## Digital Functional Skills NCFE Level 1 Curriculum Map: Year 11

**AUTUMN TERM** 

> Students continue to study the content of the **Digital Functional Skills Entry Level 3** specification to the end of the Autumn Term

**LEARNING AIMS** 

Students will:

**Entry Level 3** Theme 05 Being safe and responsible



Students will take the Entry Understand how to stay safe and Level 3 online assessment.

Theme 01

Using

devices and

handling

information

**SPRING** 

**TERM** 

Be able to set up, use security features, and know the benefits of using security software.

protect personal information online.

Students will:

application for a range of purposes and audiences, use and edit an image using an appropriate tool..

Be able to use a suitable appropriate layout conventions,

Theme 02

Creating and editina Students will

Be able to carry out searches on the internet considering currency, reliability and copyright. Carry out searches for files, create and use a folder structure and use an appropriate file naming convention.

Students will be able to save a file on cloud storage and Understand the limitations on file sizes. As well as using online resources to identify solutions to common technical problems

Students will:

Be able to be able to use email and messags for a range of contexts and audiences and know what steps can be taken to reduce a digital footprint.

Students will also be able to process, format and chart numeric data, apply suitable titles and labels.

**SUMMER TERM** 

Students will:

Theme 03

Communicating

be able to manage account settings for an online service, complete and upload online documents and images, and carry out checks to reduce the risks involved with

> Level 1 -Theme 05

Being safe and responsible Students will:

understand key rights under data protection laws and the importance of protecting personal information and privacy online.

**ASSESSMENT** 

Students:

Learners follow an Individual Skills Plan based on diagnostic assessment.

Students will undertake practical tasks to showtheir knowledge and key skills. Students will undertake sample tests in order to prepare for the Level 1 online



Theme 04 Transacting



Students will:

also know how to back up files to the cloud, avoid exposure to malware, and how to minimise the effects of health risks that may result from using devices and the internet.

