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

**LEARNING AIMS** 

**AUTUMN TERM** 

Digital **Functional** skills

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.

**LESSON AIMS & ACTIVITIES** 



Students will:

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



Be able to combine different information in a work or reallife context, capture digital media and view it in a suitable application.

**Entry Level 3** Theme 03

Communicating

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 LESSON AIMS & TERM ACTIVITIES** 



**LEARNING AIMS** 

The start of the course builds a foundation knowledge of digital skills,

preparing students for the Entry level content.

**Entry Level 3** 

Theme 02 Creating and editing



**Entry Level 3** 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.

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.

**SPRING TERM** 

**LESSON AIMS & ACTIVITIES** 

**LESSON AIMS & ACTIVITIES** 



**Entry Level 3** Theme 04

Transacting

Students will:

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

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

Students will undertake sample tests in order to prepare for the assessment in Year 11.

