

Unit Title:	Know the basics of using digital technologies
OCR unit number:	1
Level:	Entry level 3
Guided learning hours:	30
Unit reference number:	K/507/2751

Unit aim and purpose

Digital technology is moving fast and you need to keep up to date with it.

You will learn about the nature of the internet, how the information is kept there and how you can find information. You will learn that there are safe and unsafe ways of using the internet.

Your personal details and some information others share with you (e.g. employer, family, friends) are very important and could be misused by other people online, so you will learn how to stay safe online. You will learn how to keep information secure when using digital devices and to create and use passwords to protect yourself and information.

You will learn about digital devices including computers, laptops, touch-screen tablets and smart phones. You will learn about how to use these devices safely in the workplace or at home. You will learn about the things software can do.

You will build confidence ready to use these devices to do the tasks that are needed in a job and life in general. You will use what you learn here to help you in completing the other units you choose to do and will become a confident and independent digital IT user.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
1. Know how to use the Internet at home and work	1.1 identify everyday uses of the Internet 1.2 identify how to select online information	<ul style="list-style-type: none"> • Identify everyday uses of the Internet: <ul style="list-style-type: none"> - for finding & sharing information, research, social networking, shopping, banking, blogs, cloud computing - online applications (e.g. driving licence, road tax), email, Instant Messaging, VoIP, uploading documents • Identify how to select online information: <ul style="list-style-type: none"> - how information is posted on the internet - how search engines work (i.e. how they return results from a search – keywords, advertisements) - validity of information - reliability of information

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
	1.3 identify acceptable conduct when using the Internet	<ul style="list-style-type: none"> (e.g. domain names) - currency of information - bias of information • Identify acceptable conduct when using the Internet: <ul style="list-style-type: none"> - acceptable: netiquette, appropriate use of language, appropriate use of emoticons, confidentiality, copyright, data protection - unacceptable: computer misuse, cyberbullying (CEOP), plagiarism
2. Know how to navigate the Internet for a given purpose	2.1 identify search criteria to use in a search engine to find information 2.2 identify web based navigation tools	<ul style="list-style-type: none"> • Identify search criteria to use in a search engine to find information: <ul style="list-style-type: none"> - keywords, quotation marks, logical operators (AND, OR, NOT) • Identify web based navigation tools: <ul style="list-style-type: none"> - URL(s), browser, websites, webpages, links, hotspots, favourites or bookmarking, back, forward, refresh, history, home, find, stop, menus, search boxes, browsing tabs
3. Know how to work safely and securely when using IT	3.1 identify how to keep information secure	<ul style="list-style-type: none"> • Identify how to keep information secure: <ul style="list-style-type: none"> - user accounts, passwords, PINs - security software (e.g. anti-virus, anti-spyware, firewall) - dealing with phishing emails - device locks - backup and restore data - file synchronization - file management (i.e. create new, open existing, save using meaningful file and folder names, save as, copy, delete, recycle bin, rename, move, file

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
	<p>3.2 identify good practice when using passwords</p> <p>3.3 identify how to be safe online</p> <p>3.4 identify safe working practices</p>	<p>types, file size, save at regular intervals), cloud</p> <ul style="list-style-type: none"> • Identify good practice when using passwords: <ul style="list-style-type: none"> - strength of passwords - keeping passwords secure - changing passwords - using different passwords • Identify how to be safe online: <ul style="list-style-type: none"> - keep online information to a minimum - privacy and security settings - respect others - wireless hub/router security - use of public WiFi, - check website security settings (e.g. padlock symbol, HTTPS) - use security protocols (eg security questions, card security number) - limit personal and financial information - block "friend" requests - ignore "pop-ups" - identify copycat websites - controlling clickstream contributing to a digital footprint • Identify safe working practice: <ul style="list-style-type: none"> - posture, seating, lighting, taking breaks - awareness of hazards for self and others - rights and responsibilities

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
	4.3 identify interface features	<ul style="list-style-type: none"> • Identify interface features: <ul style="list-style-type: none"> - menu driven (visual and verbal) - graphical (windows, dialogue boxes, icons, menus, pointers) - touch sensitive

Assessment

This unit will be assessed by an on-screen test set and marked by OCR.

Delivery guidance

Know how to use the Internet at home and work

Learners should be encouraged to develop confidence and independence when using the internet, interacting with devices and working with information. They should develop knowledge that they will take to the other practical units to consolidate through further skills development. This will enable them to have the confidence to use these skills when they progress into employment, further study or in their own personal life.

Learners should be taught how the internet is used in everyday life and identify the main features of these uses.

Learners should be taught about the nature of the internet and how information is stored there. They should be taught how search engines work. They should be taught to select information in that they check that it is relevant, current, and reliable for the specified purpose. They should be taught to understand that information on the internet may be biased.

Learners need to know that there are acceptable and unacceptable ways of using the internet.

Know how to navigate the internet for a given purpose

Learners should be taught to search the internet efficiently and effectively. They should be taught to identify appropriate search criteria to use in a search engine and identify web based tools to navigate through the internet.

Know how to work safely and securely when using IT

Learners should be taught that some of their personal information must be kept secure and how to do this. Learners should be taught about the good practice in using passwords. They should be taught about the importance of staying safe when they provide information online and ways they can protect their information. They should be taught safe working practices when using IT devices.

Know the hardware, software and interfaces available

Learners should know about the different types of devices, software/Apps and interfaces that are available. They should be given the opportunity to interact with different devices, explore software and interfaces to enable them to become digital IT users. This should be taught holistically to give learners an awareness of integrated nature of the technologies and software (Apps).