



# Introduction to Digital Functional Skills

5<sup>th</sup> December 2023

# Today's webinar

National Context

Purpose of the qualifications

Key features

Qualification structure

Resources

Overview of funding policy

Next Steps



# The National Context

National entitlement to fully fund eligible adults with no or low digital skills to enroll on specified digital qualifications at Entry level and Level 1 since August 2020

Only certain qualifications can be used for the adult legal entitlement

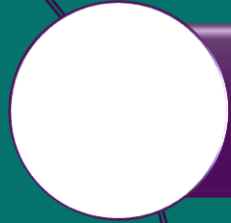
IT User Qualifications have been defunded

Essential Digital Skills qualifications are available at Entry 3 and Level 1 for both adults and 16-19 learners

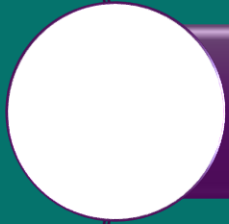
Digital Functional Skills qualifications will be available at Entry 3 and Level 1 for both adults and 16-19 learners from August 2023

# Digital Functional Skills Qualifications

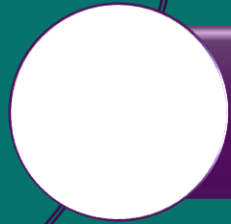
## Purpose



Provide reliable evidence of a student's achievements against content that is relevant to the workplace and real life



Provide assessment of a student's knowledge and skills as well as their ability to apply these in different contexts



Provide a foundation for progression into employment or further education and develop skills for everyday life

# Digital Functional Skills Qualifications

## Key Information

Funded as part of legal entitlement offer

Sit alongside EDSQ offer

Content based on National Standards

Entry Level 3 and Level 1

55 Guided Learning Hours (GLH) each

Centre adaptations at Entry Level 3 permitted

Level 1 **MUST** be marked by the AO

Single pass/fail model

Mark-based approach to assessment

Minimum of 70% practical skills

All content statements covered in assessment series

On-screen/online assessment

# National standards for Essential Digital Skills



Qualification Group	Digital Functional Skills (DFSQ)		Essential Digital Skills (EDSQ)	
<b>Qualification Level</b>	<b>Entry Level 3</b>	<b>Level 1</b>	<b>Entry Level 3</b>	<b>Level 1</b>
<b>Duration</b>	Between 90 minutes and 2hrs  For AO to determine	Between 90 minutes and 2hrs  For AO to determine	No time specified  For AO to determine	No time specified  For AO to determine
<b>GLH</b>	55	55	30 – 50	30 – 50
<b>Legal Entitlement</b>	Yes	Yes	Yes	Yes
<b>Marking Model</b>	Centre Marked / AO Marked	AO Marked	Centre Marked / AO Marked	Centre Marked / AO Marked
<b>What needs to be covered over time</b>	All Subject Content Statements (including bracketed) over assessment series	All Subject Content Statements (including bracketed) over assessment series	All Skill Areas  Not all skills statements within a skill area	All Skill Areas  Not all skills statements within a skill area
<b>Adaption Permitted</b>	Yes	No	Yes	No

# Creating and Editing

## EDSQ Entry Level 3 and Level 1



### 2. Creating and Editing – 2.1 Skills statements

		Entry Level 3	Level 1
<b>Creating and editing documents</b>	6	Use a suitable application to enter, edit and format information (including text, numbers and graphics).	Use applications to enter, edit, format, and layout information (including text, tables, graphics, charts) for a range of purposes and audiences.
<b>Creating and editing digital media</b>	7	Capture and save images, sound and video.	Edit and enhance an image.
<b>Processing numerical data</b>	8		Enter, edit, sort, process, format, and chart numeric data.



# Creating and Editing

## DFSQ Entry Level 3

2.1

- Use a suitable application to enter, edit and format text (including bold, underline, italics, font sizes and colours, text alignment, bulleted lists, and numbered lists)

2.2

- Use a suitable application to enter, edit and format graphics (including position, and size)

2.3

- Combine different types of information (including text, graphics, and images) for a given purpose

2.4

- Capture digital media (including images, and video) and view in a suitable application



# Creating and Editing

## DFSQ Level 1



2.1	Use suitable applications (including word-processing, document or web presentation software), to enter, edit, format, layout, and save information (including text, tables, graphics and charts) for a range of purposes and audiences
2.2	Use appropriate layout conventions for information (including formal and informal communication, presentation, and advertisement) and audiences (including familiar and unfamiliar audiences)
2.3	Edit (including caption, crop, resize, change contrast, change colour balance) an image using an appropriate tool
2.4	Process numeric data using simple formulae (including sum, subtraction, multiplication, division, maximum, and average) using relative cell references
2.5	Process (including sort and filter) numeric data by using values in a column
2.6	Format numeric data (including font sizes, font styles, alignment, cell formatting, merging cells, splitting cells, row height, column width)
2.7	Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels (including chart title, axis titles, data legends and data labels)

# Key features

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

# Qualification structure



Qualification	Entry level 3	Level 1
Qual number	610/2665/7	610/2664/5
Assessment structure	A single assessment component A small number of observed tasks	A single assessment component
Duration	1 hour 30 minutes 15 minutes for observed tasks	2 hours
Conditions	Supervised	Invigilation
Total marks	50	64
GLH	55	55
TQT	60	65
Marked by	Centre	Gateway Qualifications
Resit Policy	One free resit per learner	One free resit per learner

# Observed tasks



Entry Level 3 skill standards	Practical/Knowledge?	Marks
<b>1.3 Apply system settings (including display, sound, Wi-Fi, time, language, accessibility)</b>		2
1.3.1 Including display		
1.3.2 Including sound		
1.3.3 Including Wi-Fi		
1.3.4 Including time		
1.3.5 Including language	Practical	
1.3.6 Including accessibility		
<b>2.4 Capture digital media (including image, video) and view in a suitable application</b>		2
2.4.2 Including video		2
<b>3.1 Create and edit details in a contacts list</b>		2
<b>3.3 Initiate and participate in a video call</b>		2

# Standard setting

Pass marks for each assessment will be set at an awarding meeting

AOs working with Ofqual in Standard Setting working group to ensure comparability



# Sample Assessments

 01206 911 211

 @GatewayQuals

 [www.gatewayqualifications.org.uk](http://www.gatewayqualifications.org.uk)

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



# Support and resources





# Free resources and support

- ✓ Initial assessment tool
- ✓ Guides for centres & learners
- ✓ Teaching and learning resources
- ✓ Glossary for learners
- ✓ Marking and IQA support (E3 only)
- ✓ Dedicated landing page
- ✓ Webinars and training
- ✓ Developing Basic Digital Skills - Introductory Activities



# Example of resources



## On Demand

Resources for DFSQ:  
Creating and Editing

with  
Diana Muallem,  
Gael Milligan-Grist,  
Lousie Kear,  
and John Hamilton



[Watch on-demand](#)

## On Demand

Resources for DFSQ:  
Using devices  
and handling information

with  
Diana Muallem,  
Julie Wickman,  
and Chris Deeprise



[Watch on-demand](#)

## On Demand

Resources for DFSQ:  
Communication

with  
Diana Muallem,  
Julie Wickman,  
and Chris Deeprise



[Watch on-demand](#)

## On Demand

Resources for DFSQ:  
Transacting  
& Being safe and responsible online

with  
Diana Muallem,  
Gael Milligan-Grist,  
Louise Kear  
and Chris Deeprise

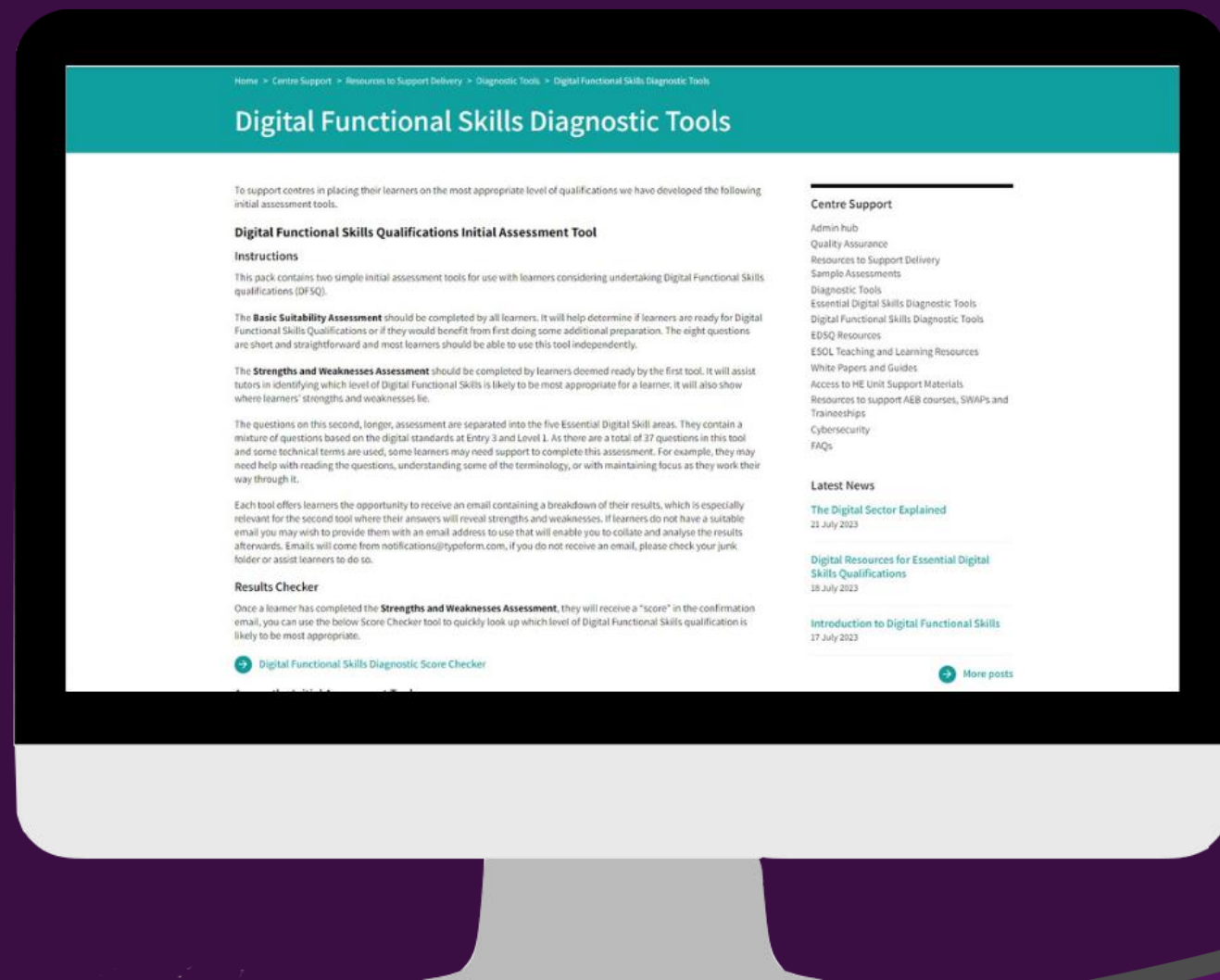


[Watch on-demand](#)

# Digital Functional Skills Diagnostic Tool

Includes: **Basic suitability  
assessment**

**Strengths and  
weaknesses  
assessment**



# Exclusive offer for Gateway Qualifications Centres

Centres approved for Gateway Qualifications EDSQ and/or DFSQ can benefit from an exclusive 20% discount on licence fees for **bksb** Digital Skills Assessments and Resources.



One of the UK's leading online teaching platforms



Millions of learners improve their skills each year



Scan for more info  
[Contact bksb](#) or call  
0333 300 3467

# When do you expect to start delivery of Digital Functional Skills?

Poll

- Jan – Apr
- May – Jul
- 2024 – 2025 academic year

# Funding policy



## Gateway Qualifications Entry Level 3 in Digital Functional Skills

**Awarding organisation:** Gateway Qualifications Limited

**Qualification number:** 61026657

**Status:** Approved

**Qualification Type:** Digital Functional Skills Qualification

**Sector Subject Area:** Foundations for learning and life

**Level:** Entry Level

[View qualification 61026657](#)

### ▼ [Funding details](#)

Qualifications Offer	Funding Approval Start Date	Funding Approval End Date	Notes
Age 14-16	01/08/2023	31/07/2024	
Age 16-19	01/08/2023	31/07/2024	
Digital Entitlement	01/08/2023	31/07/2024	

Please note that providers must check the availability of the qualification with the awarding organisation.

For funding and further information, please see [FALA](#) and [QWS](#)

For further information about Performance Tables please see [GOV.UK website](#)

## Gateway Qualifications Level 1 in Digital Functional Skills

**Awarding organisation:** Gateway Qualifications Limited

**Qualification number:** 61026645

**Status:** Approved

**Qualification Type:** Digital Functional Skills Qualification

**Sector Subject Area:** Foundations for learning and life

**Level:** Level 1

[View qualification 61026645](#)

### ▼ [Funding details](#)

Qualifications Offer	Funding Approval Start Date	Funding Approval End Date	Notes
Age 14-16	01/08/2023	31/07/2024	
Age 16-19	01/08/2023	31/07/2024	
Digital Entitlement	01/08/2023	31/07/2024	

Please note that providers must check the availability of the qualification with the awarding organisation.

For funding and further information, please see [FALA](#) and [QWS](#)

For further information about Performance Tables please see [GOV.UK website](#)



# Adult legal entitlement

Digital entitlement for those aged 19 or older

We will fully fund individuals aged 19 or older and assessed at below Level 1, including individuals who are employed, as part of their legal entitlement on the day they start the following qualifications

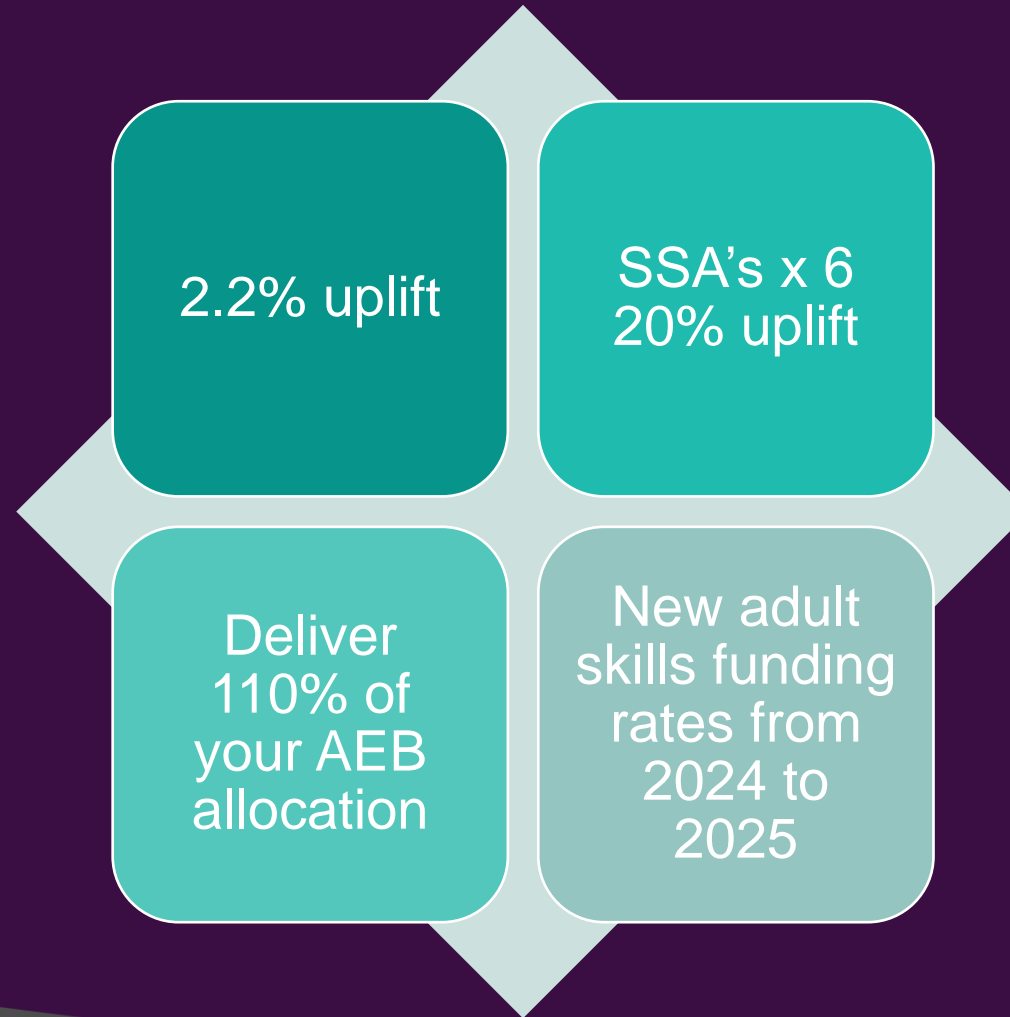
- Essential Digital Skills qualification (EDSQ) up to and including Level 1
- Digital Functional Skills qualification (DFSQ) up to and including Level 1

# Exceptions single activity matrix 2023/2024

Table 2

Qualification type	Programme weighting (PW)				
	A – Base (unweighted)	B – Low	C – Medium	D – High	E or G* (specialist)
GCE AS-level	£724	£811	£941	£1,159	-
GCE A-level	£1,987	£2,225	£2,583	£3,179	-
GCSE	£724	£811	£941	£1,159	-
GCSE short course	£300	£336	£390	£480	-
Functional skills in English or Functional skills in Entry level maths	£724 -	-	- £941	-	-
Functional skills in IT	-	£336	-	-	-
Digital functional skills	-	£336	-	-	-
Access to Higher Education	£3,022	£3,384	£3,928	£4,835	£5,197

# National AEB recent key announcements



AEB uplift in non devolved areas

New adult skills funding rates from 2024 to 2025

ESFA funded adult education budget: funding rules 2023 to 2024

The background features a stylized financial chart with a grid. A prominent orange line fluctuates across the top, while a smoother orange line trends upwards from the bottom left. A bar chart at the bottom shows red and teal bars. The overall color palette is dominated by orange and blue.

# New funding rates for 2024/2025

# New Skills Fund: Funding bands

There will be 5 new skills funding bands, with sector subject areas (SSAs) at tier 2 level assigned to one of these bands

A simple calculation: GLH x relevant skills band hourly rate

New skills funding band	Base	Low	Medium	High	Specialist
New hourly skills funding rate	£6.00	£7.20	£8.40	£9.60	£12.00

# Digital Functional Skills funding rates

2024/2025

We will treat the new digital qualification as if it is in the ICT for users SSA from 2024 to 2025, meaning the funding rate for the new digital functional skills qualifications will increase to £462

The new hourly rate for ICT users SSA is £8.40 and GLH for these qualifications is 55 hours.

# New Skills Fund

## Digital

SSA tier 2	SSA description	Current weighting	Weighting 2024-25	Increase	Hourly funding rates from 24-25
6.1	ICT Practitioners	1.2 or 1.3	1.4	up to 17%	£8.40
6.2	ICT for Users	1 or 1.2	1.4	up to 40%	£8.40

# New Skills Fund: EDSQ and DFSQ

GLH x Skills band hourly rate

Qualification	2023-2024	2024-2025				
	AEB	SSA	GLH	Hourly Rate	AEB	Variance
Entry Level 3 in Essential Digital Skills	£300.00	6.2	45	£8.40	£378.00	£78.00
Level 1 in Essential Digital Skills	£300.00	6.2	45	£8.40	£378.00	£78.00
Entry Level 3 in Digital Functional Skills	£336.00	6.2	55	£8.40	£462.00	£126.00
Level 1 in Digital Functional Skills	£336.00	6.2	55	£8.40	£462.00	£126.00



# DIGITAL JOURNEY FOR LEARNERS AGED 16 - 19

Develop your learners' digital skills with qualifications approved for funding for learners aged 16-19\*. Covering the skills needed for everyday life and work, to the more advanced technical qualifications for today's workplace.

View our digital qualifications for learners aged 19 and over.

ENTRY  
LEVEL 3  
**Essential Digital Skills**  
**Digital Functional Skills**

LEVEL 1  
**Essential Digital Skills**  
**Digital Functional Skills**  
**Photo Editing Software**  
Award  
**Games Design and Development**  
Award  
**Cybersecurity**  
Award  
**Introduction to Programming**  
Award  
**Website Design**  
Award

LEVEL 2  
**Digital and IT Skills**  
Award | Certificate | Ext Certificate | Diploma  
**Computer Programming**  
Award  
**Cybersecurity**  
Award  
**Social Media Marketing**  
Award  
**Digital Development**  
Award  
**Digital Graphics**  
Award  
**Digital Marketing**  
Award  
**Games Design and Development**  
Award  
**Mobile App Development**  
Award  
**Website Design and Development**  
Award  
**Photo Editing Software**  
Award

LEVEL 3  
**E-Safety**  
Award  
**Digital Business Solutions**  
Certificate | Diploma  
**Digital Engineering Design**  
Certificate | Diploma  
**Digital Product Design**  
Certificate | Diploma  
**Games Technologies**  
Certificate | Diploma  
**Networking and Cybersecurity**  
Certificate | Diploma  
**Social Media for E-Commerce**  
Certificate | Diploma  
**Software Development**  
Certificate | Diploma  
**Systems Infrastructure**  
Certificate | Diploma

**T Level Transition Programme**  
**Digital and IT Skills**  
Certificate | Ext Certificate | Diploma

Apprenticeship  Career Progression 

Higher Education 

# DIGITAL JOURNEY FOR LEARNERS AGED 19 AND OVER

Develop your learners' digital skills with qualifications approved for funding for learners aged 19 and over\*. Covering the skills needed for everyday life and work, to more advanced technical qualifications.

View our digital qualifications for learners aged 16 - 19.

ENTRY  
LEVEL 3  
Essential Digital Skills  
Digital Functional Skills

LEVEL 1  
Essential Digital Skills  
Award  
Digital Functional Skills  
Award  
Cybersecurity  
Award  
Games Design and Development  
Award  
Introduction to Programming  
Award  
Website Design  
Award  
Photo Editing Software  
Award\*\*

LEVEL 2  
Digital and IT Skills  
Award | Certificate | Ext Cert | Diploma  
Computer Programming  
Award  
Cybersecurity  
Award  
Social Media Marketing  
Award  
Digital Development  
Award  
Digital Graphics  
Award  
Digital Marketing  
Award  
Games Design and Development  
Award  
Mobile App Development  
Award  
Website Design and Development  
Award  
Photo Editing Software  
Award\*\*

LEVEL 3  
Computer Game Design and Development  
Access to HE Diploma  
Computing  
Access to HE Diploma  
Creative Digital Media  
Access to HE Diploma  
Creative Industries  
Access to HE Diploma  
Digital Animation  
Access to HE Diploma  
Digital Engineering Design<sup>†</sup>  
Certificate | Diploma  
Digital Product Design<sup>†</sup>  
Certificate | Diploma  
Games Technologies<sup>†</sup> (Certificate only)  
Certificate | Diploma  
Networking and Cybersecurity<sup>†</sup>  
Certificate | Diploma  
Software Development<sup>†</sup>  
Certificate | Diploma  
Systems Infrastructure<sup>†</sup>  
Certificate | Diploma  
Digital Business Solutions  
Certificate | Diploma  
Social Media for E-Commerce  
Certificate | Diploma

<sup>†</sup> Included in the Level 3 free courses for jobs offer

LEVEL 5  
Web Application Development  
Diploma

Software Developer

Apprenticeship

Career Progression

Higher Education

# National AEB ICT uplift 2023-2024 example

Qualification No.	Qualification Title	GLH	AEB	2.2%	20% boost	Impact
603/6526/2	<a href="#">Level 1 Award in Cybersecurity</a>	48	£336	£343	£412.07	£76.07
603/6532/8	<a href="#">Level 1 Award in Games Design and Development</a>	48	£336	£343	£412.07	£76.07
603/6528/6	<a href="#">Level 1 Award in Introduction to Programming</a>	48	£336	£343	£412.07	£76.07
603/6533/X	<a href="#">Level 1 Award in Website Design</a>	48	£336	£343	£412.07	£76.07

# Which learner groups do you anticipate may take DFSQs?

Poll

- Learners aged 16 - 19 on study programmes
- Adult learners

# Next steps



Express interest



Gain approval



Attend on boarding  
sessions



Deliver!



New - Become Recognised  
Existing - Qualification Approval

Would you like a member of the Business Development team to contact you to support you on your DFSQ approval?

Poll

- Yes please
- No thank you

# Regular sessions

Assessment & Internal Quality Assurance  
of Digital Functional Skills (Entry Level 3)

with  
Quality Team

[Register here](#)



# On Demand

ETF professional development training  
for FE staff delivering EDSQ and DFSQ

with  
The Education and Training Foundation,  
Diana Muallem,  
and Paul Saunders

[Watch on demand](#)





# On Demand

## Digital resources for Digital Functional Skills

with  
bksb  
and Paul Saunders

[Watch on demand](#)



# Business Development



**Chris Deeprise**

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

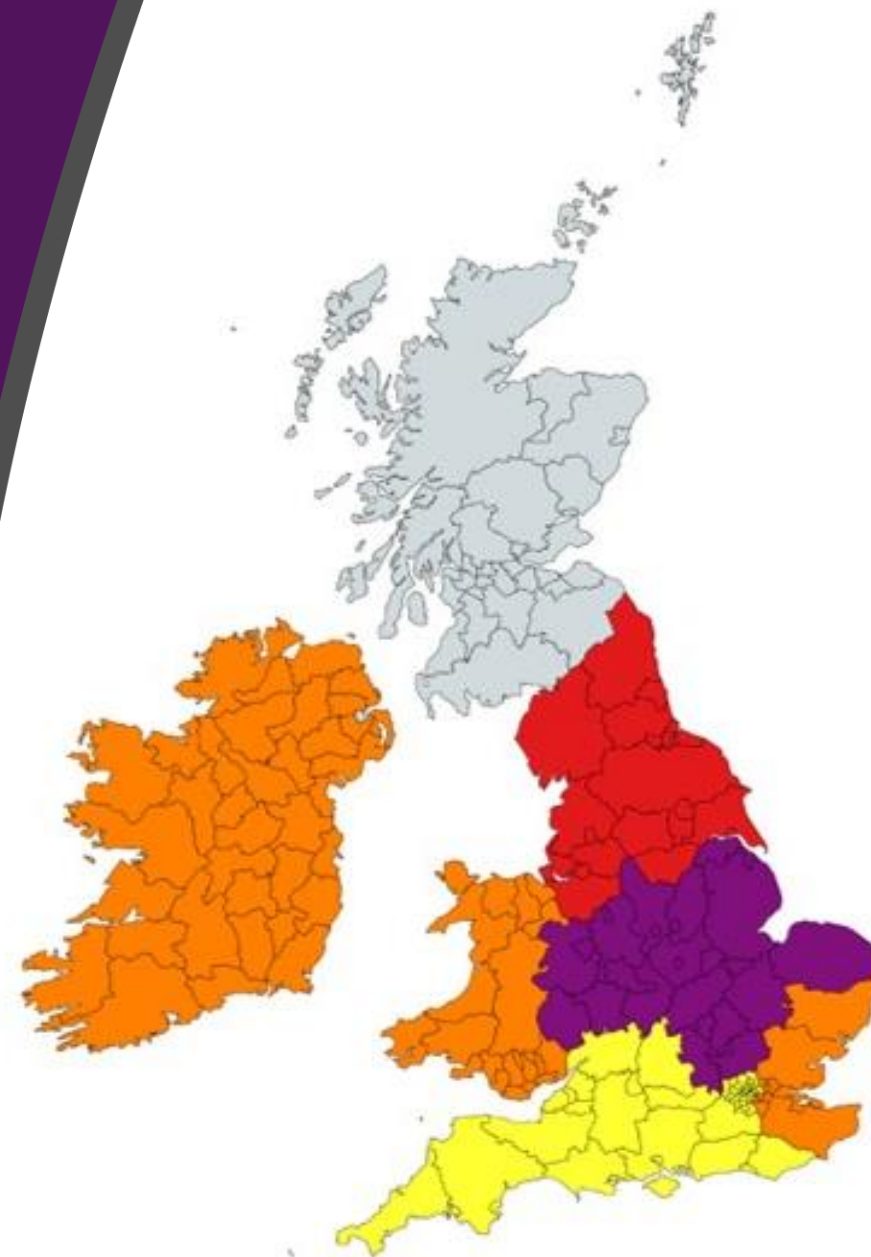
T: 01206 911 246 M: 07498 903029



**Paul Saunders**

Email Paul [here](#) or call

T: 01206 911204 M: 07734 556008



# Takeaways

**Digital** is a key thread in every LSIP supporting the needs of employers

**Ofsted** – deploying a digital curriculum offers learners the skills and knowledge that reflect the needs of the local, regional and national context

Carry out a digital diagnostic with your learners

Nest EDSQ and or DFSQ with your current provision

Maximise your funding allocations by using digital qualifications

# Questions?



 01206 911 211

 @GatewayQuals

 [www.gatewayqualifications.org.uk](http://www.gatewayqualifications.org.uk)

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



# Contact us



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