

Digital Functional Skills Qualifications

Introduction to our new offer
July 2023



Why have we got new digital qualifications?

- The existing Functional Skills Information Communication Technology qualifications have been around since 2011 and needed updating
- After a period of consultation, the Department for Education produced a set of national standards for essential digital skills which can be found here: [National standards for essential digital skills \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- These standards would provide the content for two types of digital qualifications; Essential Digital Skills Qualifications (EDSQs) and Digital Functional Skills Qualifications (DFSQs)
- The DfE and ESFA introduced an entitlement to fully funded digital qualifications with effect from 1 August 2020



Essential Digital Skills Qualifications (EDSQs)

Not offered by City & Guilds

- Introduced from 1 August 2020
- Designed to meet the diverse needs of adults with no or low digital skills
- Flexible assessment approach – could be assessed by the centre
- The objective for doing these qualifications depend on the individual learning needs, motivations and starting points
- EDSQs are seen as supporting individuals to develop the digital skills they need to operative in life, with a focus on transacting and using online services such as driving licences, passports and accessing the DWP services





Who are DFSQs aimed at?

- The qualifications enable students to gain confidence and fluency in their use of digital knowledge and skills, and develop a positive attitude towards the use of digital skills;
- They enable students to develop an appreciation of the importance of digital skills in the workplace and in life generally;
- They allow students to demonstrate their knowledge and skills by applying these to complete tasks and activities; and
- Provide a basis for further study, work and life.
- These qualifications are available for learners aged 16-19 as part of their study programme and for all learners aged 19+
- As there is an entitlement to digital skills qualifications, they will be funded under the new Adult Skills funding rates – in 2023/24 this will be £462
- **[Further education adult skills funding rates and funding for innovative provision - GOV.UK \(www.gov.uk\)](https://www.gov.uk)**

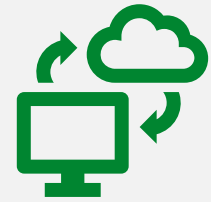
Digital Functional Skills Qualifications

- City & Guilds are developing Digital Functional Skills Qualifications which are currently undergoing technical evaluation by Ofqual.
- Once approved by Ofqual, we will open for registration from 1 September 2023
- DFSQs will be available at two levels; Entry Level 3 and Level 1
- At both levels there are 55 Guided Learning Hours, with Total Qualification Time of 60 hours
- These qualifications will sit with Functional Skills English and Mathematics under the 4748 qualification suite
- The registration codes for the two levels will be:
 - 4748-05 for Entry Level 3and
 - 4748-06 for Level 1

Content

The national standards covers 5 digital skills areas that will need to be covered in teaching and the assessment:

- Using Devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online



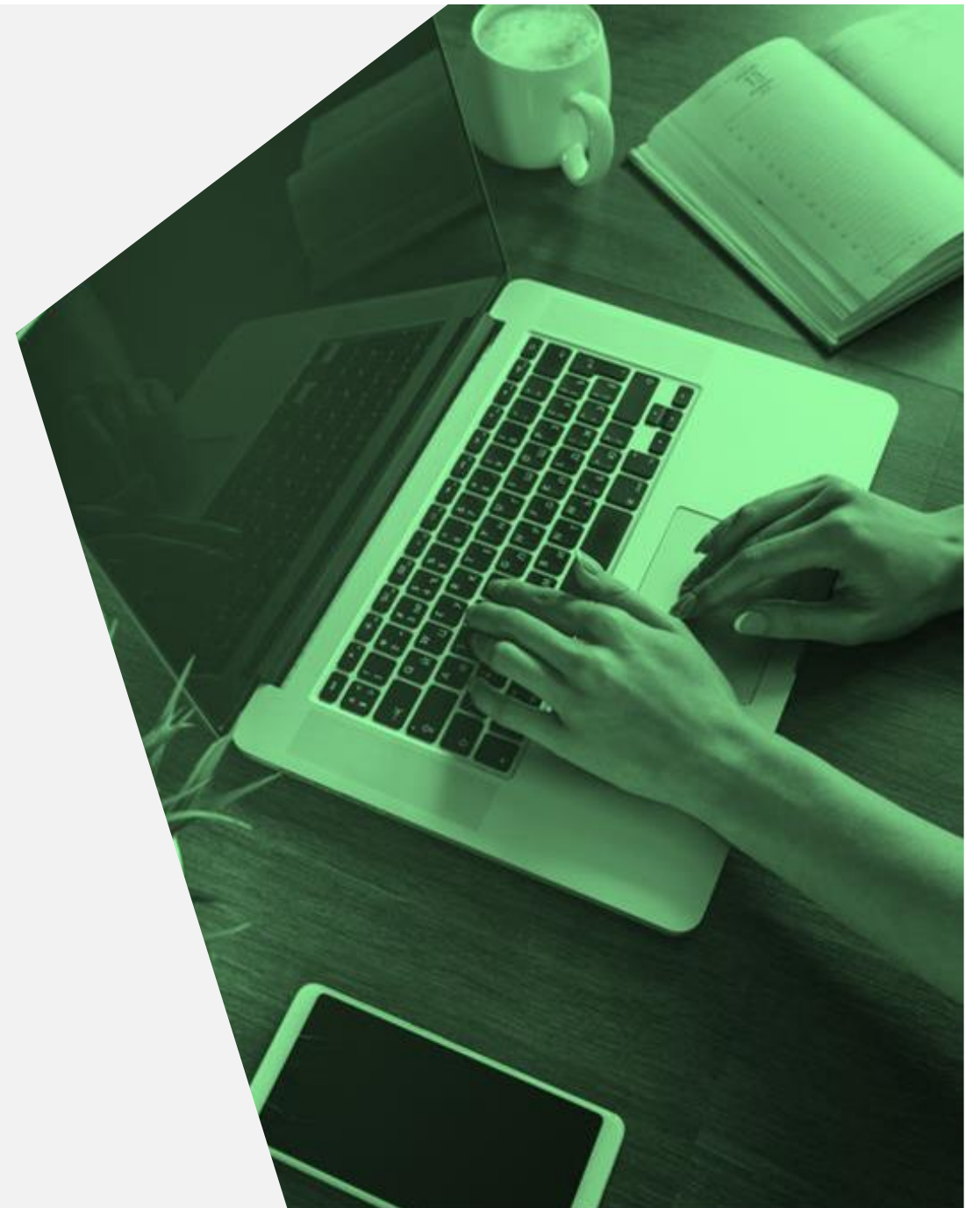
Assessment

- The assessments for DFSQs will be delivered onscreen through our e-assessment platform; e-volve
- Candidates will use the applications such as Word, Excel, email and internet browsing on the local machine, giving an authentic experience
- The assessments are marked by City & Guilds and results returned through Walled Garden and feedback will be available from e-volve analytics
- The assessment is a combination of practical tasks and knowledge-based questions

	Entry 3	Level 1
Timing	Up to 1 hour 30 minutes plus an optional 15-minute, supervised break	Up to 2 hours plus an optional 15-minute, supervised break
Assessment Structure	Practical tasks: 80%–90% of marks Knowledge Questions: 10%–20% of marks	Practical tasks: 70%-80% of marks Knowledge Questions: 20%-30% of marks
Available marks	40	50
Grading	Pass/Fail	Pass/Fail

Assessments continued

- The DFSQ assessments are summative and must be done at the end of a programme of learning
- They must be delivered under invigilated conditions the same way that FS Maths and English exams at Level 1 & 2 are run
 - The Instructions for Conducting Exams (ICE) document sets out the detail for who can invigilate
- The assessments must be presented to candidates, **unseen**, they must not have prior knowledge of the topics or tasks
- This rule applies to staff teaching DFSQ – they must not have access to the live assessments to mitigate against the possibility of teaching to the test



Sample assessment material – Entry 3

Page: 1
Section: Introduction
Progress 0%
Finish Test

Test: 4748-123 Entry Level 3 in Digital Functional Skills - SAMPLE
Candidate: CONTENT AD Guide

1

Entry Level 3 in Digital Functional Skills Sample Assessment - Planning a meeting

Length of assessment: 1 hour 30 minutes

There are 7 tasks in this assessment.

- Section 1 includes 4 tasks and is **55 minutes**.
- Section 2 includes 2 tasks and is **20 minutes**.
- Section 3 includes 1 task and is **15 minutes**.

There is an optional 15-minute break at the end of Section 1.
This break can be cancelled at any time by clicking 'Resume Test'.

Important – once you move to the next section you will **not** be able to go back to either of the previous sections.

Instructions:

- Read each task carefully.
- Your assessor will show you where to save your work.

You will be assessed on:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online.

Here is a summary of the tasks.

Tasks	Marks	Suggested time
Section 1		
Task 1 - using files and folders	4	10 minutes
Task 2 - using the internet	3	5 minutes
Task 3 - completing a file	9	20 minutes
Task 4 - using email	7	20 minutes
Section 2		
Task 5 - completing an online form	6	10 minutes
Task 6 - using video call and applying settings	5	10 minutes
Section 3		
Task 7 - knowledge questions	6	15 minutes
Total	40	1 hour 30 minutes

Click *Start the Test* when you are ready to begin.

Start the Test >

The assessment has an overall context in this case, planning a meeting.

There are three sections, with an optional break after section 1.

Sample assessment material – Entry 3

Section 1 includes creating documents and carrying out an internet search to obtain information.

Evidence is created by the candidate on their PC/laptop and uploaded in the assessment for marking.

The screenshot shows a digital assessment interface. At the top, it displays 'Question: 2', 'Section: 1', 'Section Time Remaining: 01:05:49', 'Progress 0%', and a 'Finish Section' button. Below this, a red banner indicates 'Test: 4748-123 Entry Level 3 in Digital Functional Skills - SAMPLE' and 'Candidate: CONTENT AD Guide'. The main content area is titled 'Task 2' and is worth '3 marks'. It includes a 'Suggested time for Task 2: 5 minutes'. The instructions are: 'You need to search online to find a venue for the meeting. The meeting will be in Leeds. Click the button below to download the Task 2 File. Save a copy of your Task 2 File in your Tasks folder.' The task consists of three parts: 'a) Use the internet to search for a meeting venue in Leeds. Paste a screenshot of your search terms and results into your Task 2 File. (1 mark)', 'b) Select a suitable venue from your results. (1 mark)', and 'c) You want to ask a question about the venue. Look on the website and capture a screenshot to show how you do this. (1 mark)'. It also states 'Paste the screenshot into your Task 2 File. Save your Task 2 File. Upload your Task 2 File by clicking the Upload button below.' A note at the bottom right says 'When you have finished Task 2, click Next.' At the bottom of the task area, there are 'Task 2 File' and 'Upload' buttons. The bottom navigation bar contains a settings icon, a grid icon, a question mark icon, and 'Back' and 'Next' buttons.

Question: 1
Section: 2

Section Time Remaining
00:15:03

Progress 0%

Finish Section

Test: 4748-123 Entry Level 3 in Digital Functional Skills - SAMPLE

Candidate: CONTENT AD Guide

1

2

3

1

2

3

Task 5 6 marks

Suggested time for Task 5: 10 minutes

You want to order lunch for the meeting.
Read the text from your manager below.

13:04

Mia

Text Message
Today 08:04

Could you order lunch for the meeting?
Please order it in my name,
Mia Clarke.

My contact number is:
0 3 7 4 9 3 8 2 7 4 5

I will collect it at 9am on
Thursday 20th June.

Let's go for Set Menu 2.
It has the best options!

Let's go for Set Menu 2.
It has the best options!

There will be 16 of us.

I will pay when I collect the
order.

Thanks, Mia

⚠ This page requires scrolling

When you have finished Task 5, click *Next*.

a) Complete the online form.

Lunch Order Form	
Order details	
Customer name and contact number (1 mark)	<input type="text"/>
Date and time for collection (1 mark)	<input type="text"/>
Set menu 1 OR 2 (1 mark)	<input type="text"/>

⚙️ ? 🚩 < Back Next >

Sample assessment material – Entry 3

Section 2 examples of activities include using information to complete online forms and initiate or engage in video calls,

Sample assessment material – Entry 3

Section 3 is the knowledge test which includes multiple choice questions

Question: 2
Section: 3

Section Time Remaining
00:14:20

Progress 0%

Finish Test

Test: 4748-123 Entry Level 3 in Digital Functional Skills - SAMPLE

Candidate: CONTENT AD Guide

1

2

3

2. The screen on your tablet device has frozen. What is the **first** thing you should do?

A Reinstall the system's software.

B Restart the device.

C Check for viruses.

D Switch off the Wi-Fi settings.

Settings Grid Help

Back Next

Sample assessment material – Level 1

Page: 1
Section: Introduction
Progress 0%
Finish Test

Test: 4748-124 Level 1 in Digital Functional Skills - SAMPLE
Candidate: CONTENT AD Guide

1

Level 1 in Digital Functional Skills

Sample Assessment - New Business

Length of assessment: 2 hours

There are **8** tasks in this assessment.

- Section 1 includes 4 tasks and is **1 hour**.
- Section 2 includes 3 tasks and is **45 minutes**.
- Section 3 includes 1 task and is **15 minutes**.

There is an optional 15-minute break at the end of Section 1.
This break can be cancelled at any time by clicking 'Resume Test'.

Important – once you move to the next section you will **not** be able to go back to either of the previous sections.

Instructions:

- Read each task carefully.
- Your assessor will show you where to save your work.

You will be assessed on:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online.

Here is a summary of the tasks.

Tasks	Marks	Suggested time
Section 1		
Task 1 - Files and Folders	3	10 minutes
Task 2 - Internet Search	3	10 minutes
Task 3 - Chart	5	15 minutes
Task 4 - Spreadsheet	9	25 minutes
Section 2		
Task 5 - Transactions	6	10 minutes
Task 6 - Word Processing	8	20 minutes
Task 7 - Email	7	15 minutes
Section 3		
Task 8 - Knowledge Questions	9	15 minutes
Total	50	2 hours

Click *Start the Test* when you are ready to begin.

Start the Test >

Like Entry 3, the Level 1 assessments have an overall context – in this sample it is about a new business.

The assessment has three sections with an optional 15 minute break after section 1

Sample assessment material – Level 1

Section 1
The candidate will be creating and editing documents and carrying out an internet search – the evidence created on their local machine will be uploaded into e-volve to be marked by our examiners

The screenshot shows the assessment interface for Task 2. At the top, it displays 'Question: 2', 'Section: 1', 'Section Time Remaining: 01:05:54', and 'Progress 0%'. A red 'Finish Section' button is in the top right. Below this, a red bar shows 'Test: 4748-124 Level 1 in Digital Functional Skills - SAMPLE' and 'Candidate: CONTENT AD Guide'. On the left, a vertical list shows question numbers 1, 2, and 3, with question 2 highlighted. The main area contains the following text:

Task 2 3 marks

Suggested time for Task 2: 10 minutes

You need to search online to find office space for rental in Leeds, UK.

Click on the **Task 2 Evidence Document** button below and save a copy of this file in the **Section 1** subfolder you created.

a) Use the internet to search for office rental space in Leeds, UK.
Paste a screenshot of your search terms and results into your **Task 2 Evidence Document**. (1 mark)

b) Select a suitable website from your results and paste a screenshot of the search results showing this website. (1 mark)

c) Go to the website and find the address and a map showing the location of the rental space. Capture the information on one or more screenshots. (1 mark)

YOU WILL NEED THE ADDRESS DETAILS TO USE IN TASK 5.

Paste your screenshot(s) into your **Task 2 Evidence Document**.

Save your finished **Task 2 Evidence Document**.

Upload your finished **Task 2 Evidence Document** using the **Upload** button below.

When you have finished Task 2, click *Next*.

At the bottom of the task area, there are two buttons: 'Task 2 Evidence Document' (blue) and 'Upload' (red). The bottom navigation bar includes a settings icon, a question mark icon, and 'Back' and 'Next' buttons.

Question: 1
Section: 2

Section Time Remaining
01:03:53

Progress 0%

Finish Section

Test: 4748-124 Level 1 in Digital Functional Skills - SAMPLE

Candidate: CONTENT AD Guide

1

Task 5
marks 6

Suggested time for Task 5: 10 minutes

You need to sign a contract to rent an office.

Click the button below to download the file **Rental Agreement**.

Save a copy of the file in the **Section 2** subfolder you created.

a) Enter the following details, where indicated in the file. (2 marks)

- i) Enter **today's date** and your **own name**.
- ii) Enter the **address** of the office you selected in Task 2.
- iii) Enter your **signature** in the space for The Tenant, by typing your name in **Italics**.

b) Upload the completed **Rental Agreement** using the 'Submit form' button below. (1 mark)

Rental Agreement

Submit form

You need to pay a deposit for the rental.

Complete the following online payment page using the payment details below.

Amount to pay £1975.00

Card details:

NEW BANK VESTA Credit
9699 0269 4625 1955
Expires End 31/05

Customer Signature
632

This page requires scrolling

Settings

Back

Next

Sample assessment material – Level 1

Section 2:
This section will cover topics such as making transactions online and communicating using email.

Sample assessment material – Level 1

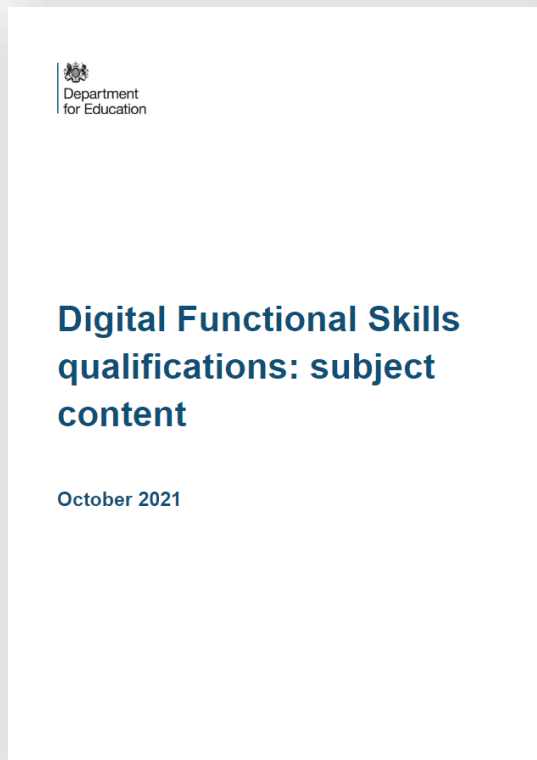
Section 3:

Knowledge questions

Each section of the assessment is locked down, once candidates finish each section and move on, they cannot return the previous section.

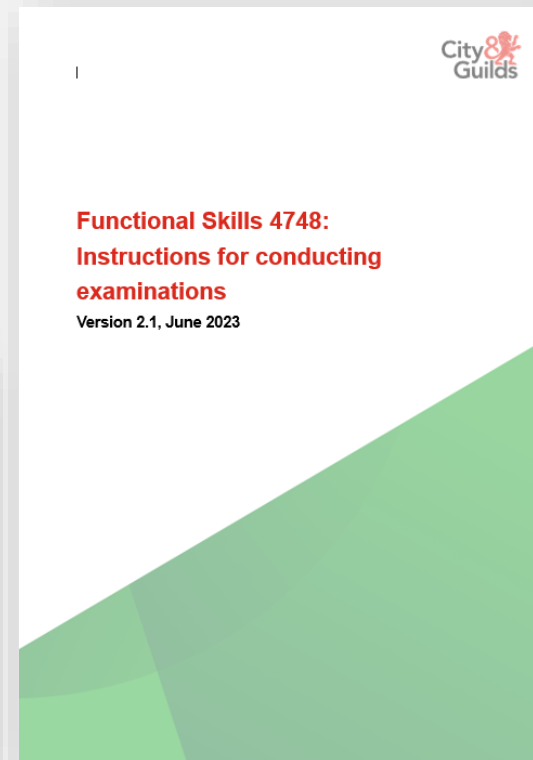
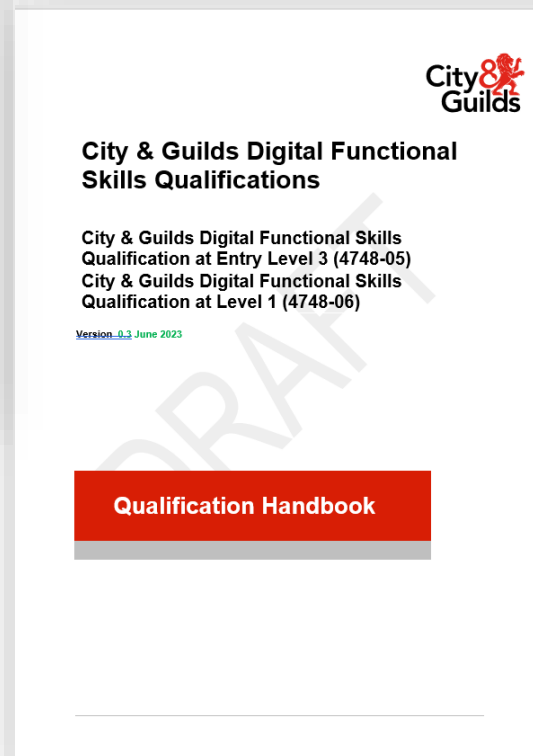
The screenshot displays a digital assessment interface. At the top, it shows 'Question: 2' and 'Section: 3'. A clock icon indicates 'Section Time Remaining' at '00:14:08'. A progress bar shows 'Progress 0%'. A red button labeled 'Finish Test' is in the top right. Below this, a red banner displays 'Test: 4748-124 Level 1 in Digital Functional Skills - SAMPLE' and 'Candidate: CONTENT AD Guide'. On the left, a vertical navigation bar shows three sections: '1', '2', and '3'. Section '2' is highlighted with a red arrow, indicating the current question. The main area contains the question: '2. What is the **most** likely reason to use private browsing when searching the internet?'. Four multiple-choice options are listed: A 'To block unwanted advertisements.', B 'To protect your online identity.', C 'To track your browsing history.', and D 'To reduce the risk of viruses.' Each option is followed by a text input field. At the bottom, there are icons for settings, a grid, and a question mark, along with a red button for 'Back' and a red button for 'Next'.

Key Documents



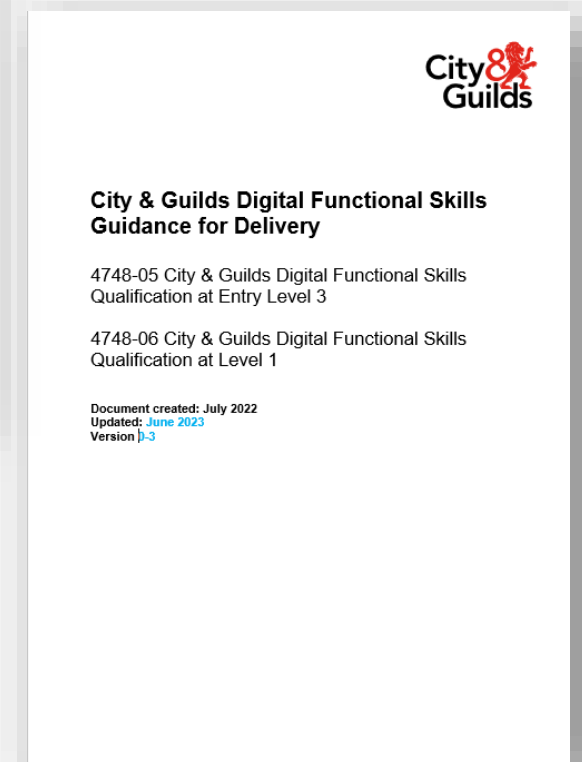
The subject content for Digital Functional Skills was published by the DfE in October 2021

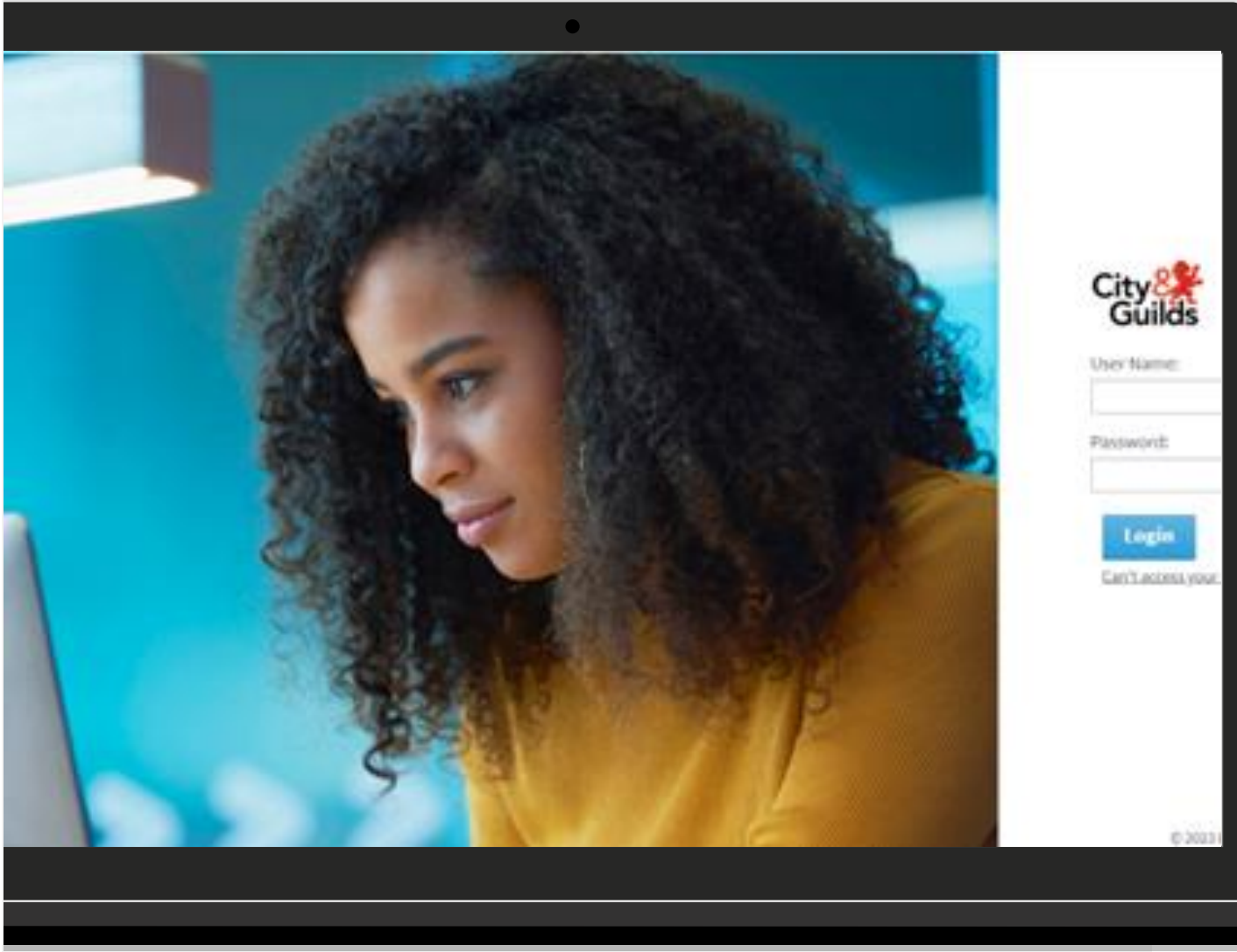
The Qualification handbook sets out the specifications for the qualifications



The ICE document sets out how DFSQ assessments must be delivered including who can invigilate

The Guidance for Delivery provides amplification of the subject content





Open Assess

- Our onscreen practice test platform provides an opportunity to prepare learners for their assessment in a platform which replicates the live experience.
- Teachers will be able to set sample papers for learners to take and mark and provide feedback on their progress
- To find out more about Open Assess visit this webpage: [Open Assess - Maths & English | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/learn/open-assess)

What next?

- Please sign up for email alerts in our preference centre to ensure that you hear about our events for Digital Functional Skills: [Email Updates | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/functional-skills/newsletter)
- The documents referred to in this webinar will be made available on the Functional Skills (4748) qualification page in due course: [Functional Skills qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/functional-skills/qualifications)
- We will be running further webinars starting late-August prior to the first registration date and will look at the subject content in more detail
- We will be adding Digital Functional Skills to our Virtual Link-up sessions and our face to face Connect.Share.Network events – more information about these can be found on our Skills for Work and Life events page: [Events and Webinars - Maths and English | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/functional-skills/events)

About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

To learn more about City & Guilds Maths, English and Functional Skills, please contact

centresupport@cityandguilds.com

[@CGMathsEnglish](#)

Alternatively, visit our dedicated webpages

**cityandguilds.com/functionalskills
cityandguilds.com/mathsandenglish**

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