

Entry Level 3 – Programme of Study Linked to Assessment Objectives	Level 1 – Programme of Study Linked Assessment Objectives
Assessment Objectives (AOs): <ol style="list-style-type: none"> 1. Using Devices and Handling Information 2. Creating and Editing 3. Communicating 4. Transacting 5. Being Safe and Responsible Online 	Assessment Objectives (AOs): <ol style="list-style-type: none"> 1. Using Devices and Handling Information 2. Creating and Editing 3. Communicating 4. Transacting 5. Being Safe and Responsible Online

Digital Functional Skills Specification 2023

ICT – PROGRAMME OF STUDY – KS4		
	Entry Level 3 Programme of Study	Level 1 Programme of Study
Prior Learning	Prior Learning AO1, AO5 Basic understanding of digital devices (e.g., computers, tablets). Familiarity with basic digital tasks (e.g., typing, using a mouse). Introduction to internet safety and basic online activities.	Prior Learning AO1, AO2, AO5 Competence in basic digital tasks (e.g., creating and saving documents, using email). Understanding of internet safety and basic online etiquette. Familiarity with basic software applications (e.g., word processors, web browsers).
Taught Knowledge & skills	Taught Knowledge & Skills AO1–AO5 Initiating and participating in digital and online activities safely. Using digital devices to complete simple tasks (e.g., creating documents, sending emails). Understanding and using basic digital terminology. Navigating digital interfaces and using basic software applications. Recognizing and responding to common digital threats (e.g., phishing, malware).	Taught Knowledge & Skills AO1–AO5 Using digital devices to complete a range of tasks (e.g., creating presentations, managing files). Applying digital skills in real-life contexts (e.g., online shopping, banking). Understanding and using more advanced digital terminology. Troubleshooting common digital issues. Recognizing and mitigating digital threats (e.g., secure passwords, avoiding scams).
Subsequent learning	Subsequent Learning AO1–AO3 Enhanced ability to use digital devices independently. Improved confidence in participating in online activities. Readiness for more advanced digital tasks and learning at Level 1.	Subsequent Learning AO1–AO5 Enhanced digital literacy and confidence in using technology. Ability to apply digital skills in various contexts (e.g., workplace, personal life). Readiness for further digital learning and more complex tasks.

Broken down into each qualification below:

ICT – PROGRAMME OF STUDY – KS4 - Entry Level 3 Programme of Study					
	Using Devices and Handling Information	Creating and Editing	Communicating	Transacting	Being Safe and Responsible Online
Prior Learning	<p>Basic familiarity with digital devices (e.g. tablets, laptops, phones).</p> <p>Awareness of common device uses (e.g. watching videos, playing games).</p> <p>Some experience using the internet and basic apps. Introduction to safe use of technology (e.g. asking for help, recognising pop-ups).</p>	<p>Basic familiarity with typing letters and numbers.</p> <p>Experience using simple drawing or writing apps (e.g. Paint, Notes).</p> <p>Awareness of inserting pictures or emojis into messages or documents.</p> <p>Some exposure to taking photos or screenshots on a device.</p>	<p>Basic experience using messaging apps or email with support.</p> <p>Familiarity with video calling tools (e.g. FaceTime, WhatsApp, Teams).</p> <p>Awareness of online communication etiquette (e.g. saying hello, taking turns).</p> <p>Some understanding that online actions can be seen by others.</p>	<p>Basic experience entering personal details into simple forms (e.g. name, birthday).</p> <p>Awareness of online activities like booking appointments or shopping with adult support.</p> <p>Some understanding of personal information and the need to keep it safe.</p>	<p>Basic understanding that personal information should be kept private.</p> <p>Awareness of kind and unkind behaviour online.</p> <p>Some experience using passwords or asking for help with logins.</p> <p>Familiarity with antivirus pop-ups or warnings on devices.</p>
Taught Knowledge & skills	<p> Device Types and Features Identify and compare devices: desktop, laptop, mobile, wearable, smart devices. Understand input/output features: keyboard, touchscreen, mouse, microphone, camera, monitor, speaker, printer. Recognise connectivity types: wired, Wi-Fi, Bluetooth.</p> <p> Applications and Software Understand what an application is. Use common applications: email, web browsers, word</p>	<p> Text Entry and Formatting Use word processing or presentation software to: Enter and edit text and numbers (including currency and date/time). Select, copy, cut, and paste text. Format text using:</p> <ul style="list-style-type: none"> • Font style (bold, underline, italics) • Font size and colour • Text alignment (left, right, centre, justified) • Bullets and numbered 	<p> Managing Contacts Create new contacts in a digital address book. Edit existing contact details (e.g. name, email, phone number).</p> <p> Composing and Replying to Emails Compose and send emails with:</p> <ul style="list-style-type: none"> • To, Subject, Message, Greeting, Closing • Reply and Reply All functions. • Attach files (documents, images, videos). 	<p> Completing Online Forms Understand the purpose of online forms:</p> <ul style="list-style-type: none"> • Registrations, service requests, bookings, enquiries, purchases. • Enter personal details accurately: • Name, address, phone number, email, payment details. <p>Recognise and follow data validation rules: Required fields (e.g. cannot leave blank). Correct data formats (e.g.</p>	<p> Online Safety and Respect Understand common online risks:</p> <ul style="list-style-type: none"> • Phishing, pharming, malware, shoulder surfing, unauthorised access. • Risks from links in unsolicited emails or pop-ups. • Recognise consequences of unsafe behaviour: • Hacked devices, stolen data, fraud, identity theft. <p>Respect others online: Use appropriate language.</p>

<p>processors, presentation tools, mobile apps (e.g. social media, news, entertainment). Recognise the purpose of security applications.</p> <p> System Settings Adjust display (brightness, resolution), sound, and Wi-Fi settings.</p> <p>Use accessibility tools (e.g. magnifier, screen reader, voice control).</p> <p>Set time and language preferences.</p> <p> Navigating and Searching Online Use menus, hyperlinks, and browser controls (back, forward, bookmarks). Enter search terms and keywords to find specific content (information, images, videos).</p> <p> File Handling and Organisation Create, open, read, edit, and save files. Organise files and folders: locate, rename, download. Understand storage types: local (hard drive, USB), remote (cloud).</p> <p> Troubleshooting and Problem Solving Recognise system errors (e.g. crashing, freezing, no internet) vs. user errors (e.g. wrong login, no sound). Apply basic solutions: restart, check connections, adjust settings, verify login details.</p>	<p>lists</p> <p> Graphics Entry and Formatting Insert and edit graphics (images, diagrams, photos) into documents or slides. Format graphics by adjusting: Position Size</p> <p> Combining Information Combine text and graphics for a clear purpose in real-life contexts: Posters, flyers, menus, invitations, leaflets Presentations (e.g. adding slides, backgrounds, animations)</p> <p> Capturing and Viewing Digital Media Capture and insert digital media using: Screenshots Device camera Downloads (images or videos) View media in appropriate applications (e.g. gallery, video player, document viewer)</p>	<ul style="list-style-type: none"> • Send emails to individuals and groups. <p> Participating in Video Calls Initiate and join one-to-one video calls. Use key features: Mute/unmute microphone Turn camera on/off Raise hand Use chat/messaging Apply background effects</p> <p> Understanding Digital Footprints Know what a digital footprint is and how it's created: Social media activity (posts, photos, comments) Web searches and browsing history Emails and online reviews Understand implications: Positive: visibility to employers, personalised content Negative: reduced privacy, data security risks, reputational impact</p>	<p>numbers, dates).</p> <p>Double entry for confirmation (e.g. passwords, emails).</p> <p><input checked="" type="checkbox"/> Verification Checks Understand and complete verification steps: Entering a one-time passcode (OTP). Confirming email addresses. Completing CAPTCHA challenges.</p>	<p>Avoid trolling, offensive behaviour, and harassment. Consider others' opinions.</p> <p> Protecting Personal Information and Privacy Identify personal information (e.g. name, DOB, address, bank details). Use safe practices: Look for padlock symbol and "https://" in URLs. Share data only when necessary. Keep social media profiles private. Use strong, unique passwords. Avoid sharing passwords.</p> <p> Setting Up Security Features Use and understand: Strong passwords (mix of characters, no personal info). Biometrics (fingerprint, face, voice). PIN codes, pattern unlocks, screen locks. Use authentication methods: One-time passcodes (OTP). Multifactor authentication (e.g. password + OTP or biometrics).</p> <p> Using Security Software Understand benefits of: Antivirus software (detects/removes threats).</p>
--	---	---	--	--

					<p>Firewalls (blocks unauthorised access).</p> <p>👤 Minimising Physical Stress</p> <p>Recognise physical risks: Poor posture, eye strain, RSI, headaches.</p> <p>Apply good practice: Adjust screen height and distance.</p> <p>Use ergonomic furniture and wrist supports.</p> <p>Ensure good lighting.</p> <p>Take regular breaks.</p>
Subsequent learning	<p>Confident use of a range of digital devices and applications.</p> <p>Ability to troubleshoot basic technical issues independently.</p> <p>Readiness to apply digital skills in real-life contexts (e.g. school, home, work).</p> <p>Foundation for progressing to Level 1 digital skills or vocational IT qualifications.</p>	<p>Confidently create and format documents and presentations for real-life use.</p> <p>Ability to combine text and images to communicate clearly.</p> <p>Readiness to apply digital content creation skills in school, home, or community settings.</p> <p>Foundation for progressing to Level 1 digital content creation and editing.</p>	<p>Confident use of email and video communication tools.</p> <p>Ability to manage digital identity and understand online consequences.</p> <p>Readiness to communicate effectively in educational, social, and work-related contexts.</p> <p>Foundation for progressing to Level 1 digital communication skills.</p>	<p>Confidently complete and submit online forms for real-life purposes.</p> <p>Understand and comply with data validation and verification processes.</p> <p>Increased independence in managing online transactions (e.g. booking, purchasing).</p> <p>Foundation for Level 1 digital transacting skills and safe online behaviour.</p>	<p>Increased confidence in navigating the internet safely.</p> <p>Ability to protect personal data and devices.</p> <p>Respectful and responsible online behaviour.</p> <p>Readiness for Level 1 digital safety and responsible use of technology.</p>

ICT – PROGRAMME OF STUDY – KS4 - Level 1 Programme of Study					
	Using Devices and Handling Information	Creating and Editing	Communicating	Transacting	Being Safe and Responsible Online
Prior Learning	Confident use of basic digital devices (desktop, laptop, mobile).	Confident use of basic word processing and presentation tools.	Confident use of basic email and messaging tools. Awareness of appropriate	Experience completing basic online forms and making simple online purchases.	Awareness of online risks and basic safety practices (e.g. passwords, privacy settings).

	Familiarity with simple file handling, internet browsing, and basic search techniques. Awareness of online safety and basic troubleshooting.	Familiarity with entering and formatting text and images. Some experience with spreadsheets and basic numeric data entry. Awareness of audience and purpose in digital communication.	online behaviour and digital etiquette. Some understanding of privacy settings and digital identity.	Awareness of personal information and the need to keep it secure. Familiarity with uploading files and using login credentials.	Experience using antivirus software or being warned about suspicious links. Some understanding of the importance of posture and screen time.
Taught Knowledge & skills	<p> Internet Searching and Information Selection Use search engines and internal website search tools. Apply effective search techniques: Keywords, exact phrases, filters, refining results. Evaluate information for: Currency (check publication dates). Reliability (https, source quality, cross-checking). Copyright (acknowledging sources, licensing, permissions).  Recognising Sponsored Content Identify sponsored results and advertisements in search engine results. Understand their placement and purpose.</p> <p> File Searching and Organisation Search for files using: Full or partial names, file content, file type. Create and manage hierarchical folder structures: Use parent and subfolders.</p>	<p> Using Applications for Purpose and Audience Use word processing and presentation software for: Posters, flyers, menus, invitations, forms, tables, charts. Enter and edit: Text, tables, graphics, numbers (whole, decimal, currency), charts. Format content: Fonts, colours, alignment, spacing, borders, layout (portrait/landscape). Text wrap, image positioning, table formatting (merge cells, shading).</p> <p> Layout Conventions Apply appropriate layout styles for: Formal/informal communication. Different audiences (work, everyday life). Formats: presentations, leaflets, forms, menus,</p>	<p> Using Email in Context Compose and manage emails for different audiences: Work: colleagues, customers, external contacts, the public. Personal: friends, family, everyday tasks. Use email features: To, Cc, Bcc, Subject, Message body. Greeting and closing. Attachments (documents, images, etc.). Automated signatures.</p> <p> Using Online Messaging Communicate using: Instant messaging, text messaging, social media messaging. Apply appropriate tone and format for: Work and personal contexts. Use messaging features: New message, reply, forward, attachments.</p> <p> Managing Digital Footprint Understand how to limit digital footprint: Use privacy settings and private browsing. Manage cookies and tracking.</p>	<p> Managing Online Accounts Manage account settings for services such as: Online shopping, banking, utilities, government services, media platforms. Update and maintain: Personal details (name, contact info, DOB). Login credentials (username, password). Marketing and communication preferences: Opt in/out of offers. Save payment details securely. Choose preferred contact method (email, phone, text, post).</p> <p> Completing Forms and Uploading Files Complete online forms accurately. Upload documents or images by: Locating the correct file.</p>	<p> Data Protection and Rights Understand key rights under data protection laws: Lawful processing, data minimisation, accuracy, retention, protection. Right to access, rectify, delete (right to be forgotten), withdraw consent. Know when to request data correction or deletion: If data is inaccurate or incomplete.</p> <p> Protecting Personal Information and Privacy Importance of protecting personal data: Prevent theft, fraud, and misuse. Methods to protect privacy: Use strong passwords and multiple email addresses. Manage app permissions (e.g. location, camera). Use private browsing and block unwanted</p>

	<p>Apply clear naming conventions (e.g. topic, date, version).</p> <p> Cloud Storage and Cross-Device Access Save files to cloud storage from one device and access them on another (e.g. desktop to mobile).</p> <p> Understanding Data Storage Know and use terminology: Byte, KB, MB, GB, TB. Understand storage requirements and limitations.</p> <p> File Size and Compression Recognise file size limits in online services (e.g. email attachments). Understand benefits of file compression: Saves space, speeds up transfers, bypasses upload limits.</p> <p> Troubleshooting with Online Resources Identify common technical problems: Wi-Fi issues, login failures, software errors, printing problems. Use online resources (tutorials, forums, FAQs) to: Adjust settings, reinstall apps, fix connectivity issues.</p>	<p>invitations.</p> <p> Image Editing Use tools to: Crop, resize, adjust contrast/colour. Add captions, reposition images.</p> <p> Processing Numeric Data Use spreadsheets to: Apply simple formulae (add, subtract, multiply, divide). Use functions: SUM, MIN, MAX, AVERAGE. Replicate formulae using relative cell references.</p> <p> Sorting and Filtering Data Sort numeric data using one criterion. Filter data using one criterion while maintaining data integrity.</p> <p> Formatting Numeric Data Format cells for: Number, currency, date, percentage. Font, alignment, row/column size, labels, borders, shading, orientation.</p> <p> Creating Charts Create and format: Bar/column charts, pie charts, line graphs. Apply: Titles, axis labels, legends, data labels. Use data from:</p>	<p>Avoid oversharing personal information. Unsubscribe from mailing lists. Delete old social media accounts and posts. Adjust location/GPS settings.</p>	<p>Understanding and managing file size limitations. Reducing file size if needed (e.g. compressing images).  Reducing Online Transaction Risks Identify secure websites: Look for padlock symbol and “https://” in the URL. Evaluate website professionalism: Correct spelling and domain name. Valid contact details and business address. Good grammar and verifiable statements. Consistent, positive reviews across platforms.</p>	<p>communications. Leave group chats, remove tags, unsubscribe from mailing lists.</p> <p> Backing Up Files Understand and use: Automatic cloud backups. Manual cloud backups.</p> <p> Avoiding Malware Recognise types of malware: Worms, trojans, ransomware. Prevent exposure by: Installing and updating antivirus/antimalware software. Enabling “on access” scanning. Avoiding suspicious links and downloads.</p> <p> Minimising Health Risks Understand risks from device use: Poor posture, RSI, eye strain, fatigue, addiction, poor sleep. Apply healthy practices: Use ergonomic furniture and lighting. Take regular breaks, limit screen time, maintain sleep hygiene. Report cyberbullying and maintain social interaction.</p>
--	---	--	--	--	---

		<p>Contiguous and non-contiguous ranges.</p> <p>Place charts in:</p> <p>Existing or new worksheets.</p>			
Subsequent learning	<p>Confident, independent use of digital tools for research, file management, and troubleshooting.</p> <p>Ability to evaluate and manage digital content responsibly.</p> <p>Readiness for Level 2 digital skills or workplace-based IT tasks.</p>	<p>Confident use of digital tools to create, edit, and present information.</p> <p>Ability to tailor content for different audiences and purposes.</p> <p>Readiness for Level 2 digital skills or workplace-based digital tasks.</p> <p>Strong foundation in document, image, and data handling for real-life contexts.</p>	<p>Confident and appropriate use of digital communication tools in varied contexts.</p> <p>Ability to manage digital identity and privacy effectively.</p> <p>Readiness for Level 2 communication tasks or workplace digital communication.</p>	<p>Confident and secure use of online services for transactions.</p> <p>Ability to manage digital accounts and protect personal data.</p> <p>Readiness for Level 2 digital transacting tasks or real-world applications (e.g. job applications, banking, service management).</p>	<p>Confident and responsible use of digital tools and services.</p> <p>Ability to manage personal data and digital wellbeing.</p> <p>Readiness for Level 2 digital safety and responsible use in work and life contexts.</p>