

Long Term Plan – Digital Functional Skills

Entry Level 3

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Theme 01 Using devices and handling information 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. Be able to read, organise, store and retrieve information. Also 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 Be able to use an application to enter, edit and format text and graphics. 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 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 Theme 04 Transacting Be able to complete and submit an online form and comply with verification checks to complete an online transaction	Theme 05 Being safe and responsible online Understand how to stay safe and protect personal information online. Will also be able to set up and use security features and know the benefits of using security software. Will also understand the physical stresses that may result from using devices	Learners will have opportunities for revisiting any areas required in preparation for the external examination	
1.1 - Know the main features and uses of different types of devices 1.2 Know what an application (app) is and the main types of application software 1.3 - Be able to apply system settings 1.4 - able to navigate online content to locate required information 1.5 – carry out internet searches 1.6 - use files to read and store information 1.7 - use files and folders to organise and retrieve information 1.8 - Know when there is a problem with a device or software and know the difference between system errors and user errors 1.9 - able to apply a solution to solve a simple technical problem	2.1 - Be able to use a suitable application to enter, edit and format text: word processing, presentation software 2.2 - Be able to use a suitable application to enter, edit and format graphics 2.3 - Be able to combine different types of information for a given purpose, including text, graphics, images 2.4 - Know how to capture digital media and view in a suitable application, including: image and video	3.1 - Be able to create and edit details in a contacts list 3.2 - Be able to compose and reply to online communications comprising text and other digital content to individual and multiple recipients 3.3 - Be able to initiate and participate in a video call 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 4.1 - Be able to complete and submit an online form and comply with data validation 4.2 - Be able to comply with verification checks to complete an online transaction	5.1 - Understand the need to stay safe and respect others when using the internet and communicating online 5.2 - Know simple methods to protect personal information and privacy online 5.3 - Be able to set up and use security features to access devices and online services 5.4 - Understand the benefits of using security software to protect against online risks 5.5 - Know of and know how to minimise the effects of physical stresses that may result from using devices		

Level 1

Theme 01 Using devices and handling information be able to carry out searches on the internet considering currency, reliability and copyright. The learner will also be able to carry out searches for files, create and use a folder structure and use an appropriate file naming convention. The learner 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	Theme 02 Creating and editing Be able to use a suitable application for a range of purposes and audiences, use appropriate layout conventions, and edit an image using an appropriate tool. The learner will also be able to process, format and chart numeric data and apply suitable tiles and labels	Theme 03 Communicating Be able to use email and messages for a range of contexts and audiences and know what steps can be taken to reduce a digital footprint Theme 04 Transacting 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 online transactions	Theme 05 Being safe and responsible online Will understand key rights under data protection laws and the importance of protecting personal information and privacy online. Will also know how to back up files to the cloud, avoid exposure to malware, minimise effects of health risks may result from using devices and the internet	Learners will have opportunities for revisiting any areas required in preparation for the external examination
1.1 - Be able to carry out searches on the internet 1.2 Be able to take account of the following when selecting information from the internet 1.3 - Understand that search results may include sponsored results or advertisements and be able to recognise these 1.4 - Be able to carry out searches for files, including: on file names, on partial file names, on file content 1.5 – Be able to create and use a hierarchical folder structure to organise files and use an appropriate file naming convention 1.6 - Know and understand how to save a file on cloud storage using one device and how to open it on another 1.7 - Know and be able to appropriately use terminology describing data storage requirements 1.8 - Know and understand the 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 1.9 - Be able to use online resources to identify solutions to common technical problems and apply the solution	2.1 - Be able to use suitable applications to enter, edit, format layout and save information for a range of purposes and audiences: word processing, presentation, spreadsheet software 2.2 - Be able to use appropriate layout conventions for information and audiences 2.3 - Be able to edit an image using an appropriate tool 2.4 - Be able to process numeric data using simple formulae up to 2 mathematical operators using relative cell references 2.5 - Be able to process numeric data by values in a column 2.6 - Be able to format numeric data 2.7 - Be able to chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels	3.1 - Be able to use email for a range of contexts and audiences 3.2 - Be able to use online messages for a range of contexts and audiences 3.3 - Know what steps can be taken to limit a digital footprint 4.1 - Be able to manage account settings for an online service 4.2 - Be able to complete online forms and upload documents or images 4.3 - Be able to carry out checks to reduce the risks involved in transactions online	5.1 - Understand key rights under data protection laws and the circumstances where you can request that personal data be rectified or deleted 5.2 - Understand the importance of protecting personal information and privacy online and know the methods to do so 5.3 - Know how to back up files to the cloud 5.4 - Know how to avoid exposure to malware such as worms, trojans and ransomware 5.5 - Know of and know how to minimise the effects of health risks that may result from using devices and the internet	