

functional facts.



NCFE Functional Skills Qualification in ICT at Entry Level 1/2/3

600/1780/6 / 600/1353/9 / 600/1148/8

Entry Level ICT Functional Skills are ideal for learners wishing to develop practical, transferable skills in ICT in order to work confidently, effectively and independently in life. They're suitable for a wide range of individuals and are fundamental to the successful completion of various wider qualifications and frameworks, such as Foundation Learning.

There's no minimum age requirement for registration.

What topics are covered?

Functional Skills ICT at Entry Level covers the following:

- checking ICT work area safety
- using emails, folders, and passwords
- developing spreadsheet data on Excel
- developing a Word document.

The skills your learners acquire can be applied to different problem solving scenarios present in everyday life and the workplace.

The content of Functional Skills qualifications is prescribed by Ofqual, and a full list of the Functional Skills criteria is available on QualHub.

Qualification overview

Qualification title	NCFE Functional Skills Qualification in ICT at Entry Level 1/2/3
Qualification number (QN)	Entry Level 1 – 600/1780/6 Entry Level 2 – 600/1353/9 Entry Level 3 – 600/1148/8
Guided Learning Hours (GLH)	45
Total Qualification Time (TQT)	48
Assessment availability	These qualifications are assessed and marked internally, with assessments devised by NCFE. A choice of assessments are available for download from QualHub. Centres are permitted to choose the date, time and location of assessments. Resits are available. Learners can't resit an assessment they have already attempted.
Assessment duration	120 minutes
Direct Claim Status (DCS)	These qualifications are eligible for DCS. For more information on DCS, please visit QualHub.

Qualification structure and how to achieve

Functional Skills ICT qualifications are comprised of one mandatory assessment per level.

For a learner to achieve the qualification and be awarded their certificate, they must obtain a grade of 'Achieved' in the assessment.

What's next?

Learners who achieve the NCFE Functional Skills Qualification in ICT at Entry Level can progress to:

- NCFE Functional Skills Qualification in ICT at Level 1

Why choose us?

We offer full Functional Skills support from start to finish to ensure engagement, success and achievement. Benefits include:

- **Initial assessment and tools from Skills Builder, part of the NCFE family** – identify your learners' English and maths skills level and get an individual learning plan, to set them on the right path.
- **Continued support from our dedicated Provider Development team from day one** – made up of English and maths specialists who will support with your planning, training and resource needs.
- **A range of learner and teacher resources** – including remote learning tools from Skills Forward and 'pick up and go' resources from NCFE, allowing you to offer a full blended learning approach.
- **Standardisation videos** – to standardise the marking process for assessments.
- **Reading and spelling lists** – ideal for helping your learners to understand the key words required as per the Department for Education subject content.
- **Support to adapt the context of assessments** – templates and guidance to support you to create context that specifically supports your learners, to help them achieve.
- **Free EQA support** – you'll be appointed your own EQA at point of registration and you will have their full support throughout your delivery on the quality processes.

Find out more.

visit: ncfe.org.uk/functionalskills **email:** functionalskills@ncfe.org.uk