



Digital Functional Skills and Digital Literacy

Why is the study of Digital Functional Skills and Digital Literacy important?

Today we do not need to go any further than our own home, to see some form of ICT in our lives. Whether it be a computer, Smart TV, Smart watch, an Amazon, Alexa smart speaker or mobile phone, we all have them in some part of our lives. In today's society, people as consumers of ICT, all strive for the one dream – the dream of a connected life. This makes ICT a lifestyle necessity for much of the population. In addition, this lifestyle is changing the way we communicate, increasing the rate of consumerism, and changing how we interact and gather information. No matter how we perceive its presence, there is no denying that it is an important part of our lives and that it is here to stay. Without ICT skills you are at a severe disadvantage when trying to enter the workplace and secure a good job. At Eston, our KS3 curriculum is tailored to meet the needs of our learners where we teach them skills which prepare them for work and life.

We will teach you how to use a computer safely and how to protect yourself from harm. You will learn to use email in a professional way to communicate, send and receive documents. In Unit 1, you will study how to use devices, finding and evaluating information, how to manage and how to store information and also how to identify and solve technical problems. In Unit 2, you will study some computer science units to give you an opportunity to practise computer programming. Programming will help you develop resilience and problem-solving skills. You will also learn that there is not just one, but several ways to tackle a problem. You will learn how the inside of a computer actually works by studying things like the processor, memory and storage. At KS4 you will follow the Level 2 GCSE iMedia course. This is a creative course where you will have the opportunity to create an Interactive product, use Photoshop to create professional looking images and use sound editing software to create and edit a digital sound such as a radio advert. These are all skills relevant to the modern workplace.

Why is the study of Digital Literacy important?

In the ever changing digital world, digital media is the method of choice for people to access information. Digital Literacy is media sector-focused, including film, television, web development, gaming and animation. It is a fantastic hybrid of creative ICT with an underlying theme of media within it. Not only is it about creating suitable products for audience and purpose, but it requires being able to justify decisions as to the reasons for design choices and how they are suitable for their intended user.

Across the study of Digital Literacy you will learn about essential working practices for working in the creative and digital media sector. This includes developing an understanding of the client brief, time frames, deadlines and preparing products that meet the needs of the client. As well as learning how to plan and design a product to meet the brief of a user, you will learn graphics, creating and editing sound, video editing and skills to create interactive products. How we communicate and interact with technology has changed significantly in recent years. Having the skills to create graphics, edit videos and create interactive products is more relevant than ever, and possessing these skills demonstrate a knowledge and ability to communicate effectively in the digital world.

What skills will you learn whilst studying Digital Literacy?

The skills you will learn through Digital Literacy include:

- creating graphics through using a range of tools and techniques using specialist image editing software
- creating graphics that are of an appropriate format for a range of scenarios
- creating and editing sound for a given purpose
- creating interactive products that include graphics, sound, video, animation and navigation

What will you know and understand from your study of Digital Literacy?

- how to use mood boards, visualisation diagrams, storyboards and scripts to design a product.
- how to interpret client requirements and produce plans with timescales to meet these requirements
- the different hardware and software requirements for a range of media products
- what legislation applies to creating digital media products
- what the different formats that are used in media products are used for and when it is appropriate to use them
- how to analyse a range of media products for audience and purpose
- how media products need to be adapted to suitable for a range of different devices
- How connectivity methods affect user experience and how this needs to be considered when designing media products

What types of user interfaces there are and how their design needs to consider house style, layout and ease of use.

What skills will the study of Digital Skills Level 1 teach you?

You are a citizen in this world and you need to know how to solve problems using technology and the key concepts involved in the technology that we have become so dependent on. It will teach you to...

- Demonstrate an understanding of and competency in the essential digital skills required for life and work.
- It will enable learners to engage with digital services and products in everyday life and work.
- Develop resilience by not being afraid of challenges when solving problems, but to break them down and keep trying.
- Be creative in a subject that may not be renowned for it – there is no limit to creativity when you create the solution.
- How to act responsibly online to ensure that you and others stay safe online.
- Work independently and part of a team to solve complex problems.
- Construct reasoned arguments to ethical, social and moral problems that have arisen due to technology and communicate these in an effective way.

How does your study of Digital Literacy support your study in other subjects?

The design principles and the skills you learn in Digital Literacy are directly transferable across all subjects in the curriculum. Digital Literacy is about design concepts and applying these design concepts when creating other documents or products regardless of the subject area. The practical ICT skills that are developed throughout the course will allow you to ensure that when technology is used in other subjects, the end product is of high quality.

How can you deepen your understanding of Digital Literacy?

Digital Literacy is all around us, and taking an interest in the products that you may see on social media such as videos, graphics etc not just for their content but also the underlying design principles around them. Why is a video constructed in the way it is? Why do magazines design and layout their front cover in the way they do? These questions will further deepen your understanding within the subject. Immersing yourself in digital media will certainly help deepen your knowledge and understanding of media products.

How are you assessed in Digital Literacy at KS3?

Assessment will be carried out for each unit of work that you complete. You will be taught a number of skills and given information that you need to know. You will then demonstrate what you have learned through the completion of class assignments or mini projects. There will be an end of unit assessment for each unit. Your teacher will also use your completed work in lessons to make a judgement as to how well you have understood a topic. Your discussion with your teacher as they move around the class will also inform you and your teacher of what you have done well and any areas you need to try and improve. You will also receive feedback in your marked books highlighting what you have done well and points to improve. All of these will be considered by your teacher when completing Praising Stars.

How are you assessed in NCFE LEVEL 1 Digital Functional Skills at KS4?

NCFE Level 1 Digital Functional Skills is assessed through externally set assessments which are externally marked. The purpose of this qualification is to allow learners to demonstrate an understanding of, and competency in, the digital functional skills they need in real life. It will enable learners to engage with digital services and products in everyday life.

Section 1 (knowledge) is an externally marked multiple-choice question paper which is completed under externally assessed conditions. Section 2 (skills) is a task based assessment completed under externally assessed conditions.

Qualification Objectives

To enable learners to initiate and participate in digital and online activities safely in the workplace and other real-life contexts. To provide reliable evidence of a learner's achievements against content that is relevant to the workplace and real life. To provide assessment of a learner's knowledge and skills as well as their ability to apply these in different contexts To provide a foundation for progression into employment or further education and develop skills for everyday life.

Subject Content

Theme 01 - Using devices and handling information

Theme 02 - Creating and editing

Theme 03 - Communicating

Theme 04 - Transacting

Theme 05 - Being safe and responsible online

How can the fundamentals of Digital Literacy and Digital Functional Skills support your future?

In the 21st century, digital technologies go beyond the smartphone in your pocket. Digital technologies touch every aspect of life and business including finance, cutting edge medicine, engineering and entertainment. Even day-to-day physical objects from cars to fridges are becoming digital devices. There are personal, societal and economic benefits to learning these skills and that there needs to be a fundamental literacy in order to be a truly active citizen in modern society. Having an understanding of ICT and being able to use it in a wide range of situations will mean you are able to function in the modern world both at home and at work.

Young people today are said to be the first truly digital generation; a generation that appears to have everything at its fingertips. The wealth of games, pictures, videos, music and books that you can access with very little effort is something that previous generations could only dream of. In the words of Apple, the technology you use "just works".

Except the world doesn't 'just work'; someone needs to build the apps and games that you use. In the UK there is a skills shortage. Few students are developing the skills they need to create the next Facebook. It is vitally important that young people today understand how digital technologies are made and have the ability to then make their own. Armed with these skills you will be very attractive to potential employers and will be able to command a good salary.

How can Digital Literacy support your future?

There are a wide range of ICT & media based courses offered at colleges. Due to Digital skills being more demanded than ever. Digital Skills Digital Literacy being a wide ranging curriculum, this allows for many avenues to be explored into higher and further education. There are a vast range of courses offered at university that target digital Skills, either through the production, design or publicising through this media.

Careers that the student of Digital Literacy supports include:

- Secondary School Teacher
- Web designer
- Graphics design
- Video production
- Social media publicist
- Media Marketing Director

CURRICULUM PROGRESSION PATHWAY FOR ICT AT OUTWOOD ACADEMY ESTON

	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11
Autumn 1	ICT Project – Presentations Digital Literacy	Computer Crime and Cyber Security -working safely in the digital age	TBC – will link to new course content once finalised.	NCFE Digital Functional Skills Using devices and handling information Carry out searches on the internet considering	NCFE Digital Functional Skills Using devices and handling information Carry out searches on the internet considering currency, reliability and copyright. Carry out searches for files, create and use a folder

				<p>currency, reliability and copyright.</p> <p>Save a file on cloud storage and understand the limitations on file sizes.</p>	<p>structure and use an appropriate file naming convention.</p> <p>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.</p>
Autumn 2	Using Computers Safely, effectively and responsibly	Computing Theory – Input output, process, storage, CPU, FDE cycle, Binary	TBC – will link to new course content once finalised.	<p>Creating and Editing</p> <p>Use a suitable application for a range of purposes and audiences.</p>	<p>Creating and Editing</p> <p>Use a suitable application for a range of purposes and audiences, use appropriate layout conventions, and edit an image using an appropriate tool. Process, format and chart numeric data and apply suitable tiles and labels.</p>
Spring 1	Business Documents and Photoshop	<p>TBC – will link to new course content once finalised.</p> <p>Small Basic – sequencing, loops, variables, conditions</p>	TBC – will link to new course content once finalised.	<p>Communicating</p> <p>Use email and messages for a range of contexts and audiences.</p>	<p>Communicating</p> <p>Use email and messages for a range of contexts and audiences and know what steps can be taken to reduce a digital footprint.</p>
Spring 2	Computing Number Systems	Programming - Python	TBC – will link to new course content	Transacting	<p>Transacting</p> <p>Manage account settings for an online service,</p>

	<p>Micro:bit - text based programming</p> <p>TBC – will link to new course content once finalised.</p>	<p>TBC – will link to new course content once finalised.</p>	<p>once finalised.</p>	<p>Manage account settings for an online service, complete and upload online documents and images.</p>	<p>complete and upload online documents and images, and carry out checks to reduce the risks involved with online transactions.</p>
Summer 1	<p>Micro:bit - text based programming</p> <p>TBC – will link to new course content once finalised.</p>	<p>Programming - Python</p> <p>TBC – will link to new course content once finalised.</p>	<p>TBC – will link to new course content once finalised.</p>	<p>Being safe and responsible online</p> <p>Understand key rights under data protection laws and the importance of protecting personal information and privacy online.</p>	<p>Being safe and responsible online</p> <p>Understand key rights under data protection laws and the importance of protecting personal information and privacy online. Know how to back up files to the cloud, avoid exposure to malware, and minimise the effects of health risks that may result from using devices and the internet.</p>
Summer 2	<p>ICT Project – Spreadsheets Digital Literacy</p>	<p>TBC – will link to new course content once finalised.</p>	<p>TBC – will link to new course content once finalised.</p>	<p>Being safe and responsible online</p> <p>Know how to back up files to the cloud, avoid exposure to malware, and minimise the effects of health risks that may result from using devices and the internet.</p>	<p>Recap of all. External Assessment.</p>

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