

TLM QUALIFICATIONS

TLM ESSENTIAL DIGITAL SKILLS QUALIFICATIONS

Overview

TLM has a suite of two qualifications for Essential Digital Skills (EDSQ).

It is estimated that 20% of adults lack foundation skills in digital technology. To fill this gap, the Department of Education has introduced digital skills qualifications based on the essential digital skills framework.

These qualifications have been mapped to the national standards for basic digital literacy, designed to meet digital knowledge gaps with adults. They are funded by the ESFA for all adult learners as well as 16-19 year-olds and will provide vital skills to many.

603/7077/4

603/7076/2

TLM Entry Level & Level 1 Essential Digital Skills (EDSQ)

Entry Level

GLH 46 hours

Designed for adults with no or little prior experience of using digital devices or the internet.

Level 1

GLH 50 hours

Designed for adults with some experience of using digital devices and the internet but lacking secure basic digital skills.

Assessment:

- 3 x Practical tasks
- Short multiple-choice test

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Subject Areas

Using Devices and Handling Information

	Entry Level	Level 1
Use Devices	Know what is meant by hardware, software, operating systems and applications.	Keep operating system and application up to date.
Find and evaluate information	Navigate online content, carry out searches.	Carry out and refine searches and be aware that results are ranked by search engines.
Manage and store information	Open, read and save information from/to a file.	Organise and store information using files, folders, heirachy and tagging.

Creating and Editing

	Entry Level	Level 1
Create and edit documents	Use a suitable application to enter, edit and formation information.	Use applications to enter format, layout information.
Process numerical data		Enter, edit, sort, process, format and chart numerica data.

Communicating

	Entry Level	Level 1
Communicate and share information	Create, edit and use contacts when sending and receiving online communications.	Identify and use appropriate modes of online communication for a range of contexts and audiences

Transacting

	Entry Level	Level 1
Use online services	Complete and submit a form as part of an online transaction.	Interact with online transactional services and manage account settings.
Buy securely online	Buy an item/service online using a chose method of online payment.	

Being Safe and Responsible Online

Entry Level

Protect privacy Identify situations where personal information may be stored by devices and online activity.

Protect data Be aware of online risks and threats.

Access devices and online services securely Configure and use secure ways to access devices and online services.

Back up data locally or using a cloud provider

Level 1

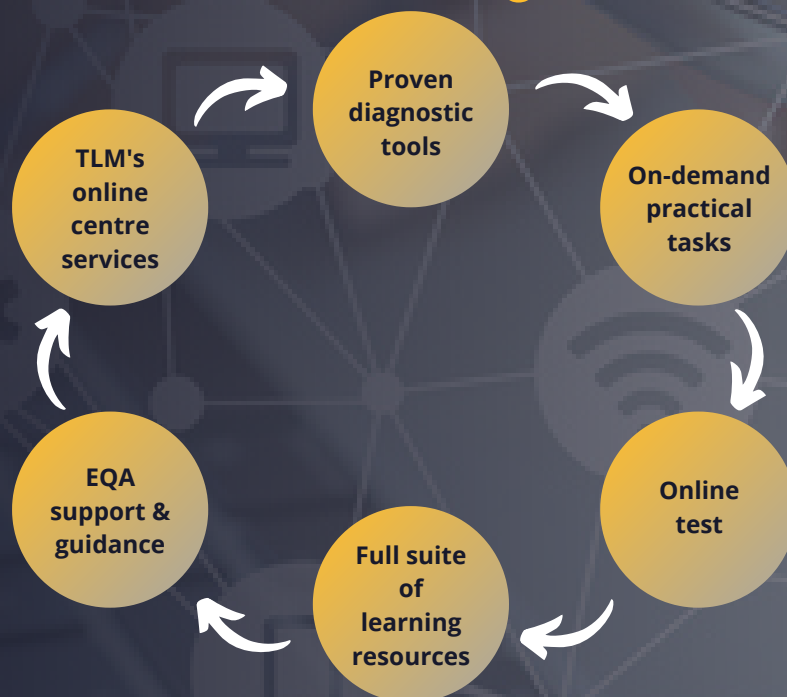
Protect personal information and privacy, understanding personal right and options for controlling the use of personal data.

Protect devices and data from online risks and threats.

Configure and use multifactor authentication to access and use online services.

Back up data locally or using a cloud provider.

What to expect from TLM Essential Digital Skills qualifications and diagnostics resources



TLM offers all centres **FREE** access to the TLM Diagnostic Tools. These can be accessed via baseline.theingots.org

If you would like any further information regarding TLM EDSQ, please contact TLM on either email helpdesk@tlm.org.uk or call on **01827 305940**.

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