Give your learners digital confidence with BCS funded qualifications

Digital skills for life and work

bcs.org/digitalliteracy
We understand your challenges and can help you make the best of your funding allocation, through a range of funded BCS flexible digital literacy units and qualifications, including AEB. Our programme of digital learning will appeal to different learner types, build confidence, enhance well-being and provide future opportunities for career progression from entry level through to advanced.

As the Chartered Institute for IT we are the digital specialists and the only awarding body focussed on computing and IT.

Our commitment under our royal charter is to ensure everyone within society, has access to the basic skills required to live and work in a digital age.

**Adult Education Budget funding allocation - 2019-2020**

From 2019 – 2020 around 50% of the Adult Education Budget was devolved to mayoral combined authorities (CA). The combined authorities are responsible for making their own decisions on how funds are allocated to residents of devolved areas and access to funding may vary from one to another.

The combined authorities are committed to continue to deliver statutory entitlements with the aim to increase and upskill those on low wages, to enhance job stability and future employment progression. From Sept 2020 this will also include a new digital entitlement and digital skills qualification, currently in development at entry level 3 and level 1.

**Delivery plans**

Delivery plans will be appraised on how it meets the needs of learners, employers and local strategic priorities. Recognition is given to distance learning that can lead to career advancement, development and attainment and flexibility in terms of pace of study to learn around work and homelife balance.

**Other funding streams - England**

BCS offer qualifications at entry level 3, level 1, level 2 and level 3 which are eligible for funding through ESFA contracts in the following categories:

- 16-19 ESFA
- Adult Skills
- Community Learning
- European Social Funding
- OLASS
- Ex-forces - level 3

**Scotland, Wales and Northern Ireland**

Providers can access alternative funding routes through local government and authorities.
HELP SHAPE THE DIGITAL SKILLS AGENDA WITH BCS

If you are passionate about providing your learners with the digital skills they need now and, in the future, to support employers with the skilled workforce they need, we can help you.

Our funded range of digital literacy units, bundles and qualifications, start at entry level 3, providing digital skills progression through to advanced level qualification. Our flexible online learning, assessment and automated testing can be studied anywhere with internet connectivity at a pace comfortable to the learner, whilst supporting a home and work life balance.

Our certification programme includes ECDL/ICDL which is delivered in over 100 countries, 40 languages and is endorsed by employers and governments worldwide as the digital literacy standard with over 2.5 million tests taken annually. BCS’ digital programme of learning provides certified progression through to advanced digital know-how, giving your learner transferable skills set against the recognised digital literacy benchmark.

MORE THAN HALF OF THE UK ADULTS DO NOT HAVE THE ESSENTIAL DIGITAL SKILLS NEEDED FOR THE WORKPLACE, DESPITE 54% USING THE INTERNET AS PART OF THEIR JOBS.

Source: UK Consumer Digital Index 2019

MAP BCS QUALIFICATIONS TO YOUR PROGRAMMES

Our digital literacy suite of certified units and qualifications are designed to:
• Help people use digital devices safely and confidently
• Help the unemployed gain employment
• Help people to return to work
• Help people in low paid jobs improve and advance their future employability
• Digitally upskill an existing workforce across all occupations and sectors
• Provide employers with a competent digital workforce

The following tables outline how our suite of qualifications can be used for types of learner and programmes. Please refer to pages 6 and 7 for detailed information on BCS units and qualifications.

We're the only awarding organisation approved to offer ECDL/ICDL programmes in the UK.

Benefits delivering BCS qualifications:
• Full coverage from entry level 3 to level 3, all main office applications covered
• Microsoft versions 2010 to 2016, 2019 coming soon
• On-line assessment tool to assess the current skill level of candidates
• Certified individual units to develop confidence and aid progression towards qualification, built from a selection of units bespoke to the learner
• E-learning which supports flexible, self-paced learning for mixed ability cohorts, allowing study at any location with an internet connection
• Practice examination papers and on-line automated mock tests to assess learner’s readiness to undertake an assessment
• Online automated testing – instant results, automated certification, reduced administration, no moderation delays and early progression to another programme

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Source: UK Consumer Digital Index 2019

Programmes
• AEB Funding - Devolved and non Devolved (E3 to L2)
• Community Learning

Who’s it for?
• Unemployed - access to employment
• Low wage - upskilling

Qualifications
• ECDL L1-L3 Awards and Certs

Programmes
• Advanced Learner Loans (L3)
• Self-funding
• Employer funding

Who’s it for?
• Self-funding - upskilling
• Employer funded - upskilling

Qualifications
• ECDL Single units L1-L3
• Single unit ITQs

Programmes
• ESFA funding - study programmes

Who’s it for?
• ‘Plug’ skills gaps
• Integrated into full-time courses

Qualifications
• ECDL L1-L3 Awards and Certs

Programmes
• ESFA funding - study programmes

Who’s it for?
• Entry level learners - can support broader curriculum around safeguarding and access to next level of study

Qualifications
• Computer and Online Basics
• Digital Skills Award

Programmes
• ESFA funding - study programmes

Who’s it for?
• ‘Plug’ skills gaps

Qualifications
• Computer and Online Basics
• Digital Skills Award
BCS QUALIFICATION PORTFOLIO

Entry level 3

Digital Skills Award

Computer basics*
Online basics*
Social networking
Digital media
Digital music
Digital photography
Audio and video software

* Compulsory units

Level 1

ECDL Essentials*
ECDL Award
ECDL Certificate

Word processing
Spreadsheets
Presentations
Databases
Improving productivity using IT
IT user fundamentals*
Using internet and email*
IT security for users*
Using collaborative technologies

BCS Level 1 ECDL Certificate
(601/1228/4) flexible

GLH 86
TQT 129

Level 2

ECDL Extra
ECDL Award
ECDL Certificate

Word processing
Spreadsheets
Presentations
Databases
Improving productivity using IT
IT user fundamentals*
Using internet and email*
IT security for users*
Using collaborative technologies

BCS Level 2 (ECDL Award)
(601/0634/7) flexible

GLH 86
TQT 114

Level 3

ECDL Advanced Certificate

Word processing
Spreadsheets
Presentations
Databases
Improving productivity using IT
Project management

GLH: (guided learning hours) supervised time required to teach.
TQT: (total qualification time) the number of hours it would take a typical learner to complete the qualification.

Credits: number of credits awarded to learner for successful achievement of learning outcomes of a qualification or unit.
INDIVIDUALS UNITS FROM BCS

Below is a list of the units which can be taken individually or used to build your own programme of learning. Assessment methods span through automated testing to witness statements forming part of an evidence portfolio. Certificates are issued for individual units successfully completed.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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<tbody>
<tr>
<td>Audio Software</td>
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<tr>
<td>Bespoke Software</td>
<td>✔</td>
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<tr>
<td>Computerised Accounting Software</td>
<td>✔</td>
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<tr>
<td>Data Management Software</td>
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<tr>
<td>Database Software</td>
<td>✔</td>
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<tr>
<td>Design Software</td>
<td>✔</td>
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<td>✔</td>
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<tr>
<td>Desktop Publishing Software</td>
<td>✔</td>
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<tr>
<td>Developing Personal and Team Effectiveness using IT</td>
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<tr>
<td>Drawing &amp; Planning Software</td>
<td>✔</td>
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<tr>
<td>Imaging Software</td>
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<tr>
<td>Improving Productivity using IT</td>
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<td>Internet Safety for IT Users</td>
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<tr>
<td>IT Communication Fundamentals</td>
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<td>IT Security for Users</td>
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<tr>
<td>IT Software Fundamentals</td>
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<tr>
<td>IT User Fundamentals</td>
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<tr>
<td>Multimedia Software</td>
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<tr>
<td>Optimise IT System Performance</td>
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<tr>
<td>Personal Information Management Software</td>
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<tr>
<td>Presentation Software</td>
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<tr>
<td>Project Management Software</td>
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<tr>
<td>Setting up an IT System</td>
<td>✔</td>
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<td>Specialist Software</td>
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<tr>
<td>Spreadsheet Software</td>
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<tr>
<td>Understanding the Potential of IT</td>
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<tr>
<td>Using Collaborative Technologies</td>
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<tr>
<td>Using Email</td>
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<tr>
<td>Using Mobile IT Devices</td>
<td>✔</td>
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<tr>
<td>Using the Internet</td>
<td>✔</td>
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<tr>
<td>Video Software</td>
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<tr>
<td>Website Software</td>
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<tr>
<td>Word Processing Software</td>
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</tbody>
</table>

22% OF PEOPLE DON’T HAVE THE ESSENTIAL DIGITAL SKILLS NEEDED FOR DAY-TO-DAY USAGE OF TECH.

Source: UK Consumer Digital Index 2019

COMING IN 2020 ESSENTIALS DIGITAL SKILLS QUALIFICATIONS

Give your adult learners the digital confidence they need for life and work.

Be 2020 prepared to deliver 4 new digital skills qualifications from BCS.

- Essential Digital Skills for Life (entry level 3)
- Essential Digital Skills for Work (entry level 3)
- Essential Digital Skills for Life (level 1)
- Essential Digital Skills for Work (level 1)

GET ACCREDITED:
01793 417 445
DIGITAL APPRENTICESHIPS

BCS is the end-point assessment organisation for the digital apprenticeship standards and the only one dedicated to the IT and digital industries.

Analyst
• Data Analyst (level 4)
• IS Business Analyst (level 4)

Cyber Security
• Cyber Intrusion Analyst (level 4)
• Cyber Security Technologist (level 4)

Hardware, network, cloud and infrastructure
• Infrastructure Technician (level 3)
• Unified Communications Technician (level 3)
• Unified Communications Trouble Shooter (level 4)
• Network Engineer (level 4)

Software Development
• Software Development Technician (level 3)
• Software Developer (level 4)
• Software Tester (level 4)

Digital Marketing
• Digital Marketer (level 3)

IT sales
• IT Technical Salesperson (level 3)

GET ACCREDITED

BCS is your gateway to deliver all BCS qualifications, including apprenticeships and professional certifications. We are your one-stop shop for digital learning.

Talk to us on +44 (0) 1793 417445
Email: bcssales@bcs.uk
bcs.org/digitalliteracy

bcs.org/apprenticeships