

Ascentis **Pre-Entry Level Award** in **Digital Documents** **Overview Specification**



Start Date:	01/05/2022
Review Date:	31/07/2025
Certification Review Date:	31/07/2026

Qualification Overview

This qualification has been developed to align with the National Standard for Essential Digital Skills and acts as precursor to the Ascentis Entry Level Award in Essential Digital Skills for Work and Life (Entry 3) focusing on the underpinning skills required to enable achievement within the 'Creating and Editing' skills statement. This qualification focuses on enabling learners to interact with word processing applications and tools commonly encountered in the workplace and in learning environments. Learners will become competent in the basic creation of digital documentation which will aid them in the pursuit of employment and further study.

There are several features of this qualification that make it very appropriate for its target learners:

- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres
- 1 short mandatory unit to complete
- Can be delivered either as a classroom-based course or as a blended learning programme
- Evidence can be generated within a wide range of organisational contexts allowing the qualification to meet the specific requirements of the learners

Aims

The aims of the qualification are to enable learners:

- To access word processing applications
- Enter text onto a document
- Applying simple formatting to text
- To save, share and print documents

Target Group

This qualification is aimed at a range of learners, including those who have had little interaction or no experience of using word processing applications to create and format documents.

Assessment Method

The mandatory single unit is internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria, internally verified by the centre and then externally verified by Ascentis. Ascentis have devised photocards, and observation records to support the assessment of the qualification.

Rule of Combination

Learners must complete one unit for the Ascentis Pre-Entry Award in Digital Documents. This is a single-unit qualification and certification is given for achieving a pass in the external assessment.

Ascentis Pre-Entry Level Award in Digital Communications			
Title	Level	Credit Value	GLH
Introduction to Digital Documents	Pre-Entry	2	20

Guided Learning Hours (GLH)

The recommended guided learning hours for this qualification is 20.

Total Qualification Time (TQT)

The total qualification time is 20.

Age Range of Qualification

This qualification is suitable for young people aged 14–19 and adult learners.

Contact & Further Information

New Centres please email hello@ascentis.co.uk or call **01524 845046**.

Existing Centres please visit the login area of our website, www.ascentis.co.uk, to view the full specification.

Product Development for enquiries please email development@ascentis.co.uk.