Digital Functional Skills
NCFE Entry Level 3
Curriculum Map: Year 10

AUTUMN TERM

LEARNING AIMS

Digital Functional Skills enables students to gain confidence and fluency in their use of digital knowledge and skills, and develop a positive attitude towards the use of digital skills.

Digital foundation skills

LEARNING AIMS

The start of the course builds a foundation knowledge of digital skills, preparing students for the Entry level content.

Theme 01
Using devices and handling information

LESSON AIMS & ACTIVITIES

Students will:
Understand the features and uses of different devices and know what an application is and the main types of application software.

Be able to apply system settings, navigate online content to locate required information and carry out searches on the internet.

SPRING TERM

LESSON AIMS & ACTIVITIES

Students will:
Be able to read, organise, store and retrieve information.

Know when there is a problem and know the difference between system errors with a device or software; and be able to apply a solution.

Theme 02
Creating and editing

LESSON AIMS & ACTIVITIES

Students will:
Be able to use an application to enter, edit and format text and graphics.

Students will:
Be able to combine different information in a work or real-life context, capture digital media and view it in a suitable application.

Theme 03
Communicating

LESSON AIMS & ACTIVITIES

Students will:
Be able to create and edit details in a contacts list, compose and reply to online communication, initiate and participate in a video call, and know what a digital footprint is.

SUMMER TERM

Theme 04
Transacting

LESSON AIMS & ACTIVITIES

Students will:
Be able to complete and submit an online form and comply with verification checks to complete an online transaction.

ASSESSMENT

Students:
Learners follow an Individual Skills Plan based on diagnostic assessment.

Students will undertake a variety of practical tasks to demonstrate their knowledge and key skills.
Students will undertake sample tests in order to prepare for the assessment in Year 11.