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

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| **Entry 3** | | **Level 1** | | **Level 2** | |
| 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: |
| **Digital Responsibility** | | | | | |
| 1. Demonstrate how to interact safely in a digital world | * Interact safely and appropriately in a digital world in a range of contexts (including using social media, messages, websites and online-transactions) | 1. Understand the importance of digital responsibility | * Outline the risks associated with interacting online * Outline how to report inappropriate interactions and/or content * Give examples of methods of staying safe in a digital world * Outline personal responsibility to others in a digital world | 1. Understand the importance of digital responsibility in a wide range of digital communities and environments | * Describe the risks when interacting in a digital environment * Describe ways of staying safe in a wide range of digital communities and environments * Describe potential consequences of inappropriate or unlawful online activity |
| 2. Know what is meant by a digital footprint | * State what is meant by a digital footprint | 2. Be able to work safely in a range of digital environments | * Use appropriate tools and techniques to work safely in the digital world. * Use appropriate language and behaviour | 2. Be able to choose the most appropriate tools and techniques to work safely for a specific purpose | * Select the most appropriate tools and techniques to work safely for a specific purpose |
|  |  | 3. Understand how to manage a personal digital footprint | * State appropriate methods to manage a digital footprint * Outline how online information can impact on self and others * State the impact of cookies and website tracking | 3. Be able to review a personal digital footprint | * Conduct a review of personal digital footprint |
| **Digital Productivity** | | | | | |
| 1. Be able to organise and store digital information | * Create basic folder structures to store information * Manage files and folders * Access digital data | 1. Be able to organise, store, share and protect digital information | * Organise folder structures to store information * Manage files in folders efficiently * Identify methods of securing digital information * Store and access digital data | 1. Be able to organise, store, share and protect digital information | * Construct appropriate folder structures to manage projects and store information * Manage personal and professional files and folders * Identify and evaluate appropriate methods of securing digital information * Store digital information in a systematic way to support easy access |
| 2. Be able to create and present digital information | * Identify digital tools, technologies and techniques to present digital information * Use appropriate formatting techniques to present digital information | 2. Understand how to maintain devices and resolve common digital issues | * Identify a common digital problem and solution * Identify the basic infrastructure of common digital devices and outline issues and simple procedures to resolve these | 2. Be able to maintain devices and resolve common digital problems | * Describe the basic configuration of common digital devices * Assess and resolve common digital problems |
|  |  | 3. Be able to use digital tools and technologies to complete a task | * Select and use at least one appropriate digital technology and one appropriate digital tool to complete a task or solve a problem | 3. Be able to assess, select and use appropriate digital technologies and tools to complete a task or solve a problem | * Assess and select the most appropriate digital technologies and tools to complete a task or solve a problem * Review and evaluate choices * Use the selected digital tools and technologies to complete a task or solve a problem |
| **Digital Information Literacy** | | | | | |
| 1. Be able to select digital information | * Search for appropriate digital information * Identify reliable resources and give reasons why they are reliable | 1. Be able to efficiently search for and save digital information | * Use suitable keywords or phrases to search for information to complete a task or solve a simple problem * Save the information for efficient retrieval | 1. Be able to efficiently search for, refine, assess and organise digital information | * Carry out a refined search using appropriate keywords or phrases * Assess the digital information for currency, relevance, authority, accuracy and purpose * Define the term ‘Search Engine Optimisation’ * Organise and classify digital information into a structured format to complete a task or solve a problem |
| 2. Be able to use digital information | * Use appropriate digital information to complete a task | 2. Know why a digital source of information is reliable and relevant | * Give reasons why the located source of information is reliable and relevant * State why search result order does not determine reliability and relevance | 2. Be able to retrieve and use digital information to complete a task or solve a problem | * Retrieve and use digital information which is in a suitable format for a specified target audience to complete a task or solve a problem. |
|  |  | 3. Be able to retrieve and use digital information to complete a task | * Retrieve and use digital information which is in a suitable format for a target audience |  |  |
| **Digital Collaboration** | | | | | |
| 1. Know how digital collaboration can be useful when carrying out a task | * Outline how online collaboration and communication can be useful when carrying out a task * List advantages and disadvantages of different methods of online collaboration and communication | 1. Understand how digital collaboration can enhance practice | * Outline how digital collaborative tools could be used to enhance personal and professional practices * Identify potential benefits and risks of digital collaborative tools and their use | 1. Understand how digital collaboration can enhance personal and professional practice | * Describe how digital collaborative tools could be used to enhance personal and professional practices * Describe potential benefits and risks of digital collaborative tools and their use * Compare a range of online collaborative tools (at least 3 synchronous and 3 asynchronous) |
| 2. Be able to use appropriate digital tools to collaborate with others | * Identify and use appropriate synchronous (real time) and asynchronous methods to collaborate and communicate online to complete a task * Outline reasons for the methods used | 2. Be able to work effectively and efficiently with a digital team | * Identify opportunities to collaborate using online tools to complete a task or solve a simple problem * Demonstrate effective and efficient synchronous (real time) and asynchronous methods of collaborating with an online team to complete a task or solve a problem * Review the selected methods | 2. Be able to collaborate online effectively and efficiently | * Identify and assess opportunities to complete a task or solve a problem by using collaborative online tools * Select a combination of digital methods of communicating with a team to complete a task or solve a problem * Collaborate online using a range of synchronous and asynchronous digital tools to complete the task or solve the problem * Reflect on the collaborative process |
| **Digital Creativity** | | | | | |
| 1. Be able to create a multimedia digital resource | * Choose appropriate digital tools for a specific purpose * Use digital tools creatively to produce a multimedia resource | 1. Be able to demonstrate how digital creativity can be used to complete tasks | * Use an appropriate creative digital approach to complete a task | 1. Be able to use a range of creative tools and techniques to complete a task | * Select and use a range of digital creative tools and techniques to produce a multimedia solution for a given task |
|  |  | 2. Be able to outline why a specific approach has been used | * Describe the reasons for using the approach, and its creative impact | 2. Be able to review creative digital outcomes | * Give the advantages and disadvantages of chosen creative tools and techniques * Review the creative decisions made and their impact upon the outcome/s |
|  |  | 3. Be able to identify ways in which digital creative processes can help specific audiences | * Identify how an approach/resource is developed using digital creativity and its potential impact on an audience | 3. Understand how a digital creative solution can be used to complete a task or solve a problem for a range of audiences | * Describe how you might use digital creative solutions to complete a task or solve a problem for a range of audiences |