

## Digital Functional Skills Checklist-LEVEL 1

Skills		Objective	I am just starting	Still need practice	I am confident
<b>LEVEL 1</b>  1.Using devices and handling information  Device refers to examples such as desktop, laptop, mobile devices, and smart devices. An appropriate file naming convention refers to naming files in a way that describes or indicates the content or the use of the file, or includes the date and/or time information. Limitations on file sizes when using some services refers to email attachments and file size upload limits. Online resources refers to examples such as online tutorials, FAQs or help facilities.	1.1	Carry out searches on the internet (including use of keywords, exact phrases, search filters).			
	1.2	Take account of currency, reliability and copyright when selecting information from the internet.			
	1.3	Understand that search results may include sponsored results or advertisements, and be able to recognise these.			
	1.4	Understand that search results may include sponsored results or advertisements, and be able to recognise these.			
	1.5	Create and use a hierarchical folder structure to organise files and use an appropriate file naming convention.			
	1.6	Save a file on cloud storage using one device and open it on another device.			
	1.7	Know and be able to appropriately use terminology (including bytes, kilobytes, megabytes, gigabytes, terabytes) describing data storage requirements.			
	1.8	Know and understand limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times.			
	1.9	Use online resources to identify solutions to common technical problems (including when to reinstall an application, change Wi-Fi settings, change a system or software setting) and apply the solution.			
2.Creating and editing Using appropriate layout conventions refers to adopting common conventions, such as text, tables, images and charts, for specific purposes, such as a formal report for managers, an advertisement for consumers or a presentation for colleagues. An appropriate tool for editing refers to a desktop application or an application on a touchscreen device. Simple formulae refers to up to two mathematical operators. Sorting numeric data refers to one criterion. Filtering data refers to one criterion.	2.1	Use suitable applications (including word-processing, document or web presentation software), to enter, edit, format, layout and save information (including text, tables, graphics, charts) for a range of purposes and audiences.			
	2.2	Use appropriate layout conventions for information (including formal and informal communication, presentation, advertisement) and audiences (including familiar, unfamiliar audience).			
	2.3	Edit (including caption, crop, resize, change contrast, change colour balance) an image using an appropriate tool.			
	2.4	Process numeric data using simple formulae (including sum, subtraction, multiplication, division, maximum, minimum, average) using relative cell references			
	2.5	Process (including sort, filter) numeric data by values in a column.			

An appropriate type of chart refers to bar/column charts, pie charts and line graphs.	2.6	Format numeric data (including font sizes, font styles, alignment, cell formatting, merging cells, splitting cells, row height, column width).			
	2.7	Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels (including chart title, axis titles, data legends and data labels).			
3.Communicating Using email or online messages for a range of contexts and audiences refers to common work or real-life scenarios, such as to colleagues at work, the general public, or users of a social media platform.	3.1	Use email for a range of contexts and audiences.			
	3.2	Use online messages (including instant message, text message, social media) for a range of contexts and audiences.			
	3.3	Know what steps can be taken to limit a digital footprint (including use of privacy tools to manage cookies and website tracking, private browsing, restricting GPS information).			
4. Transacting Scope of study Online services refers to examples such as shopping, banking, utilities, government services or media services. Uploading documents or images refers to locating a file and understanding that file sizes may need to be reduced before submitting.	4.1	Manage account settings for an online service (including personal details, login credentials, marketing and communication preferences).			
	4.2	Complete online forms and upload documents or images.			
	4.3	Carry out checks to reduce the risks involved in transactions online (including checking for the padlock next to the URL in the browser, checking if the website appears professional with a legitimate domain name, checking reviews).			
5. Being safe and responsible online Scope of study In understanding key rights under data protection laws, it is not necessary to understand issues of data protection compliance relating to organisations. Health risks resulting from using devices and the internet refers to physical and/or psychological. Minimising these refers to examples such as taking regular breaks, using a wrist rest with a mouse, limiting screen time, avoiding screen time close to bedtime, or reporting cyberbullying.	5.1	Understand key rights under data protection laws (including right to see what personal data organisations hold about you, right to withdraw consent) and the circumstances where you can request that personal data be rectified or deleted.			
	5.2	Understand the importance of protecting personal information and privacy online and know methods to do so (including private browsing, social media settings, settings on a mobile device to restrict or grant GPS location information, using a secondary email address).			
	5.3	Know how to backup files to the cloud.			
	5.4	Know how to avoid exposure to malware (including worms, trojans and ransomware).			
	5.5	Know of and know how to minimise the effects of health risks (including weight gain, decline in physical fitness, poor sleep patterns) that may result from using devices and the internet.			

#### Learning aims and outcomes at Entry Level

Digital FSQs will enable students to initiate and participate in digital and online activities safely in the workplace and other real-life contexts. At this level, digital FSQs should:

- enable 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;

- enable students to develop an appreciation of the importance of digital skills in the workplace and in life generally;
- enable students to demonstrate their knowledge and skills by applying these to complete tasks and activities; and
- provide a basis for further study, work and life.