

**2025-26**

**Digital Functional Skills Curriculum Plan**

**Year 7**

**Entry Level Digital Functional Skills Curriculum Plan**

Skills areas
1. Using devices and handling information 2. Creating and editing 3. Communicating 4. Transacting 5. Being safe and responsible online

**Term 1**

Week*	1	2	3	4	5	6	7	8	9	10	11	12	13
Area 1	Area 1 Overall introduction to Digital Functional Skills Entry Level 3	Area 1 Intro to area 1 and overview of <b>Skills Area 1 – Using devices and handling information</b>	Area 1 Intro to area 1 and overview of <b>Skills Area 1 – Using devices and handling information</b>	Area 1 Skill area 1.1 – the main features and uses of different types of device	Area 1 Skill area 1.1 – the main features and uses of different types of device	Area 1 Skill area 1.2 – know what an application is and the main types of application software	Area 1 Skill area 1.3 – apply system settings	Area 1 Skill area 1.4 – navigate online content to locate required information  and  1.5 – carry out searches on the internet	Area 1 Skill area 1.4 – navigate online content to locate required information  and  1.5 – carry out searches on the internet	Area 1 Skill area 1.6 – use files to read and store information  and  1.7 – use files and folders to organise and retrieve information	Area 1 Skill area 1.6 – use files to read and store information  and  1.7 – use files and folders to organise and retrieve information	Area 1 1.8 – Know when there is a problem with a device or software and know the difference between system errors and user errors  and  1.9 – apply a solution to a simple technical problem	Area 1 1.8 – Know when there is a problem with a device or software and know the difference between system errors and user errors  and  1.9 – apply a solution to a simple technical problem

**Term 2**

<b>Week*</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
Areas 2,3 and 4	<p align="center">Area 2</p> <p><b>2 – Skills area: Creating and editing</b></p> <p>2.1 – Use a suitable application to enter, edit and format text</p>	<p align="center">Area 2</p> <p><b>2 – Skills area: Creating and editing</b></p> <p>2.1 – Use a suitable application to enter, edit and format text</p>	<p align="center">Area 2</p> <p>2.2 – Use a suitable application to enter, edit and format graphics</p>	<p align="center">Area 2</p> <p>2.3 - Combine different types of information for a given purpose</p>	<p align="center">Area 2</p> <p>2.3 and 2.4 – Capture digital media and view in a suitable application</p>	<p align="center">Area 2</p> <p>2.4 - Capture digital media and view in a suitable application</p>	<p align="center">Area 3</p> <p>3.1 Create and edit details in a contacts list</p> <p><b>and</b></p> <p>3.2 - Compose and reply to online communications comprising text and other digital content to individual and multiple recipients</p> <p><b>and</b></p> <p>3.3 – Initiate and participate in a video call</p>	<p align="center">Area 3</p> <p>3.1 Create and edit details in a contacts list</p> <p><b>and</b></p> <p>3.2 - Compose and reply to online communications comprising text and other digital content to individual and multiple recipients</p> <p><b>and</b></p> <p>3.3 – Initiate and participate in a video call</p>	<p align="center">Area 3</p> <p>3.4 – Know what is meant by a digital footprint, understand the implications of a digital footprint and know the range of digital activities that leave a digital footprint</p>	<p align="center">Area 3</p> <p>3.4 – Know what is meant by a digital footprint, understand the implications of a digital footprint and know the range of digital activities that leave a digital footprint</p>	<p align="center">Area 4</p> <p>4.1 - Complete and submit an online form (including personal details) and comply with data validation</p> <p><b>and</b></p> <p>4.2 – Comply with verification checks to complete an online transaction</p>	<p align="center">Area 4</p> <p>4.1 - Complete and submit an online form (including personal details) and comply with data validation</p> <p><b>and</b></p> <p>4.2 – Comply with verification checks to complete an online transaction</p>

Term 3												
Week*	26	27	28	29	30	31	32	33	34	35	36	37
Component One:	Area 5 5.1 – Understand the need to stay safe and respect others when using the internet and communicating online	Area 5 5.2 – Know simple methods to protect personal information and privacy online	Area 5 5.3 – Set up and use security features (including authentication methods) to access devices and online services  5.4 – Understand the benefits of security software to protect against online risks	Area 5 5.3 – Set up and use security features (including authentication methods) to access devices and online services  5.4 – Understand the benefits of security software to protect against online risks	Area 5 5.5 – Know of and know how to minimise the effects of physical stress that may result from using devices	Revision	Revision	Past Paper	Past Paper	Exam		

## Level 1 Digital Functional Skills Curriculum Plan

<b>Skills areas</b>
<ol style="list-style-type: none"> <li>1. Using devices and handling information</li> <li>2. Creating and editing</li> <li>3. Communicating</li> <li>4. Transacting</li> <li>5. Being safe and responsible online</li> </ol>

### Term 1

Week*	1	2	3	4	5	6	7	8	9	10	11	12	13
Area 1	Area 1 Overall introduction to Digital Functional Skills Level 1	Area 1 Introduction to and overview of <b>Skills Area 1 – Using devices and handling information</b>  Skill area 1.1 – Carry out searches on the internet	Area 1 1.1 and 1.2 – Take account of currency, reliability and copyright when selecting information from the internet  <b>and</b>  1.3 – Understand that search results may include sponsored results or advertisements and be able to recognise these	Area 1 1.2 – Take account of currency, reliability and copyright when selecting information from the internet  <b>and</b>  1.3 – Understand that search results may include sponsored results or advertisements and be able to recognise these	Area 1 1.4 – Carry out searches for files  <b>and</b>  1.5 – Create and use a hierarchical folder structure to organize files and use an appropriate file naming convention  <b>and</b>  Skill area 1.6 – Save a file Cloud storage using one device and open it on another device	Area 1 1.4 – Carry out searches for files  <b>and</b>  1.5 – Create and use a hierarchical folder structure to organize files and use an appropriate file naming convention  <b>and</b>  Skill area 1.6 – Save a file Cloud storage using one device and open it on another device	Area 1 1.7 – Know and be able to appropriately use terminology (including bytes, kilobytes, megabytes, gigabytes, terabytes) describing data storage requirements  <b>and</b>  1.8 – Know and understand limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times	Area 1 1.7 – Know and be able to appropriately use terminology (including bytes, kilobytes, megabytes, gigabytes, terabytes) describing data storage requirements  <b>and</b>  1.8 – Know and understand limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times	Area 1 Skill area 1.9 – Use online resources to identify solutions to common technical problems and apply the solution	Area 1 Skill area 1.9 – Use online resources to identify solutions to common technical problems and apply the solution	Area 2 2.1 – Use suitable applications for a range of purposes and audiences  <b>and</b>  2.2 - Use appropriate layout conventions for information audiences	Area 2 2.1 – Use suitable applications for a range of purposes and audiences  <b>and</b>  2.2 - Use appropriate layout conventions for information audiences	Area 2 2.3 – Edit an image using an appropriate tool

**Term 2**

Week*	14	15	16	17	18	19	20	21	22	23	24	25
Areas 2,3 and 4	<p>Area 2</p> <p>2.4 – Process numeric data using simple formulae using relative cell references</p> <p><b>and</b></p> <p>2.5 Process numeric data by values in a column</p> <p><b>and</b></p> <p>2.6 Format numeric data</p>	<p>Area 2</p> <p>2.4 – Process numeric data using simple formulae using relative cell references</p> <p><b>and</b></p> <p>2.5 Process numeric data by values in a column</p> <p><b>and</b></p> <p>2.6 Format numeric data</p>	<p>Area 2</p> <p>2.7 – Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels</p>	<p>Area 2</p> <p>2.7 – Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels</p>	<p>Area 3</p> <p>3.1 – Use email for a range of contexts and audiences</p> <p><b>and</b></p> <p>3.2 – Use online messages for a range of contexts and audiences</p>	<p>Area 3</p> <p>3.1 – Use email for a range of contexts and audiences</p> <p><b>and</b></p> <p>3.2 – Use online messages for a range of contexts and audiences</p>	<p>Area 3</p> <p>3.3 – Know what steps can be taken to limit a digital footprint</p>	<p>Area 4</p> <p>4.1 – Manage account settings for an online service (including personal details, login credentials, marketing and communication preferences)</p>	<p>Area 4</p> <p>4.1 – Manage account settings for an online service (including personal details, login credentials, marketing and communication preferences)</p>	<p>Area 4</p> <p>4.2 - Complete online forms and upload documents or images</p> <p><b>and</b></p> <p>4.3 – Carry out checks to reduce the risks involved in transactions online</p>	<p>Area 4</p> <p>4.2 - Complete online forms and upload documents or images</p> <p><b>and</b></p> <p>4.3 – Carry out checks to reduce the risks involved in transactions online</p>	<p>Area 4</p> <p>Leave for contingency</p>

**Term 3**

Week*	26	27	28	29	30	31	32	33	34	35	36	37
Component One:	<p>Area 5</p> <p>5.1 – Understand key rights under data protection laws and the circumstances where you can request personal data be rectified or deleted.</p>	<p>Area 5</p> <p>5.1 – Understand key rights under data protection laws and the circumstances where you can request personal data be rectified or deleted.</p>	<p>Area 5</p> <p>5.2 – Understand the importance of protecting personal information and privacy online and know methods to do so</p>	<p>Area 5</p> <p>5.3 – Know how to backup files to the Cloud</p> <p><b>and</b></p> <p>5.4 - Know how to avoid exposure to malware</p>	<p>5.3 – Know how to backup files to the Cloud</p> <p><b>and</b></p> <p>5.4 - Know how to avoid exposure to malware</p>	<p>5.5 – Know of and know how to minimise the effects of health risks that may result from using devices and the internet</p>	Revision	Past Paper	Past Paper	Exam		