



NCFE Level 1 Digital Functional Skills

Prove the digital skills employers expect: devices and information, documents, online communication, transactions and online safety.

**Study it online.
Finish with a qualification
that is on your record for life.**

WHERE IT SITS

- Entry
- **Level 1**
- Level 2
- Level 3
- Level 4
- Level 5

Level 1

REGULATED LEVEL

100%

ONLINE



Delivered online

Tutor support. Start when you are ready.



Set by NCFE

Taken online under invigilation we arrange.



Awarded by NCFE

Ofqual-recognised. We are approved centre 11001657.



Ask us

For the fee and the next start date.



Start when you are ready

Around 50 guided learning hours; self-paced online study



Tutor support throughout

Questions answered within 2 working days, feedback within 10.



Nothing paid at application

Payment only after you accept an offer.

HOW IT WORKS

From your first unit to your certificate

01

You produce evidence

You prepare with your tutor, then sit the assessments NCFE sets.

02

An assessor marks it

Qualified, and required to show current competence in the sector they assess.

03

The marking is checked

Sampled internally each term, and quality assured by NCFE from outside the school.

04

NCFE certificates you

Claimed through the NCFE portal. Recognised independently of us.

WHAT WE COMMIT TO

Answers, in working days



Within 2 working days

General questions



Within 10 working days of submission

Assessment feedback



Within 1 working day

Technical problems



Within 1 working day

Urgent welfare concerns

Published in DAIS-POL-024 Online Learning and Digital Delivery, and on every qualification page.

GETTING ON

Entry requirements



There are no formal entry requirements for this qualification.



Typically suitable for learners aged 16 and over; also available to pre-16 learners.



An initial assessment is recommended to confirm the appropriate starting level.

THE COST

How paying works

TWO WAYS

Pay in full, which costs less than the published fee, or pay monthly. No interest and no credit agreement, and the payments stop on their own.

THE CURRENT FEE

On the qualification page at dataaischool.com, or ask us and we will tell you. It is not printed here, so nothing in this guide can quote you a price we are no longer charging.

Nothing is paid when you apply. Payment is taken only after you accept an offer, and we confirm the amounts with you first.



How long it takes. Around 50 guided learning hours; self-paced online study

ON THE DAY

What the assessment involves

Functional Skills are assessed by NCFE rather than by us, online and invigilated. We arrange the sitting with you and you take it when your tutor agrees you are ready, so nothing about it should come as a surprise.



Five working days before

You receive a technical checklist by email and on the learning environment: the date and time, the platform and how to log in, what you need, and what to do if something goes wrong.



Checked before, not during

We confirm your NCFE registration and that the platform is working ahead of the sitting, rather than discovering a problem while you are trying to sit it.



An invigilator supervises

Under NCFE and JCQ rules, which are explained to you at the start: no other websites, no notes and no AI tools. Where remote proctoring is used you are told in advance and your consent is recorded.



If your internet fails

That is grounds for special consideration, not a mark against you. Tell us and we deal with it under the policy rather than leaving you to argue for it.

From DAIS-POL-015 Controlled Assessment and DAIS-POL-012 Special Considerations and Reasonable Adjustments, both published in full on our website.

BEFORE YOU START

What you need to take part



Device

Laptop or desktop computer



Operating system

Windows 10 or macOS 10.15 or later



Browser

Google Chrome or Mozilla Firefox, latest version



Internet speed

10 Mbps download and 5 Mbps upload



Webcam

Required for live sessions and identity verification



Microphone

Required for live sessions

Published in DAIS-POL-024, and told to every learner before enrolment.

IN MORE DETAIL

About this qualification

This Level 1 qualification certifies the practical digital skills needed in almost every modern job, following the national Digital Functional Skills standards across five areas: using devices and handling information; creating and editing; communicating; transacting; and being safe and responsible online. Learners work through realistic tasks, managing files, producing documents, emailing and collaborating, completing online forms and purchases, and protecting themselves and their data, delivered 100% online with tutor support. Assessment is through an NCFE-set ...

ASKED BEFORE

Questions people ask

Who awards NCFE Level 1 Digital Functional Skills, and how do I get my certificate?

NCFE Level 1 Digital Functional Skills is awarded by NCFE, an Ofqual-approved awarding organisation, and sits on the Regulated Qualifications Framework (RQF). The qualification number is 610/2808/3. The Data and AI School of London is an NCFE approved centre (Account No. 11001657). We register you ...

How long does NCFE Level 1 Digital Functional Skills take?

This qualification carries 50 guided learning hours. It is studied online at your own pace, so how long it takes in calendar time depends on how much you can commit each week.

What do I need before I can start?

There are no formal entry requirements for this qualification. We assess every applicant individually and will tell you if a different level would suit you better.

The same answers as the qualification page, built from the same record.

NEXT STEP

Apply, or ask us first

Applying costs nothing and commits you to nothing. Eight short steps, no card details and no deposit. We check the qualification suits you and say so if another fits better, and payment is taken only after you accept an offer.

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We reply within 2 working days



Scan for the full details

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