

Devices & Digital Skills

Curriculum of Learning

This document is designed to help you to support beneficiaries to meet their individual learning goals. For this project beneficiaries goals will be centred on employability skills or financial health. Learn My Way courses are identified for supporting progress towards each potential goal. Outcomes indicate the skills or knowledge the beneficiary should show or have when they have successfully met their goal.

For each Beneficiary Goal and LMW Course recommended, there are **Session Plans** to support tutors and **Handouts** to create blended learning opportunities. These are available under the 'My Learning' tab once you have logged into your [LMW account](#) and are linked in the chart below.

Beneficiary goal as stated in the baseline CaptureIT	LMW Course(s)	Resources and support for tutors	Essential Digital Skills Standards Covered (Entry Level)	Essential Digital Skills Framework Reference	Beneficiary outcome as stated in impact CaptureIT
Use video calling to connect with friends or family	Video calling	Session Plan - Video Calling Handout - How can video calling help? Handout - match the	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 1) - Communication (Skill 9) - Transacting (Skill 	I can communicate with friends and family using video tools	I know how to use digital tools such as video calling to connect with others.

		logo	11)		
Use email, social media or messaging	Using Facebook	Session Plan - Using Facebook Handout - What button does what? Handout - Would you add this person?	<ul style="list-style-type: none"> - Communication (Skill 9) - Transacting (Skill 11) - Being Safe/ Responsible Online (Skill 13) - Using Devices and Handling Data (Skill 2) - Creating and Editing (Skills 6, 7) 	I can communicate with friends and family using video tools	I know how to use social media to connect with others.
	Socialising online	Session Plan - socialising online Handout - Is this safe to share? Handout - Match the status	<ul style="list-style-type: none"> - Using Devices and Handling Data (Skill 2) - Creating and Editing (Skills 6, 7) - Communication (Skill 9) - Being Safe/ Responsible Online (Skill 13) 		
Use my device for interests and hobbies	Using search engines	Session Plan - Using search engines Handout - Using search engines practise activity	<ul style="list-style-type: none"> - Using Devices and Handling Data (Skill 1, 3) 	I can use the internet to find sources of help for a range of activities	I know how to use digital tools to support my wellbeing by exploring hobbies and interests.

	Watching and listening online	Session Plan - Watching and listening Handout - Practise activity identify icons	<ul style="list-style-type: none"> - Using Devices and Handling Data (Skill 1) - Being Safe/ Responsible Online (Skill 14) 		
Make my life easier, e.g. online shopping	Online shopping	Session Plan - Online shopping Handout - Payment activity Handout - Online shopping practise activity	<ul style="list-style-type: none"> - Transacting (Skills 11, 12) - Using Devices and Handling Data (Skill 2) 	I can fill in online forms to complete a transaction	I have gained the digital skills I need for shopping online.
	Online and mobile banking	Session Plan - Online and mobile banking Handout - Memorable information Handout - How to make a payment	<ul style="list-style-type: none"> - Transacting (Skill 11, 12) - Being Safe/ Responsible Online (Skill 13, 15) 		
Connect with services or support groups	Using public services online	Session Plan - Using public services online Handout - Websites that can help me Handout - Finding your way around gov uk site	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 2) - Transacting (Skill 11) - Being Safe/ Responsible 	I can use the internet to find sources of help for a range of activities	I know how to use the internet to access services and support.

			Online (Skill 13)		
Search and apply for jobs	Job hunting online	N/A	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 2) - Transacting (Skill 11) - Being Safe/ Responsible Online (Skill 13,14) 	I can fill in online forms to complete a transaction	I know how to search and apply for jobs online.
	Jobs and interviews	N/ A	- N/A		
	National Careers Service: a how to guide	N/ A	- N/A		
Improve my skills for work	Introduction to office programs	Session Plan -Introduction to office programs Handout - Match the features activity	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 1, 3) 	I can fill in online forms to complete a transaction	I have gained digital skills I can use for work or business.
	Creating documents	Session Plan - Creating documents Handout - Start your CV activity	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 1, 3) - Creating and Editing (Skills 6) 		

		Handout - creating documents practical activity	<ul style="list-style-type: none"> - Communication (Skill 9) 		
	Creating spreadsheets	Session plan - Creating spreadsheets Handout - Making a budget activity Handout - Creating spreadsheets practical activity	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 1, 3) - Creating and Editing (Skills 6) 		
	Creating presentations	Session Plan - Creating presentations Handout - Building a presentation activity Handout - Creating presentations activity	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 3) - Creating and Editing (Skills 6) 		
	Using Email	Session Plan - Using email Handout - Making an email address Handout - Example email	<ul style="list-style-type: none"> - Creating and Editing (Skills 6) - Communication (Skill 9) - Transacting (Skill 11) - Being Safe/ Responsible Online (Skill 13, 14) 	I can communicate in an appropriate way for my organisation by using email, online and collaborative digital tools	

	Video Calling	Video calling session plan How can video calling help handout Handout - Match the logo	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 1) - Communication (Skill 9) - Transacting (Skill 11) 	I can communicate in an appropriate way for my organisation by using email, online and collaborative digital tools	
	Using The Internet	Session Plan - Using the internet Handout- Using the internet practise activity	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 2, 4) 	I can use the internet to find sources of help for a range of activities	
	Using A Touch Screen	Session Plan - Using a touchscreen	<ul style="list-style-type: none"> - Foundation Skills - Using Devices and Handling Data (Skill 1, 2) 	I can make use of accessibility tools on my device to make it easier to use	
Do online banking	Online and mobile banking	Session Plan - Online and mobile banking Handout - Memorable information Handout - How to make a payment	<ul style="list-style-type: none"> - Transacting (Skill 11, 12) - Being Safe/ Responsible Online (Skill 13, 15) 	I can fill in online forms to complete a transaction	I know how to use online banking services.
For my education or training	National Careers Service: a how to guide	N/A	N/A	I can use the internet to find sources of help for a range of activities	I have gained digital skills I can use for training and

	Using search engines	Session Plan - Using search engines Handout -Using search engines practise activity	<ul style="list-style-type: none"> - Use Devices and Handling Data (Skills 2, 3) 		education.
Change my device to suit my needs	Using a Computer	Session Plan - Using a computer	<ul style="list-style-type: none"> - Foundation Skills - Use Devices and Handling Data (Skills 1, 2, 3, 4) - Being Safe/ Responsible Online (Skill 19) 	I can make use of accessibility tools on my device to make it easier to use	I know how to change settings on my device to suit my needs.
Keep myself safe online	Being safe online	Session Plan - Being safe online Handout - Five top tips for avoiding scams Handout -Identifying scams Handout - Secure or not secure?	<ul style="list-style-type: none"> - Foundation Skills - Being Safe/ Responsible Online (Skill 13, 14, 17) 	Any of 'Being Safe and Legal Online' section of the Framework; I understand that not all online information and content that I see is reliable;	I know how to keep myself and my data safe online.
	Keeping your device safe	Session Plan - keeping your device safe Handout - Types of screen lock	<ul style="list-style-type: none"> - Foundation Skills - Being Safe/ Responsible Online (Skill 13, 14, 15) - Using Devices and Handling 	I can evaluate what information or content may, or may not, be reliable	

			Data (Skill 3)		
	Keeping your personal data safe	Session Plan - Keeping your personal data safe Handout - How good is my password? Handout - What would you share?	- Using Devices and Handling Data (Skill 2)		
Find information	Using search engines	Session Plan - Using search engines Handout -Using search engines practise activity	- Use Devices and Handling Data (Skills 2, 3)	I can use search engines to find information and make use of search terms to generate better results	I know how to search for the information I want online.