Introduction to Digital Functional Skills

gateway
qualifications

Today's webinar

National Context

Purpose of the qualifications

Key features

Qualification structure

Resources

Overview of funding policy

Next Steps

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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

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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

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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		

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National standards for Essential Digital Skills

Qualification Group	Digital Functional Skills (DFSQ)		Essential Digital Skills (EDSQ)	
Qualification Level	Entry Level 3	Level 1	Entry Level 3	Level 1
Duration	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
GLH	55	55	30 – 50	30 – 50
Legal Entitlement	Yes	Yes	Yes	Yes
Marking Model	Centre Marked / AO Marked	AO Marked	Centre Marked / AO Marked	Centre Marked / AO Marked
What needs to be covered over time	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
Adaption Permitted	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
Creating and editing documents	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.
Creating and editing digital media	7	Capture and save images, sound and video.	Edit and enhance an image.
Processing numerical data	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

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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

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

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Sample Assessments
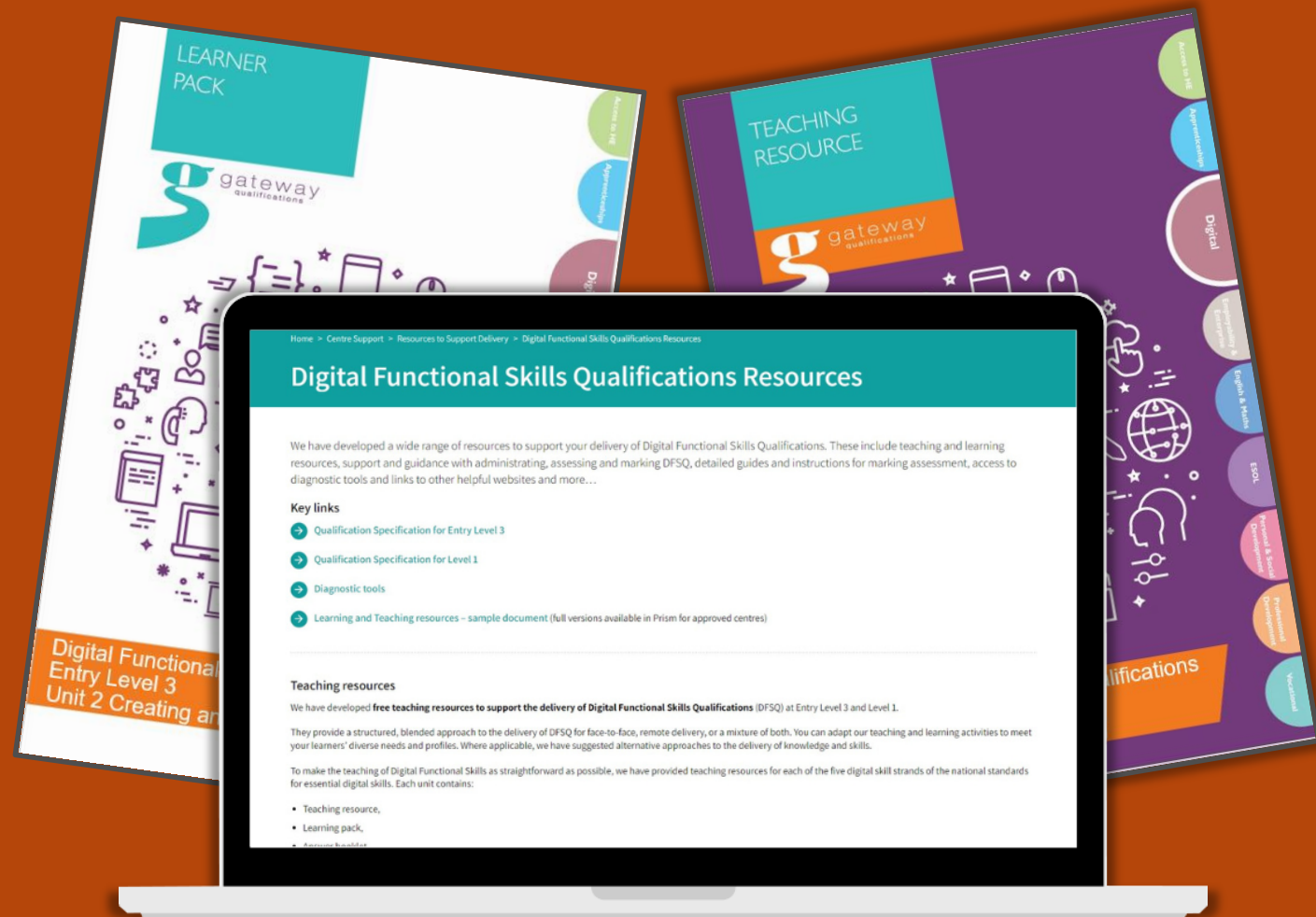
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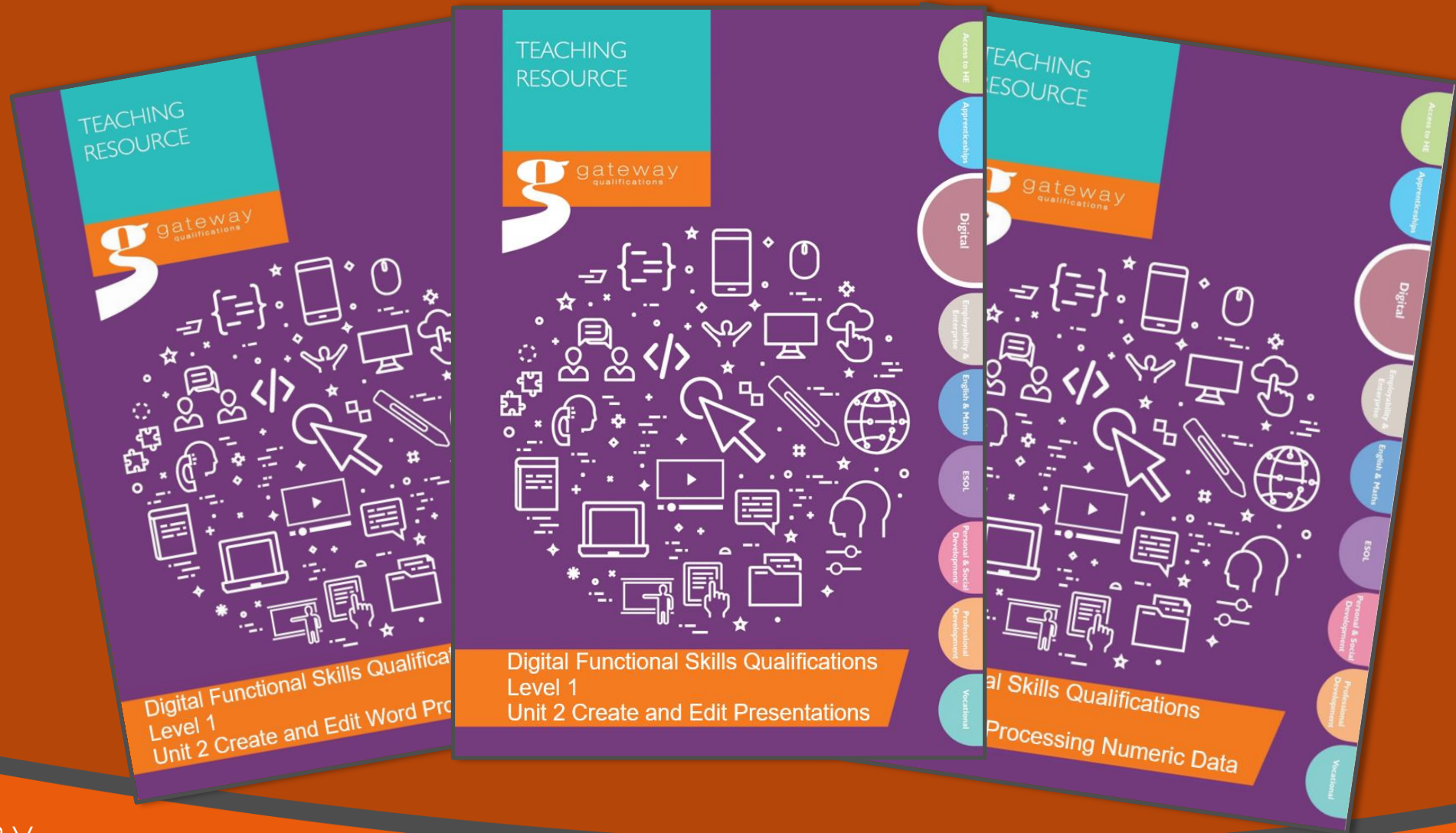qualifications

Support and resources

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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

TEACHING RESOURCE

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Digital Functional Skills Qualifications
Level 1
Unit 2 Create and Edit Word Pro...

TEACHING RESOURCE

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Digital Functional Skills Qualifications
Level 1
Unit 2 Create and Edit Presentations

TEACHING RESOURCE

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...al Skills Qualifications
...Processing Numeric Data

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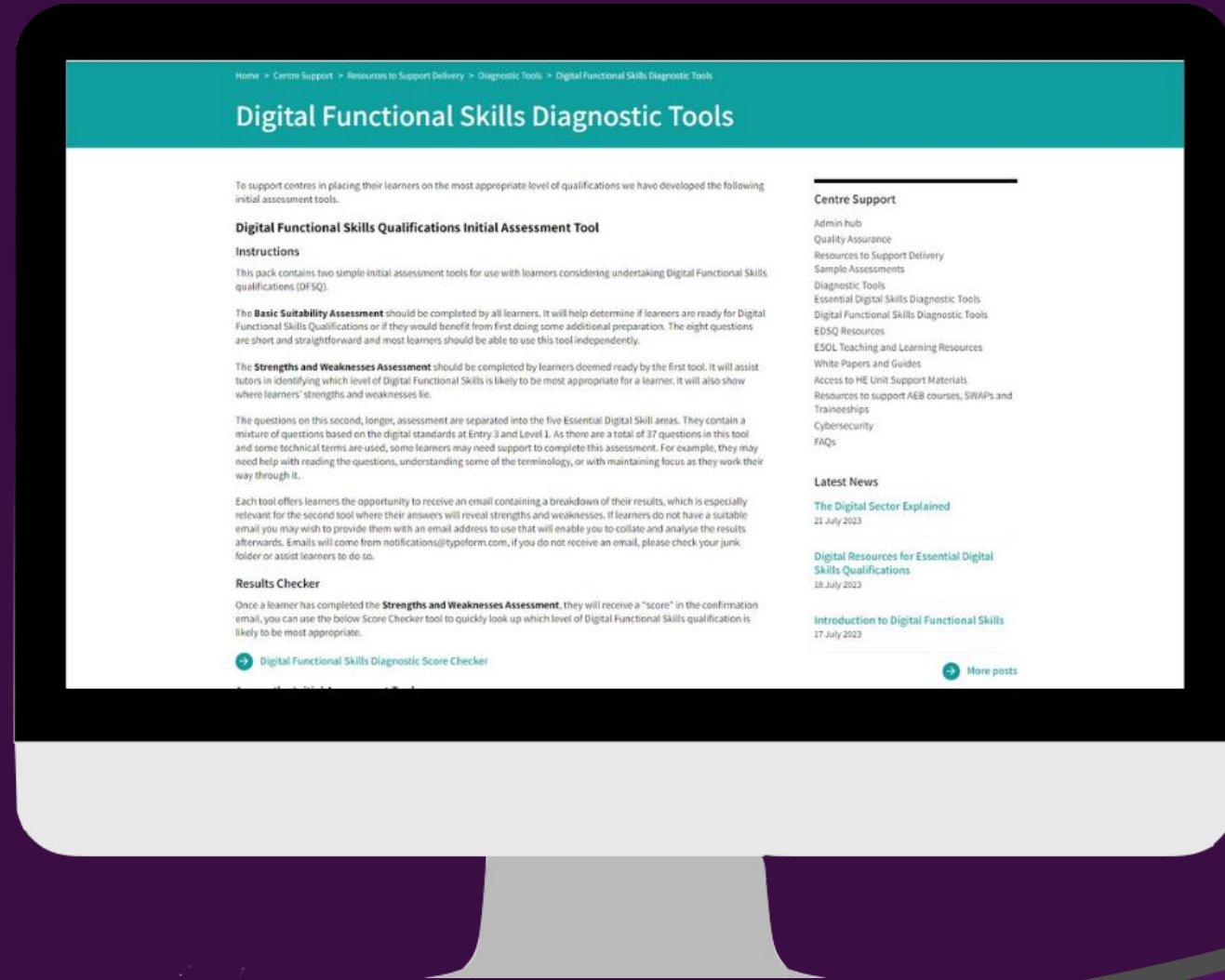
Digital Functional Skills
Diagnostic Tool

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

bksb

an **Aadvanced** company

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Scan for more info
Contact bksb or call
0333 300 3467

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

Poll

- ❑ Feb – 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

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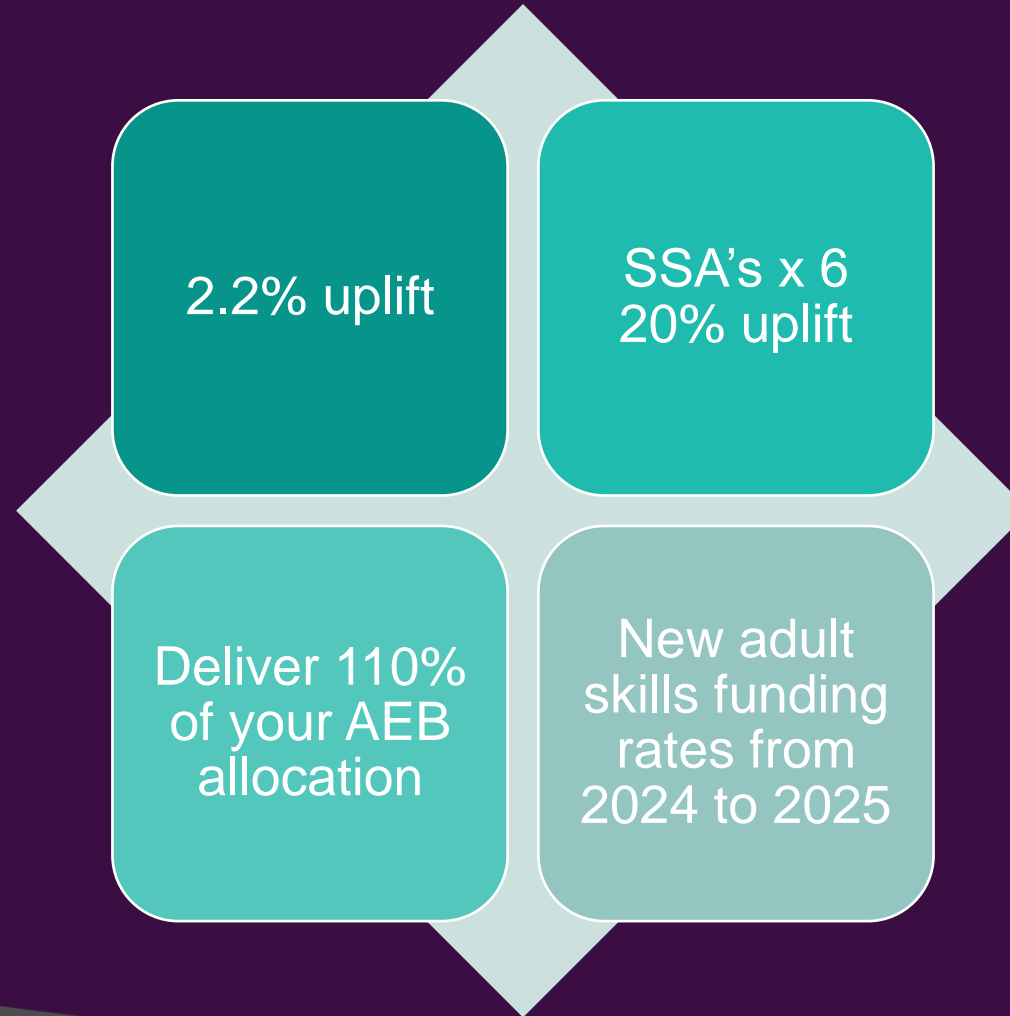
- Essential Digital Skills qualification (EDSQ) up to and including Level 1
- Digital Functional Skills qualification (DFSQ) up to and including Level 1

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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

2.2% uplift

SSA's x 6
20% uplift

Deliver 110% of your AEB allocation

New adult skills funding rates from 2024 to 2025

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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.

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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

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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

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

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

Apprenticeship

Career Progression

Higher Education

* Funding information to support delivery is subject to learner eligibility, and it is always advisable to check directly with the Education & Skills Funding Agency or other funding body before committing to delivery

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
Digital Functional Skills
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 †
Certificate | Diploma
Digital Product Design †
Certificate | Diploma
Games Technologies † (Certificate only)
Certificate | Diploma
Networking and Cybersecurity †
Certificate | Diploma
Software Development †
Certificate | Diploma
Systems Infrastructure †
Certificate | Diploma
Digital Business Solutions
Certificate | Diploma
Social Media for E-Commerce
Certificate | Diploma

† **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	Level 1 Award in Cybersecurity	48	£336	£343	£412.07	£76.07
603/6532/8	Level 1 Award in Games Design and Development	48	£336	£343	£412.07	£76.07
603/6528/6	Level 1 Award in Introduction to Programming	48	£336	£343	£412.07	£76.07
603/6533/X	Level 1 Award in Website Design	48	£336	£343	£412.07	£76.07

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Which learner groups do you anticipate may take DFSQs?
Poll

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

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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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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

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Regular sessions

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

with

Quality Team

Register here

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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

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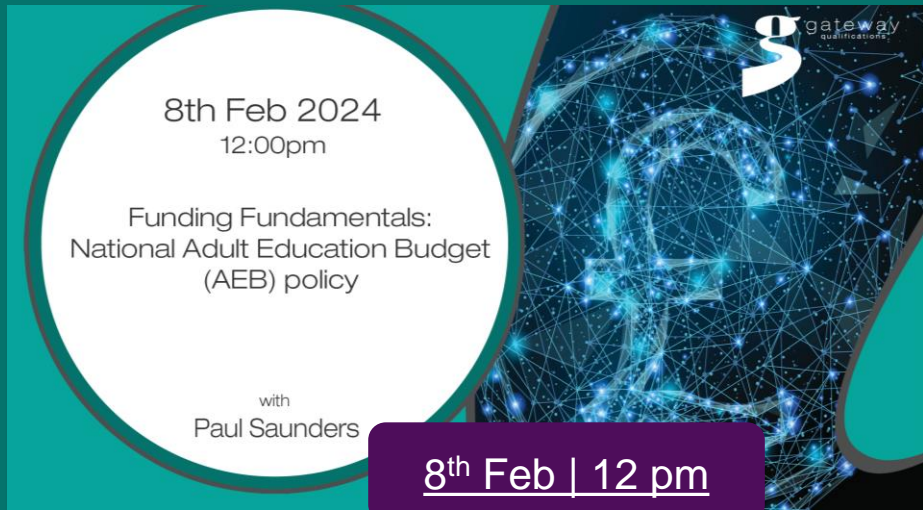
On Demand

Digital resources for
Digital Functional Skills

with
bksb
and Paul Saunders

Watch on demand
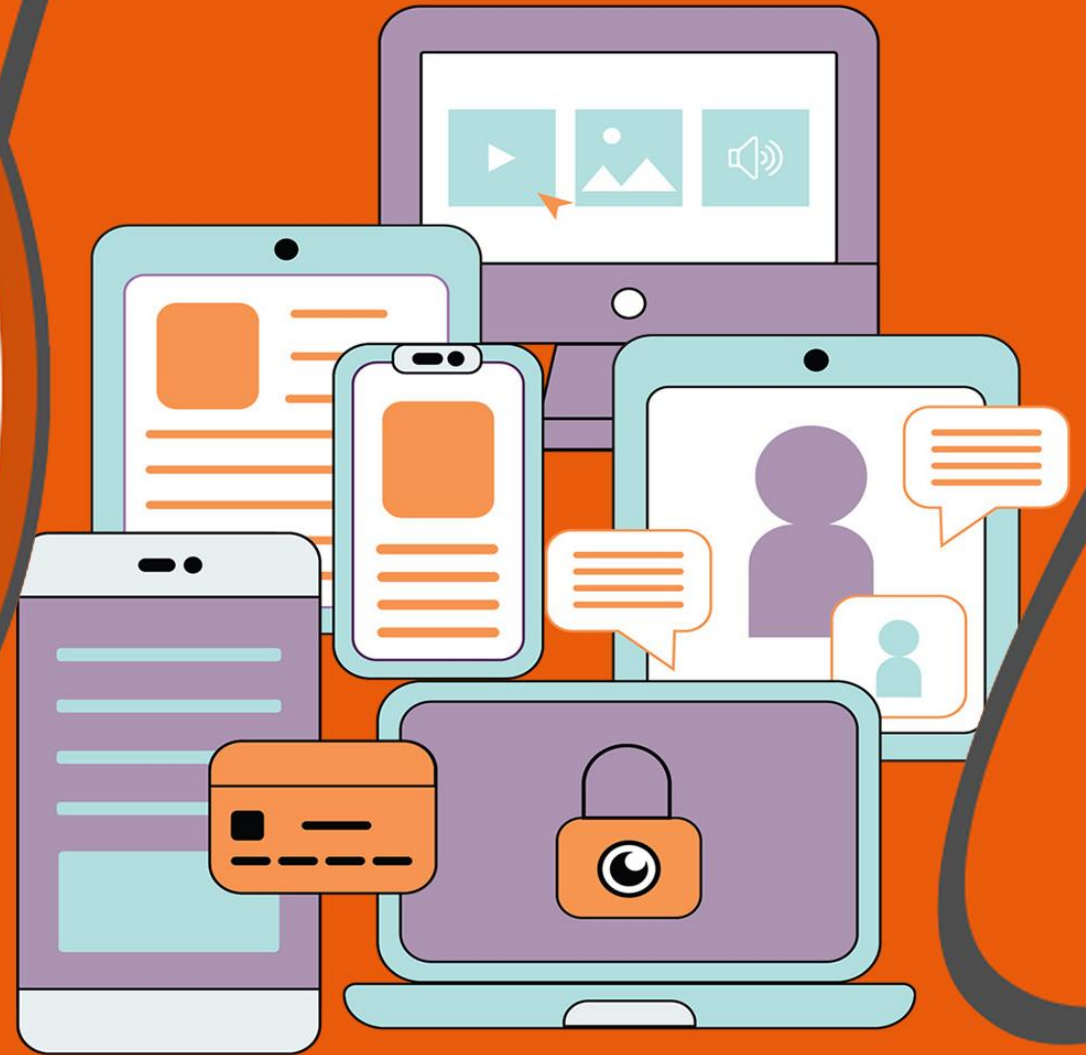
Funding Fundamentals: The webinar series
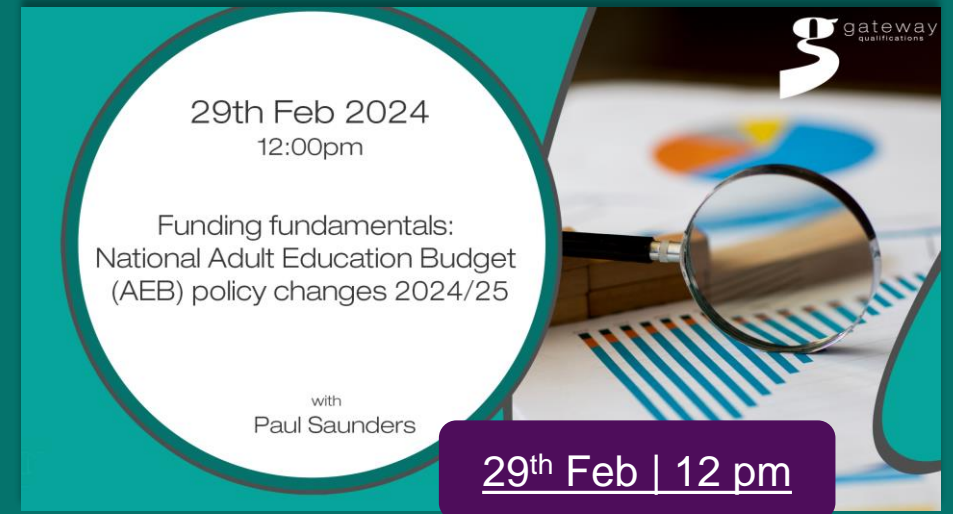
8th Feb 2024
12:00pm

Funding Fundamentals:
National Adult Education Budget
(AEB) policy

with
Paul Saunders

8th Feb | 12 pm

29th Feb 2024
12:00pm

Funding fundamentals:
National Adult Education Budget
(AEB) policy changes 2024/25

with
Paul Saunders

29th Feb | 12 pm

21st Mar 2024
12:00pm

Funding fundamentals:
Hints and tips using Funding systems

with
Paul Saunders

21st Mar | 12 pm

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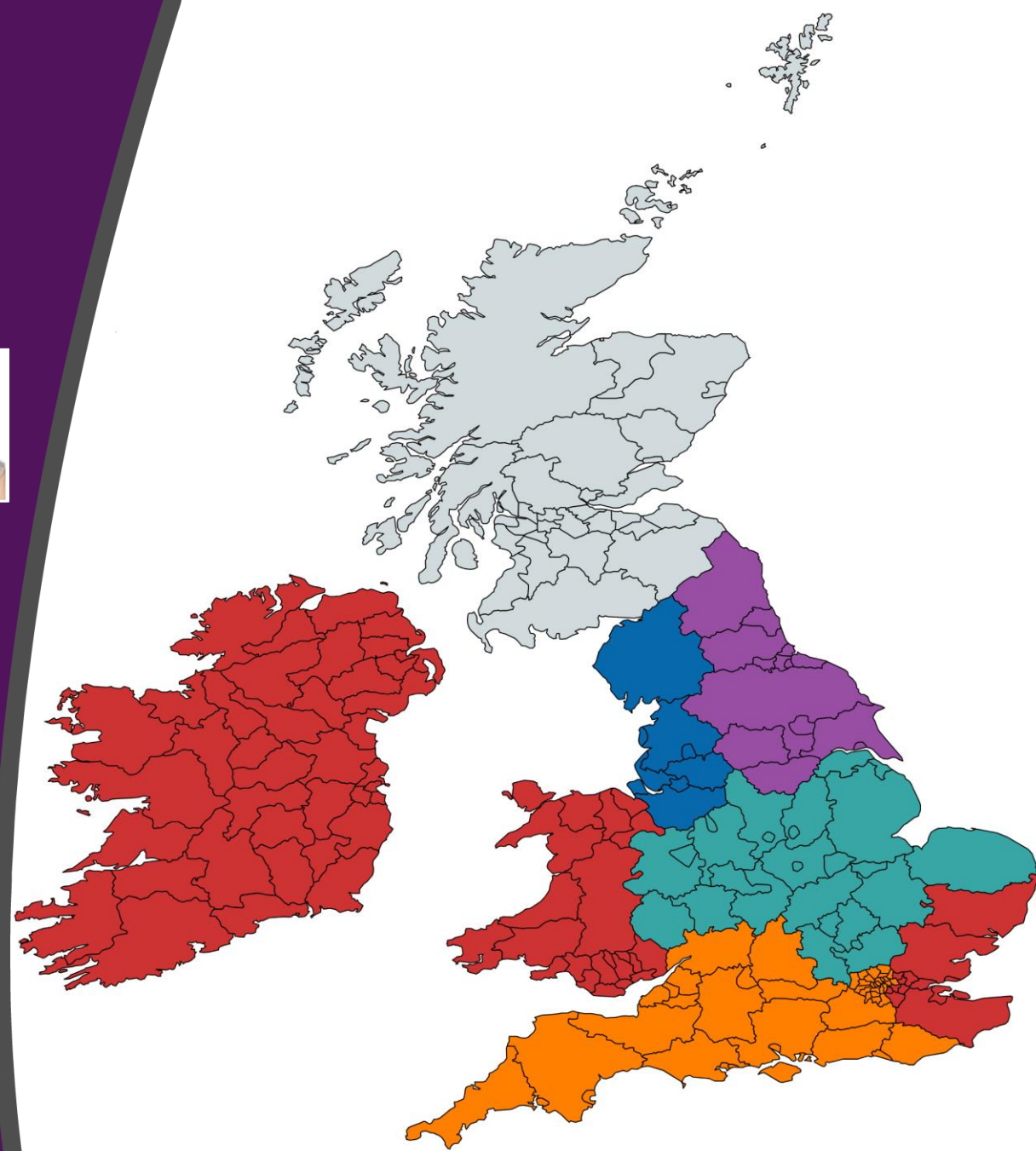
Takeaways

Digital is a key thread in every LSIP

Ofsted

Digital Diagnostic

Nest with your current provision

Maximise your funding allocations

Questions?

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Contact us

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✉️ enquiries@gatewayqualifications.org.uk

📞 01206 911 211

🐦 GatewayQuals

in Gateway Qualifications