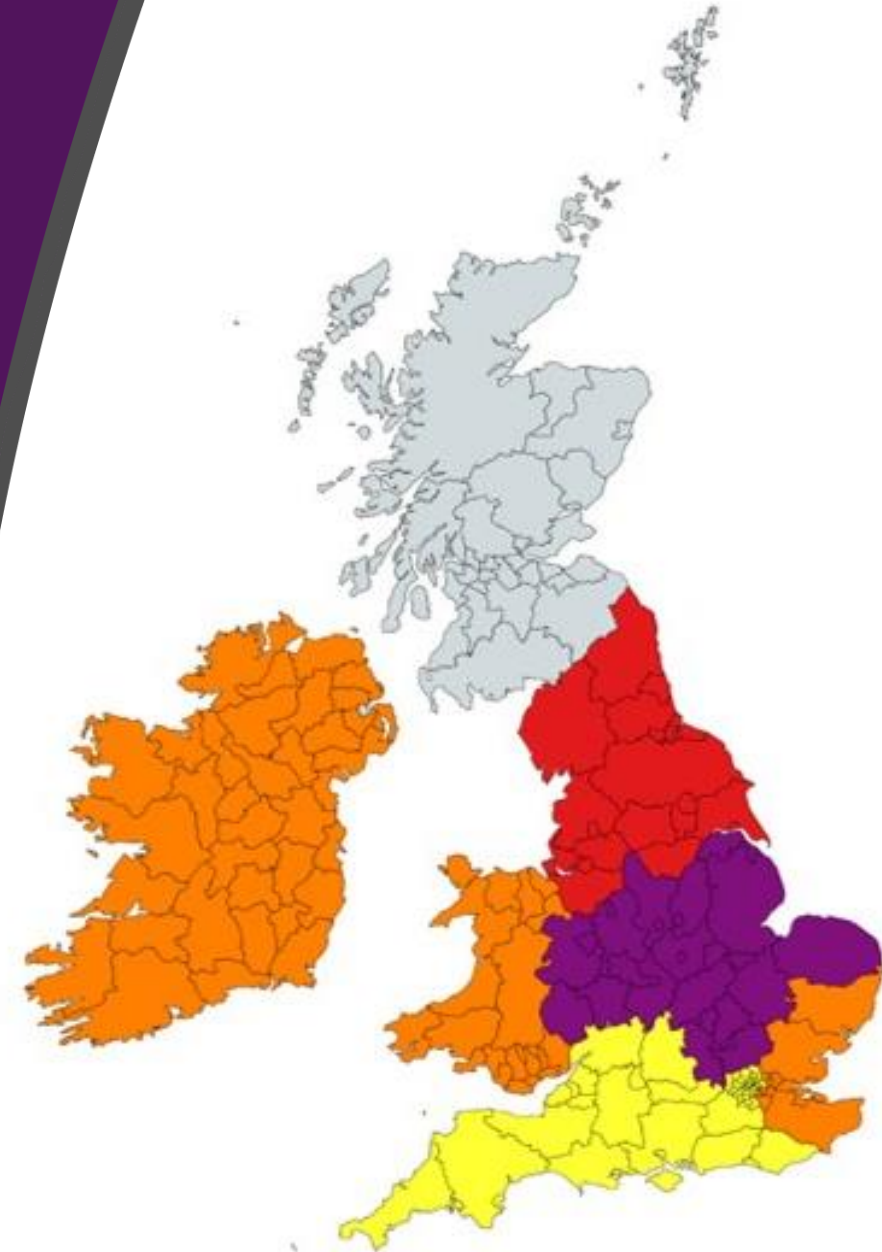
John Hamilton
Email John here or call
T: 01206 911 246   M: 07498 903029

Paul Saunders
Email Paul here or call
T: 01206 911204   M: 07734 556008

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Free webinar

Introduction to Digital Functional Skills

with
Diana Muallem
and Paul Saunders

[Register here](#)

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Questions?

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