



Essential Digital Skills Learning Resource Guide

This guide will provide you with information and step by step instructions to allow you to view and access the learning resources available for the EDSQ.

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Learning Resources Available

Our Learning and Content Team have produced complete suites of teaching resources, along with schemes of work, and learner workbooks to support the delivery of the EDSQ.

NCFE recognise the challenges of delivering a brand-new qualification and have worked hard to ensure we can support your delivery. We have created a series of resources that can support tutors in delivering the subject content.

Schemes of Work

Each Essential Digital Skills qualification has a set of five schemes of work. Each scheme of work is free of charge and links directly to the five sections in the qualification. You are free to change the order of sessions to suit your learners' requirements and your preferred order for delivering the different qualification sections. The schemes of work typically have sessions that are 120 minutes long, excluding any breaks. A few sessions take longer than 120 minutes; however, they are clearly marked in the Scheme of Work.

These detailed schemes of work include session timings, suggested additional links to videos, articles and useful websites related to the topic.

Essential Digital Skills Glossary

This glossary complements our Level 3 Essential Digital Skills and Level 1 Essential Digital Skills learning materials. Over 160 words, along with their definition and an example of their use is included. We have provided space for any additional words that learners would like to add to make the list more personalised.

The glossary is in a Word document to support centres who would like to adapt, translate, or provide this resource in a digital or large print format.

Digital Resource Pack

The Digital Resource Pack is an all-in-one digital package of resources for tutors to support learners.

The package includes:

- 23 engaging PowerPoints that cover all learning outcomes. All PowerPoint slides can be altered to allow flexibility for tutors to make more learner cohort-specific examples, weblinks, etc.
- associated worksheets and supporting materials for the sessions

- a digital learner workbook that can be shared with all your learners as a great reference point and place to save examples of their work.

This digital resource pack is versatile and editable, so it's easy to adapt to support delivery. The pack, combined with the freely downloadable Schemes of Work, complete the set.

Centres purchasing this digital package of resources can use them with an unlimited number of tutors and registered learners. The one-off fee will also include any future updates and revisions to the learning materials if required.

Resource Pack

This classroom resource pack contains:

- 23 PowerPoints, worksheets and where relevant, spreadsheets and images to support in classroom delivery
- the PowerPoints are provided with a suggested order of the session that will match the freely downloadable Scheme of Work. You are free to change the order to suit your learners' requirements. For example, there are suggested starter activities which can be completed either before or after outlining the session's learning outcomes
- the PowerPoint slides can be altered providing flexibility for tutors to make more learner cohort-specific examples, weblinks, etc. An example might be that a local website, community forum, social media page which is relevant to a specific group of learners and is a great opportunity to provide local application of the learning.

Learner Workbook

On demand printing is available via NCFE Print Shop for £12 per workbook (plus postage).

The workbooks complement our resource packs by providing a comprehensive overview of the qualification. The workbooks contain clear and engaging directions for learners undertaking the qualifications, as well as practice activities to help recap and recall learning.

How to access the resources

Access to all teaching and learning resources can be found in the qualification information pages under the “Teaching Materials” tab.

From QualHub, search for Essential Digital Skills.

QualHub Find a centre Site Search Login **NCFE**
 Qualifications Gain Approval for our Qualifications Delivery and Learner Support Policies & Documents

Search for our qualifications using the search bar below.

Q essential digital skills Search

Select the qualification from the list provided by either selecting the qualification title or by selecting the More Information tab.

NCFE NCFE Entry Level 3 Essential Digital Skills 603/7119/5
Sector: Information and Communication Technology
Features: Learning resources available
Level: Entry Level 3

Shortlist for approval
 More Information

NCFE NCFE Level 1 Essential Digital Skills 603/7118/3
Sector: Information and Communication Technology
Features: Learning resources available
Level: Level 1

Shortlist for approval
 More Information

This will take you to the qualification information page, select the Support Materials tab and this will take you straight to the bottom of the page, giving you more options on the support available for the qualification.

☰ Shortlist for approval

📍 Find a centre

Enter postcode / city or town

Search

Support Materials

Qualification Specification

Adaptations

NCFE

NCFE ENTRY LEVEL 3 ESSENTIAL DIGITAL SKILLS

Ref: 603/7119/5

Sector: Information and Communication Technology

Features: Learning Resources Available

Registration and Certification Fee £20.00

Once at the bottom of the page, select the Teaching Materials tab. You will see all the teaching materials for the Essential Digital Skills qualification.

Support materials

Assessment materials

Additional Materials

Teaching Materials

Adaptations

NCFE Entry Level 3 Essential Digital Skills – Resource Pack
Price (Inc VAT): £144.00
By: NCFE **Type:** Download [View](#)

NCFE Entry Level 3 Essential Digital Skills – Scheme of Work
Price (Inc VAT): Free
By: NCFE **Type:** Download [View](#)

NCFE Entry Level 3 Essential Digital Skills – Digital Resource Pack
Price (Inc VAT): £900.00
By: NCFE **Type:** Download [View](#)

Essential Digital Skills Glossary
Price (Inc VAT): Free
By: NCFE **Type:** Download [View](#)

Print materials available on our dedicated Print Shop website
Price (Inc VAT): [Refer to External Link](#)
By: NCFE **Type:** Offline [View](#)


Accessing and downloading the Scheme of Work

From the Teaching Materials tab, find the Scheme of Work and select the View tab.

NCFE Entry Level 3 Essential Digital Skills – Scheme of Work
Price (Inc VAT): Free
By: NCFE **Type:** Download [View](#)

You will then be taken to a login page, you must login to the Portal to download the resource.


FREE

 Login

* You must login to the Portal to download or buy our resources

Brand: NCFE
By: NCFE
Audience: Delivery staff
Level: Entry Level 3
Date added: 16/04/2021
Type: Download

FREE

 Download

Brand: NCFE
By: NCFE
Audience: Delivery staff
Level: Entry Level 3
Date added: 16/04/2021
Type: Download

Once you have logged into the portal, click the download button, this will then automatically download to your PC. If you do not have a portal login, please speak to your portal administrator within your centre.

Accessing and downloading the Glossary

From the Teaching Materials tab, navigate to the Essential Digital Skills Glossary, by selecting Add to basket, this will allow you to add further resources, if required, or select View, to view the resource before adding to basket.

The screenshot shows a navigation menu on the left with the following items: Support materials, Assessment materials, Additional Materials, Teaching Materials (highlighted in yellow), and Adaptations. The main content area lists several resource packs:

- NCFE Level 1 Essential Digital Skills – Resource Pack**: Price (Inc VAT): £144.00, By: NCFE, Type: Download. Buttons: Add to basket, View.
- NCFE Level 1 Essential Digital Skills – Digital Resource Pack**: Price (Inc VAT): £900.00, By: NCFE, Type: Download. Buttons: In Basket, View.
- NCFE Level 1 Essential Digital Skills – Scheme of Work**: Price (Inc VAT): Free, By: NCFE, Type: Download. Button: View.
- Essential Digital Skills Glossary**: Price (Inc VAT): Free, By: NCFE, Type: Download. Buttons: Add to basket (highlighted in yellow), View (highlighted in yellow).
- Print materials available on our dedicated Print Shop website**: Price (Inc VAT): Refer to External Link, By: NCFE, Type: Offline. Button: View.

You will then be taken to a login page, if you are not logged into the portal you will be asked to be signed in to continue. Once you select View resource the Glossary will automatically download.

The screenshot shows the 'Essential Digital Skills Glossary' page. At the top, there are navigation links: Qualifications, Gain Appro, Essential Digital Skills Glossary (highlighted in yellow), and Delivery and Learner Support. Below the navigation, the breadcrumb trail is 'QualHub > Essential Digital Skills Glossary'. The main heading is 'Essential Digital Skills Glossary'. Below this, it says 'Essential Digital Skills Glossary' and 'FREE'. A green button with a checkmark and 'In Basket' is visible. A dropdown menu is open, showing 'NCFE Level 1 Essential Digital Skills – Digital Resource Pack' and a 'View basket' button (highlighted in yellow). The resource details are as follows:

- Brand:** NCFE
- By:** NCFE
- Audience:** The resources are to support the delivery of Entry Level 3 Essential Digital Skills and Level 1 Essential Digital Skills.
- Level:** Level 1
- Date added:** 16/08/2021
- Type:** Download

Accessing, and viewing a sample of the resource packs

If you wish to see a sample of the resources before committing to the actual payment, from the Teaching Materials tab, find the Resource Pack you wish to view and select the View tab.

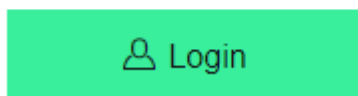
Resource Pack Name	Price (Inc VAT)	By	Type	Action
NCFE Entry Level 3 Essential Digital Skills – Resource Pack	£144.00	NCFE	Download	View
NCFE Entry Level 3 Essential Digital Skills – Scheme of Work	Free	NCFE	Download	View
NCFE Entry Level 3 Essential Digital Skills – Digital Resource Pack	£900.00	NCFE	Download	View
Essential Digital Skills Glossary	Free	NCFE	Download	View
Print materials available on our dedicated Print Shop website	Refer to External Link	NCFE	Offline	View

You will then be taken to a login page, if you are not currently logged in to the Portal.

NCFE Level 1 Essential Digital Skills – Digital Resource Pack

NCFE Level 1 Essential Digital Skills – Digital Resource Pack

Price (Inc VAT): £900.00



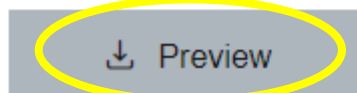
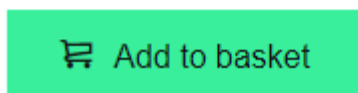
* You must login to the Portal to download or buy our resources

After logging in, select the Preview tab.

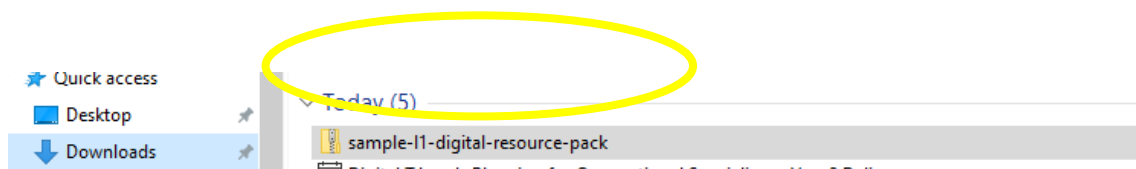
NCFE Level 1 Essential Digital Skills – Digital Resource Pack

NCFE Level 1 Essential Digital Skills – Digital Resource Pack

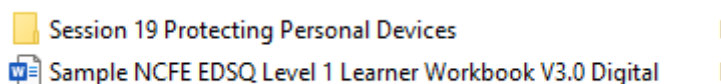
Price (Inc VAT): £900.00



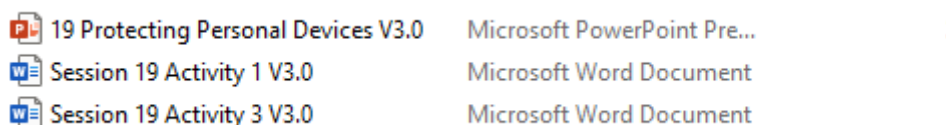
The preview will automatically download, you can access and view the preview pack by navigating to your download folder and double clicking on the zipped folder.



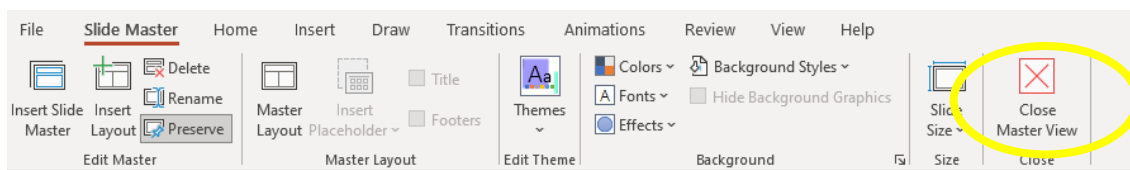
Once you have opened the zipped folder, you will have access to Session 19 – Protecting Personal Devices and to the Digital Learner Workbook for that session.



Within the Session 19 folder you will find the PowerPoint presentation, and the associated worksheets for that session.








The PowerPoint will open in Slide Master View, this can be altered providing flexibility for tutors to make more learner cohort-specific examples. An example might be that a local website, community forum, social media page is relevant to a specific group of learners and it is a great opportunity to provide local application of the learning. To view the contents, you will need to Close Master View, by selecting the red X.



How to purchase the resources pack

From the Teaching Materials tab, select the resource pack you wish to view and purchase.

-  Support materials
-  Assessment materials
-  Additional Materials
-  Teaching Materials
-  Adaptations

NCFE Entry Level 3 Essential Digital Skills – Resource Pack			View
Price (Inc VAT): £144.00			
By:	NCFE	Type:	Download
NCFE Entry Level 3 Essential Digital Skills – Scheme of Work			View
Price (Inc VAT): Free			
By:	NCFE	Type:	Download
NCFE Entry Level 3 Essential Digital Skills – Digital Resource Pack			View
Price (Inc VAT): £900.00			
By:	NCFE	Type:	Download
Essential Digital Skills Glossary			View
Price (Inc VAT): Free			
By:	NCFE	Type:	Download
Print materials available on our dedicated Print Shop website			View
Price (Inc VAT): Refer to External Link			
By:	NCFE	Type:	Offline

NCFE Level 1 Essential Digital Skills – Digital Resource Pack

NCFE Level 1 Essential Digital Skills – Digital Resource Pack

Price (Inc VAT): £900.00

 Add to basket

 Preview

Brand: NCFE
By: NCFE
Audience: Delivery staff
Level: Level 1
Date added: 28/04/2021
Type: Download

You will notice a tick appear In Basket and 1 item added to your basket.

QualHub > NCFE Level 1 Essential Digital Skills – Digital Resource Pack

NCFE Level 1 Essential Digital Skills – Digital Resource Pack

NCFE Level 1 Essential Digital Skills – Digital Resource Pack

Price (Inc VAT): £900.00

✓ In Basket Preview

Brand: NCFE
By: NCFE
Audience: Delivery staff
Level: Level 1
Date added: 28/04/2021
Type: Download

Select your Resource basket and click the View basket

Resource Basket (1) Find a centre Site Search User icon

Appro NCFE Level 1 Essential Digital Skills – Digital Resource Pack **Delivery and Learner Suppo**


ce Pack

View basket

If you are happy to proceed with your order, you can then Proceed to checkout or continue Shopping.

[QualHub](#) > Resource Basket

Your basket

Title	Type	Quantity	No. of learners	Price
NCFE Level 1 Essential Digital Skills – Digital Resource Pack <small>NCFE LEVEL 1 ESSENTIAL DIGITAL SKILLS</small>	Download	<input type="text" value="1"/>	<input type="text" value="1"/>	£900.00 20.0% VAT 

Net Price: £750.00
 VAT: £150.00
Total: £900.00

VAT Number 110785630

Update basket

Continue Shopping

Proceed to checkout

If you have selected 'Continue Shopping', please select 'Update Basket' before you proceed to checkout, to make sure your basket has all your required items.

You will be taken to the checkout page, please enter your organisation details, billing address, and payment details. Once your information has been entered correctly, you will be able to download your purchase.

Checkout

Please complete all fields marked with an (*) asterisk

Organisation details

Centre / Institution / Organisation *

Centre Number (optional)

Billing address

First Name *

Payment details

Card Holder Name *

Card Type *



Card Number *

Expiry Date (mm) *

Expiry Date (yyyy) *

CV2 number *