

Essential Digital Skills

Professional development programme
to support teachers and trainers








**EDUCATION & TRAINING
FOUNDATION**

#EnhanceEDS

Self-assessment tool

Training events and online modules

 Using devices & handling information	 Creating and editing	 Communicating	 Transacting	 Being safe and responsible online
<p>Using devices</p> <ul style="list-style-type: none"> ▶ Devices ▶ Software and settings ▶ Keeping systems up to date <p>Finding and evaluating information</p> <ul style="list-style-type: none"> ▶ Navigating content ▶ Searching online ▶ Effective search techniques ▶ Evaluating relevance and validity of findings <p>Managing and storing information</p> <ul style="list-style-type: none"> ▶ Managing information: using folders and files ▶ Data storage and transfer ▶ Cloud storage <p>Dealing with technical problems</p> <ul style="list-style-type: none"> ▶ Resolving basic technical problems ▶ Resolving further technical problems ▶ Using online support to develop digital skills <p>+ Teaching exemplars + Scenarios + Guidance</p>	<p>Creating and editing documents</p> <ul style="list-style-type: none"> ▶ Entering and editing information into documents ▶ Formatting text ▶ Formatting and layout <p>Working with digital media 1</p> <ul style="list-style-type: none"> ▶ Capture and save images ▶ Capture and save sound ▶ Capture and save video <p>Working with digital media 2</p> <ul style="list-style-type: none"> ▶ Edit and enhance an image ▶ Editing video segments <p>Processing numerical data</p> <ul style="list-style-type: none"> ▶ Entering and editing numerical data ▶ Working with numerical data ▶ Creating charts <p>+ Teaching exemplars + Scenarios + Guidance</p>	<p>Communicating and sharing 1</p> <ul style="list-style-type: none"> ▶ Creating, editing and using contacts ▶ Sending and receiving online communications ▶ Making video calls <p>Communicating and sharing 2</p> <ul style="list-style-type: none"> ▶ Modes of online communication ▶ Using social media ▶ Online communication and audience <p>Managing traceable online activities</p> <ul style="list-style-type: none"> ▶ Online activity and digital footprint ▶ Implications of a digital footprint ▶ Managing online identity <p>+ Teaching exemplars + Scenarios + Guidance</p>	<p>Using online services</p> <ul style="list-style-type: none"> ▶ Completing a form for online services ▶ Online transactional services ▶ Managing online accounts <p>Buying online 1</p> <ul style="list-style-type: none"> ▶ Online payment methods ▶ Making online payments <p>Buying online 2</p> <ul style="list-style-type: none"> ▶ Comparing online buying options ▶ Buying safely: scam sites ▶ Buying safely: seller credentials <p>+ Teaching exemplars + Scenarios + Guidance</p>	<p>Protecting privacy</p> <ul style="list-style-type: none"> ▶ Protecting your personal information ▶ Protecting identity and privacy online ▶ Rights and remedies <p>Protecting data (risks)</p> <ul style="list-style-type: none"> ▶ Online risks and threats to devices and data ▶ Basic techniques for protecting devices and data ▶ Further techniques for protecting devices and data <p>Being responsible online</p> <ul style="list-style-type: none"> ▶ Behaving responsibly online ▶ Being legal: behaving lawfully online <p>Digital wellbeing</p> <ul style="list-style-type: none"> ▶ Avoiding harm ▶ Promoting wellbeing <p>+ Teaching exemplars + Scenarios + Guidance</p>
Synoptic module: Teaching and learning for being online			Synoptic module: Teaching and learning for using digital devices	

Communities of practice