

# Qualification factsheet

## Qualification overview

<b>Qualification title</b>	NCFE Level 1 Digital Functional Skills		
<b>Qualification number (QN)</b>	610/2808/3		
<b>Total qualification time (TQT)*</b>	55	<b>Guided learning hours (GLH)*</b>	55
<b>Entry requirements</b>	<p>There is no minimum age requirement for registration.</p> <p>Registration is at the discretion of the centre, in accordance with equality legislation, and should be made on the Portal.</p> <p>There are no specific prior skills/knowledge a learner must have for this qualification; however, learners may find it helpful if they have achieved the Entry Level 3 Digital Functional Skills.</p> <p>Centres are responsible for ensuring that all learners are capable of achieving the learning outcomes and complying with the relevant literacy, numeracy and health and safety requirements.</p> <p>Learners registered on this qualification should not undertake another qualification at the same level, or with the same/a similar title, as duplication of learning may affect funding eligibility.</p>		

\*The completion of all mandatory content (to include external assessment) is completed under supervised conditions, therefore GLH and TQT are identical.

## About this qualification

The purpose of this qualification is to allow learners to demonstrate an understanding of, and competency in, the digital functional skills they need in real life. It will enable learners to engage with digital services and products in everyday life.

## Qualification structure

The qualification has 5 themes. Learners must successfully demonstrate their achievement of all learning outcomes within each theme as detailed in the qualification specification.

### Mandatory content

01 Using devices and handling information
02 Creating and editing
03 Communicating
04 Transacting
05 Being safe and responsible online



## Assessment

This qualification is externally assessed and externally marked.

External assessments are designed by NCFE and scheduled by the centre. Upon completion, the assessment is marked by NCFE. Results are subsequently released within 6 working days of the assessment being uploaded.

The assessment consists of one component:

- an externally set and assessed assessment which consists of:
  - section 1 (knowledge): externally set, externally marked multiple-choice question (MCQ)/short-answer question (SAQ) paper, completed under controlled assessment conditions
  - section 2 (skills): externally set, externally assessed task-based assessment, completed under controlled assessment conditions

## Progression opportunities

Learners who achieve this qualification could progress to:

- Level 2 Certificate in Digital Skills for Work



## Contact us

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