

## Essential Digital Literacy skills -Progression from Entry 3 to Level 2

| Entry 3  |  | Level 1  |  | Level 2  |   |
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| Learning Outcome   | The learner needs to know how to:  | Learning Outcome   | The learner needs to know how to:  | Learning Outcome   | The learner needs to know how to:   |
| <b>Digital Responsibility</b>                            |  |  |  |  |   |
| 1. Demonstrate how to interact safely in a digital world | <ul style="list-style-type: none"> <li>Interact safely and appropriately in a digital world in a range of contexts (including using social media, messages, websites and online-transactions)</li> </ul> | 1. Understand the importance of digital responsibility       | <ul style="list-style-type: none"> <li>Outline the risks associated with interacting online</li> <li>Outline how to report inappropriate interactions and/or content</li> <li>Give examples of methods of staying safe in a digital world</li> <li>Outline personal responsibility to others in a digital world</li> </ul> | 1. Understand the importance of digital responsibility in a wide range of digital communities and environments | <ul style="list-style-type: none"> <li>Describe the risks when interacting in a digital environment</li> <li>Describe ways of staying safe in a wide range of digital communities and environments</li> <li>Describe potential consequences of inappropriate or unlawful online activity</li> </ul> |
| 2. Know what is meant by a digital footprint             | <ul style="list-style-type: none"> <li>State what is meant by a digital footprint</li> </ul>   | 2. Be able to work safely in a range of digital environments | <ul style="list-style-type: none"> <li>Use appropriate tools and techniques to work safely in the digital world.</li> <li>Use appropriate language and behaviour</li> </ul>  | 2. Be able to choose the most appropriate tools and techniques to work safely for a specific purpose           | <ul style="list-style-type: none"> <li>Select the most appropriate tools and techniques to work safely for a specific purpose</li> </ul>  |
|  | <ul style="list-style-type: none"> <li></li> </ul>   | 3. Understand how to manage a personal digital footprint     | <ul style="list-style-type: none"> <li>State appropriate methods to manage a digital footprint</li> </ul>  | 3. Be able to review a personal digital footprint  | <ul style="list-style-type: none"> <li>Conduct a review of personal digital footprint</li> </ul>  |

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|  |  |   | <ul style="list-style-type: none"> <li>• Outline how online information can impact on self and others</li> <li>• State the impact of cookies and website tracking</li> </ul>  |  |   |
| <b>Digital Productivity</b>                          |  |   |   |  |   |
| 1. Be able to organise and store digital information | <ul style="list-style-type: none"> <li>• Create basic folder structures to store information</li> <li>• Manage files and folders</li> <li>• Access digital data</li> </ul> | 1. Be able to organise, store, share and protect digital information    | <ul style="list-style-type: none"> <li>• Organise folder structures to store information</li> <li>• Manage files in folders efficiently</li> <li>• Identify methods of securing digital information</li> <li>• Store and access digital data</li> </ul> | 1. Be able to organise, store, share and protect digital information | <ul style="list-style-type: none"> <li>• Construct appropriate folder structures to manage projects and store information</li> <li>• Manage personal and professional files and folders</li> <li>• Identify and evaluate appropriate methods of securing digital information</li> <li>• Store digital information in a systematic way to support easy access</li> </ul> |
| 2. Be able to create and present digital information | <ul style="list-style-type: none"> <li>• Identify digital tools, technologies and techniques to present digital information</li> </ul>                                     | 2. Understand how to maintain devices and resolve common digital issues | <ul style="list-style-type: none"> <li>• Identify a common digital problem and solution</li> <li>• Identify the basic infrastructure of</li> </ul>  | 2. Be able to maintain devices and resolve common digital problems   | <ul style="list-style-type: none"> <li>• Describe the basic configuration of common digital devices</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>Use appropriate formatting techniques to present digital information</li> </ul>   |  | <p>common digital devices and outline issues and simple procedures to resolve these</p>   |  | <ul style="list-style-type: none"> <li>Assess and resolve common digital problems</li> </ul>  |
|   |  | <p>3. Be able to use digital tools and technologies to complete a task</p> | <ul style="list-style-type: none"> <li>Select and use at least one appropriate digital technology and one appropriate digital tool to complete a task or solve a problem</li> </ul>                             | <p>3. Be able to assess, select and use appropriate digital technologies and tools to complete a task or solve a problem</p> | <ul style="list-style-type: none"> <li>Assess and select the most appropriate digital technologies and tools to complete a task or solve a problem</li> <li>Review and evaluate choices</li> <li>Use the selected digital tools and technologies to complete a task or solve a problem</li> </ul> |
| <b>Digital Information Literacy</b>             |  |  |   |  |   |
| <p>1. Be able to select digital information</p> | <ul style="list-style-type: none"> <li>Search for appropriate digital information</li> <li>Identify reliable resources and give reasons why they are reliable</li> </ul> | <p>1. Be able to efficiently search for and save digital information</p>   | <ul style="list-style-type: none"> <li>Use suitable keywords or phrases to search for information to complete a task or solve a simple problem</li> <li>Save the information for efficient retrieval</li> </ul> | <p>1. Be able to efficiently search for, refine, assess and organise digital information</p>                                 | <ul style="list-style-type: none"> <li>Carry out a refined search using appropriate keywords or phrases</li> <li>Assess the digital information for currency, relevance, authority,</li> </ul>  |

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|                                       |  |   |   |  | <p>accuracy and purpose</p> <ul style="list-style-type: none"> <li>• Define the term 'Search Engine Optimisation'</li> <li>• Organise and classify digital information into a structured format to complete a task or solve a problem</li> </ul> |
| 2. Be able to use digital information | <ul style="list-style-type: none"> <li>• Use appropriate digital information to complete a task</li> </ul> | 2. Know why a digital source of information is reliable and relevant  | <ul style="list-style-type: none"> <li>• Give reasons why the located source of information is reliable and relevant</li> <li>• State why search result order does not determine reliability and relevance</li> </ul> | 2. Be able to retrieve and use digital information to complete a task or solve a problem | <ul style="list-style-type: none"> <li>• Retrieve and use digital information which is in a suitable format for a specified target audience to complete a task or solve a problem.</li> </ul>  |
|                                       | <ul style="list-style-type: none"> <li>•</li> </ul>  | 3. Be able to retrieve and use digital information to complete a task | <ul style="list-style-type: none"> <li>• Retrieve and use digital information which is in a suitable format for a target audience</li> </ul>  |  |  |
| <b>Digital Collaboration</b>          |  |   |   |  |  |
| 1. Know how digital collaboration can | <ul style="list-style-type: none"> <li>• Outline how online collaboration and</li> </ul>                   | 1. Understand how digital   | <ul style="list-style-type: none"> <li>• Outline how digital collaborative tools could be used to</li> </ul>  | 1. Understand how digital collaboration can  | <ul style="list-style-type: none"> <li>• Describe how digital collaborative</li> </ul>   |

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| <p>be useful when carrying out a task</p>                                     | <p>communication can be useful when carrying out a task</p> <ul style="list-style-type: none"> <li>List advantages and disadvantages of different methods of online collaboration and communication</li> </ul>                         | <p>collaboration can enhance practice</p>                                 | <p>enhance personal and professional practices</p> <ul style="list-style-type: none"> <li>Identify potential benefits and risks of digital collaborative tools and their use</li> </ul>   | <p>enhance personal and professional practice</p>                   | <p>tools could be used to enhance personal and professional practices</p> <ul style="list-style-type: none"> <li>Describe potential benefits and risks of digital collaborative tools and their use</li> <li>Compare a range of online collaborative tools (at least 3 synchronous and 3 asynchronous)</li> </ul> |
| <p>2. Be able to use appropriate digital tools to collaborate with others</p> | <ul style="list-style-type: none"> <li>Identify and use appropriate synchronous (real time) and asynchronous methods to collaborate and communicate online to complete a task</li> <li>Outline reasons for the methods used</li> </ul> | <p>2. Be able to work effectively and efficiently with a digital team</p> | <ul style="list-style-type: none"> <li>Identify opportunities to collaborate using online tools to complete a task or solve a simple problem</li> <li>Demonstrate effective and efficient synchronous (real time) and asynchronous methods of collaborating with an online team to</li> </ul> | <p>2. Be able to collaborate online effectively and efficiently</p> | <ul style="list-style-type: none"> <li>Identify and assess opportunities to complete a task or solve a problem by using collaborative online tools</li> <li>Select a combination of digital methods of communicating with a team to complete a task</li> </ul>  |

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|  |  |  | <p>complete a task or solve a problem</p> <ul style="list-style-type: none"> <li>Review the selected methods</li> </ul> |   | <p>or solve a problem</p> <ul style="list-style-type: none"> <li>Collaborate online using a range of synchronous and asynchronous digital tools to complete the task or solve the problem</li> <li>Reflect on the collaborative process</li> </ul> |
| <b>Digital Creativity</b>                          |  |  |   |   |  |
| 1. Be able to create a multimedia digital resource | <ul style="list-style-type: none"> <li>Choose appropriate digital tools for a specific purpose</li> <li>Use digital tools creatively to produce a multimedia resource</li> </ul> | 1. Be able to demonstrate how digital creativity can be used to complete tasks | <ul style="list-style-type: none"> <li>Use an appropriate creative digital approach to complete a task</li> </ul>       | 1. Be able to use a range of creative tools and techniques to complete a task | <ul style="list-style-type: none"> <li>Select and use a range of digital creative tools and techniques to produce a multimedia solution for a given task</li> </ul>  |
|  |  | 2. Be able to outline why a specific approach has been used                    | <ul style="list-style-type: none"> <li>Describe the reasons for using the approach, and its creative impact</li> </ul>  | 2. Be able to review creative digital outcomes                                | <ul style="list-style-type: none"> <li>Give the advantages and disadvantages of chosen creative tools and techniques</li> <li>Review the creative decisions made</li> </ul>  |

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|  |  |   |   |  | and their impact upon the outcome/s  |
|  |  | 3. Be able to identify ways in which digital creative processes can help specific audiences | <ul style="list-style-type: none"> <li>Identify how an approach/resource is developed using digital creativity and its potential impact on an audience</li> </ul> | 3. Understand how a digital creative solution can be used to complete a task or solve a problem for a range of audiences | <ul style="list-style-type: none"> <li>Describe how you might use digital creative solutions to complete a task or solve a problem for a range of audiences</li> </ul> |