



## **Essential Skills Qualification Criteria**

### **Essential Skills: Digital ICT**

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## **The Criteria**

### **Introduction**

The following criteria will be used as the basis for the development and accreditation of Essential Skills: Digital ICT.

### **Content**

#### Titling

Essential Skills qualifications at Entry level 3, Level 1 and Level 2 must be titled as follows;

- AO Level (Entry Level 3, Level 1 or Level 2) Certificate in Essential Skills – Digital ICT

### **Qualification Type**

Essential Skills: Digital ICT at Entry level 3 and Levels 1 and 2 must be classified as 'Other General' qualification type.

### **Qualification Size**

The qualifications will consist of 45 guided learning hours (to be known as Guided Learning) and 60 hours Total Qualification Time (TQT).

### **Subject matter of Essential Skills**

- Essential Skills are the fundamental applied skills which help people to gain the most from life, learning and work.
- Essential Skills subject criteria for Digital Skills specify the skills standards, coverage and range for the qualifications at each level.

### **Assessment**

Assessment must be consistent with the levels set out in the skills standards and with the associated coverage and range specified within the Essential Skills subject criteria. In addition, it must:

- provide realistic contexts, scenarios and problems
- specify tasks that are relevant to the context
- require application of knowledge, skills and understanding for a purpose
- require problem solving
- assess process skills and the outcome of their application in different contexts.

The level of difficulty for Essential Skills assessment must be determined by the following interacting factors:

- the complexity of tasks/problems and the contexts within which they are embedded
- the technical demand of the content that might be applied in these contexts
- a learner's level of familiarity with the type of task/problem and context
- the level of independence required of the learner.

Assessment must be designed to assess a single level. The assessment must provide a reliable measure of proficiency at that level by providing significant evidence of meeting the requirements of the essential skills subject criteria at the

specified level. The assessment must comply with the skill standards at a specific level and not include additional requirements.

Assessment must be through a portfolio of evidence including open response<sup>1</sup> (70% of the overall portfolio mark) and underpinning knowledge assessment (30% of the overall assessment mark). The Essential Skills subject criteria for Digital ICT must specify the maximum proportion tasks required for the assessment of each qualification level.

AOs must develop a robust process to ensure authentication of learner work included in the portfolio.

All Awarding Organisations (AOs) offering these qualifications will cooperate and collaborate to develop assessments which will be subject to standardisation by regulators and all AOs offering these qualifications. AOs can develop assessments in a format, style and frequency to suit their learners.

Assessment specifications and mark schemes must show how the assessments relate to the requirements of the essential skills subject criteria for Essential Skills: Digital ICT.

Assessment must be mark based. Assessment must indicate the level of detail required and display the number of marks available per assessment item/task. Mark schemes must specify the performance evidence that is necessary to display the full range of marks.

### **Internal Assessment**

Internal assessment must be assessed and internally moderated by the Centre. The AO must ensure that a representative sample of assessments is externally moderated from each Centre, the process is robust and instructions are clear to moderators and centres. Centres must ensure they have flexible and timely arrangements in place to allow for assessment and internal and external moderation.

Awarding Organisations must ensure they have procedures to ensure availability of staff and resources for external moderation.

Awarding Organisations are responsible for the production of specification, the sample assessment materials and live assessment materials. The proposed pass mark will be 70%.

### **Certification and Reporting**

Where a learner's performance is sufficient to meet the level requirements, an Essential Skills qualification pass certificate is awarded. No grades are issued for these qualifications.

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<sup>1</sup> Open response assessment is defined as task-based assessment based on real-life contexts that require learners to apply their skills, knowledge and understanding to resolve problem/s or produce effective outcome/s.

Open response assessment presents purposeful tasks and problems, embedded in realistic scenarios but does not prescribe the processes or the methods by which the learner responds