## Digital Functional Skills NCFE Entry 3 & 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 Beina safe and

responsible



Students will take the Entry Level 3 online assessment.

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

Understand how to stay safe and

protect personal information online.

Level 1 Theme 03 Communicating

Students will:

be able to manage

and upload online

account settings for an

online service, complete

documents and images,

and carry out checks to

reduce the risks involved with online transactions.

Students will:

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.

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.

Level 1 Theme 01

**SPRING** 

**TERM** 

Usina devices and handling information

Students will:

Be able to 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.

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

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:

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

Level 1

Theme 02

Creating

and editing

**ASSESSMENT** 

Students:

Learners follow an Individual Skills Plan based on diagnostic assessment.

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

Level 1 Theme 04

Transacting

Level 1 -Theme 05 Being safe and

responsible

the internet.



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



**SUMMER** 

**TERM** 







