KS4 NOCN FS Digital Skills Lvl 1



Understand the importance of protecting personal information and privacy online and know methods to do so

Know how to backup files to the Cloud Know how to avoid exposure to malware How to minimise the effects of health risks that may result from using devices and the internet



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Manage account settings for an online service

Carry out checks to reduce the risks involved in transactions online

Understand key rights under data protection laws

Summer Term

Use email for a range of contexts and audiences

Know what steps can be taken to limit a digital footprint Examination techniques Mock Examination

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Use suitable applications for a range of purposes and audiences

Edit an image using an appropriate tool

Process numeric data by values in a column



Spring Term

Save a file Cloud storage using one device and open it on another device

sizes when using some online services, and the benefits of using file compression

Use online resources to identify solutions to common technical problems and apply the solution

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Overall introduction and overview of skill area

Take account of currency, reliability and copyright when selecting information from the internet Carry out searches for files.



Autumn Term

"A computer is like a violin. You can imagine it playing beautiful music, but you have to learn how to play it"
Bill Gates

The NOCN Essential Digital Skills Qualifications at Level 1 is based on the Department for Education's National standards for essential digital skills. The standards set out the digital skills needed for life and work across five skills areas: Using devices and handling information, Creating and editing, Communicating, Transacting and Being safe and responsible online. Each of the skills areas is comprised of skills statements which represent distinct, independent skills.