National standards for essential digital skills and Learn My Way

The [National standards for essential digital skills](#) set out the digital skills needed for work and life across two skills levels:

- Entry – designed for adults with no or little prior experience of using digital devices or the internet.

- Level 1 – designed for adults with some experience of using digital devices and the internet but lacking secure basic digital skills.

They also recognise that some adults may need support to handle and use digital devices for the first time and to learn foundation skills before enrolling on an entry level course.

Each topic in Learn My Way is mapped to one or more of the foundation or entry level standards. This is to support learners working towards an Essential Digital Skills qualification or a Digital Functional Skills qualification.

The following pages detail how the foundation and entry level skills are covered by Learn My Way.

Foundation skills

Foundation skills are pre-entry level and therefore, while not part of the standards themselves, will be an important prerequisite for some individuals.

Skills statement	Learn My Way topic(s)
Turning on a device	• Turning computers on and off
Using the available controls on a device	• Basics of using a keyboard • Advanced keyboard functions • Basics of using a mouse • Clicking with a mouse • Scrolling with a mouse • Basic touchscreen controls • Advanced touchscreen controls
Making use of accessibility tools to make devices easier to use	• Changing settings on a computer
Interacting with the home screen on a device	• Using mobile data
Connecting to the internet safely and securely, and opening a browser	• Introduction to the internet • Connecting to the internet
Opening and accessing an application on a device	• Basics of presentations • Basics of video calling • Introduction to mobile banking

Entry level skills

Skills statements have been expressed in terms designed to avoid creating unnecessary barriers to individuals with a learning difficulty or a disability, and to support use of assistive technology.

1. Using devices and handling information

Skills statement	Requirement	Learn My Way topic(s)
Using devices	Know what is meant by hardware, software, operating systems and applications; locate and install an application; apply system settings, including those for accessibility.	• Parts of a computer • Changing settings on a computer
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.	• Common touchscreen features • Moving around websites • Benefits of using search engines • Using and saving website addresses • Searching websites • Basics of spreadsheets • Basics of shopping online • Using social media • Watching TV programs on the internet • Watching videos on YouTube • Searching for jobs online • Advanced features of job sites • The skills needed for different jobs • Booking an GP appointment

		- Searching for health information online - Healthy living advice online - Finding health services near you - Help managing your money - Using online government services
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.	- Using programs and managing files - Saving things from the internet - Different types of office programs - Preparing to give a presentation - Backing up information
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.	Solving simple computer problems

2. Creating and editing

Skills statement	Requirement	Learn My Way topic(s)
Creating and editing documents	Use a suitable application to enter, edit and format information (including text, numbers and graphics).	- Introduction to office programs - Basics of documents - Making documents easy to read - Making text stand out - Changing and sharing documents - Using numbers in spreadsheets - Advanced spreadsheet functions - Changing and printing spreadsheets - Making a simple presentation - Making presentations stand out - Introduction to making a budget
Creating and editing digital media	Capture and save images, sound and video.	Listening to music online

3. Communicating

Skills statement	Requirement	Learn My Way topic(s)
Communicating and sharing	Create, edit and use contacts when sending and receiving online communications comprising text and other digital content to individual and multiple recipients; initiate and participate in a video call.	- Sending an email - Receiving and replying to an email - Video calling with Facetime - Video calling with skype - Video calling with Messenger - Video calling with WhatsApp - Introduction to social media - Adding friends on Facebook - Posting messages on Facebook
Managing traceable online activities	Identify the types of digital activities that leave a 'digital footprint' and understand the implications.	- Your social media information - Preparing for work - Ordering a repeat prescription

4. Transacting

Skills statement	Requirement	Learn My Way topic(s)
Using online services	Complete and submit a form as part of an online transaction, complying with verification checks.	- Basic features of forms - Advanced features of forms - Visiting an online shop - Customer rights when shopping online - Basics of online job searching - Registering for online banking - Using online council services
Buying securely online	Buy an item/service online using a chosen method of online payment.	Buying things online

5. Being safe and responsible online

Skills statement	Requirement	Learn My Way topic(s)
Protecting privacy	Identify situations where personal information may be stored by devices and online activity; identify and use simple methods to protect personal information and privacy.	• Social media programs • Creating a facebook account • Basics of online safety • Meeting online friends • Making a good password • Using a shared device • Applying for jobs online • Registering with your GP's website
Protecting data	Be aware of online risks and threats; identify and use simple methods to protect a device and data from online risks and threats; be aware of the security risks of using public Wi-Fi.	• Creating an email account • Email safety and security • Keeping devices safe • Deleting everything from a device • Dealing with online scams • Making a good password • Financial benefits when working
	Configure and use secure ways to access devices and online services	• Locking your phone • Your online health records • Basics of online banking • Introduction to bank accounts
Being responsible online	Know how to report concerns with online content.	• Online rules and regulations • Online behaviours
Digital wellbeing	Recognise and minimise the effects of physical stresses of being online.	• Sitting comfortably when using a computer