

Digital Functional Skills – Content Mapping

Subject Content Digital Functional Skills September 2023	Location in legacy Edexcel Functional Skills ICT 2010 Specification	Location in Essential Digital Skills 2020 Specification
Entry Level 3		
Using devices and handling information		
1.1 – Know the main features and uses of different types of device	Entry 3	Entry 3
1.2 – Know what an application is and the main types of application software	N/A	Entry 3
1.3 – Apply system settings	N/A	Entry 3
1.4 – Navigate online content to locate required information	Entry 1, Entry 2	Entry 3
1.5 – Carry out searches on the internet	Entry 2, Entry 3	Entry 3
1.6 – Use files to read and store information	N/A	Entry 3
1.7 – Use files and folders to organise and retrieve information	Entry 3	Entry 3
1.8 – Know when there is a problem with a device or software and know the difference between system errors and user errors	N/A	Entry 3
1.9 – Apply a solution to a simple technical problem	N/A	Entry 3
Creating and editing		
2.1 – Use a suitable application to enter, edit and format text	Entry 1, Entry 2, Entry 3	Entry 3
2.2 – Use a suitable application to enter, edit and format graphics	Entry 3	Entry 3
2.3 – Combine different types of information for a given purpose	Entry 2, Entry 3, Level 1, Level 2	Level 1
2.4 – Capture digital media and view in a suitable application	N/A	Entry 3

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Communicating		
3.1 – Create and edit details in a contact list	Entry 3	Entry 3
3.2 Compose and reply to online communications comprising text and other digital content to individual and multiple recipients	Entry 2, Entry 3	Entry 3
3.3 Initiate and participate in a video call	N/A	Entry 3
3.4 Know what is meant by a digital footprint, understand the implications of a digital footprint and know the range of digital activities that leave a digital footprint	N/A	Entry 3
Transacting		
4.1 Complete and submit an online form (including personal details) and comply with data validation	N/A	Entry 3
4.2 – Comply with verification checks to complete an online transaction	N/A	Entry 3
Being safe and responsible online		
5.1 – Understand the need to stay safe and respect others when using the internet and communicating online	Entry 3, Level 1, Level 2	N/A
5.2 – Know simple methods to protect personal information and privacy online	N/A	Entry 3
5.3 – Set up and use security features (including authentication methods) to access devices and online services	Entry 3	Entry 3
5.4 – Understand the benefits of using security software to protect against online risks	N/A	Entry 3
5.5 – Know of and how to minimise the effects of physical stresses that may result from using devices	Entry 1, Entry 2, Entry 3	Entry 3

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Level 1		
Note: the content at Level 1 subsumes and builds upon the content at Entry Level 3 where relevant		
Using devices and handling information		
1.1 Carry out searches on the internet	Level 1, Level 2	Level 1
1.2 Take account of currency, reliability and copyright when selecting information from the internet	Level 1, Level 2	Level 1
1.3 – Understand that search results may include sponsored results or advertisements and be able to recognise these	Level 2	Level 1
1.4 – Carry out searches for files	Level 1, Level 2	
1.5 – Create and use a hierarchical folder structure to organise files and use appropriate file naming convention	Level 1, Level 2	Level 1
1.6 – Save a file on Cloud storage using one device and open it on another device	N/A	N/A
1.7 – Know and be able to appropriately use terminology (including bytes, kilobytes, megabytes, gigabytes, terabytes) describing data storage requirements	N/A	Level 1
1.8 – Know and understand limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times	N/A	Level 1
1.9 – Use online resources to identify solutions to common technical problems and apply the solution	Level 2	Level 1
Creating and editing		

Content Mapping – DFS Entry Level 3 and Level 1 – v2

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2.1 Use suitable applications for a range of purposes and audiences	Level 1, Level 2	Level 1
2.2 – Use appropriate layout conventions for information and audiences	Level 1, Level 2	Level 1
2.3 - Edit an image using an appropriate tool	Level 1, Level 2	Level 1
2.4 – Process numeric data using simple formulae using relative cell references	Level 1, Level 2	Level 1
2.5 – Process numeric data by values in a column	Level 1, Level 2	Level 1
2.6 – Format numeric data	Level 1, Level 2	Level 1
2.7 – Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels	Level 1, Level 2	Level 1
Communicating		
3.1 – Use email for a range of contexts and audiences	Level 1, Level 2	Level 1
3.2 - Use online messages for a range of contents and audiences	Level 1	Level 1
3.3 – Know what steps can be taken to limit a digital footprint	N/A	Level 1
Transacting		
4.1 – Manage account settings for an online service (including personal details, login credentials, marketing and communication preferences)	N/A	Level 1
4.2 – Complete online forms and upload documents or images	N/A	Entry 3 (excluding upload of documents or images)
4.3 – Carry out checks to reduce the risks involved in transactions online	N/A	N/A
Being safe and responsible online		

Content Mapping – DFS Entry Level 3 and Level 1 – v2

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5.1 – Understand key rights under data protection laws and the circumstances where you can request that personal data be rectified or deleted	N/A	Level 1
5.2 – Understand the importance of protecting personal information and privacy online and know methods to do so	Level 1	Level 1
5.3 – Know how to backup files to the Cloud	N/A	N/A
5.4 – Know how to avoid exposure to malware	Level 1, Level 2	Level 1
5.5 - Know of and know how to minimise the effects of health risks that may result from using devices and the internet	N/A	Level 1