



# Entry Level Essential Digital Skills Mapping Document



## Entry Level Basic Digital Skills Mapping

		Beginner / Entry Level	Qualification/Unit mapping
<b>Handling Information</b>			
1	Finding and evaluating information	Navigate online content using hyperlinks, menus and other navigation elements to locate required information; carry out searches to find information and content, including searching on attributes.	Online Basics (U/601/2149)
2	Managing and storing information	Open, read and save information from/to a file using appropriate naming conventions; work with files and folders to store, organise and retrieve information using local and remote storage.	Digital Photography (A/506/3553) Computer Basics (T/505/4110)
3	Identifying and solving technical problems	Recognise when a technical problem has been encountered, solve simple technical problems, and seek assistance when unable to solve a technical problem.	Coming Soon!
<b>Creating and editing digital content</b>			
4	Creating and editing documents	Use a suitable application to enter, edit and format information (including text, numbers and graphics).	Computer Basics (T/505/4110)
5	Creating and editing digital media	Capture and save images, sound and video.	Digital Photography (A/506/3553)
6	Processing numerical data	N/A	N/A
<b>Communicating</b>			
7	Communicating, collaborating and sharing	Manage and use contacts when sending and receiving online communications comprising text and other digital content to individual or multiple recipients; initiate and participate in a video call.	Online Basics (U/601/2149)
8	Managing traceable online activities	Identify the types of digital activities that leave a 'digital footprint' and understand the implications.	Coming Soon!

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Transacting			
9	Engaging with online transactional services securely	Complete and submit an online form, including understanding and complying with verification checks.	Coming Soon!
10	Buying securely online	Demonstrate how to buy an item/service online using a chosen method of online payment.	Coming Soon!
Being safe and responsible online			
11	Protecting privacy	Identify situations where personal information may be stored by devices and online activity; identify and demonstrate simple methods to protect personal information and privacy.	Awareness of Social Networking (Y/506/3561)
12	Protecting data	Be aware of online risks and threats; identify and demonstrate use of simple methods to protect a device and data from online risks and threats.	Online Basics (U/601/2149)
13	Protecting data	Configure and use secure ways, to access devices and online services.	Online Basics (U/601/2149)
14	Protecting data	N/A	N/A
15	Being responsible online	Know how to report concerns with online content.	Awareness of Social Networking (Y/506/3561)
16	Digital wellbeing	Recognise and minimise the effects of physical stresses of being online.	Coming Soon!