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

|  |  |  |
| --- | --- | --- |
| **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
 |