



Level 1 Essential Digital Skills Mapping Document



Level 1 Basic Digital Skills Mapping

		Essentials / Level 1	Qualification/Unit mapping
Handling Information			
1	Finding and evaluating information	Use appropriate techniques to carry out and refine searches, taking into account currency, relevance, and reliability, and be aware how results are selected and ranked by search engines.	Internet Safety for IT User (600/3240/6) IT Communication Fundamentals (Y/502/4291) IT Using the Internet (T/502/4296)
2	Managing and storing information	Organise information using folders, hierarchy and tagging to enable efficient information retrieval on a device and across devices.	Email Software (/502/4299) IT User Fundamentals (J/502/4206) Presentation Software (K/502/4621) Spreadsheet Software (A/502/4624) Word Processing Software (L/502/4627)
	Identifying and solving technical problems	Identify and apply solutions to common technical problems, using online tutorials, FAQs and help facilities.	Email Software (/502/4299) IT User Fundamentals (J/502/4206)
Creating and editing digital content			
4	Creating and editing documents	Use a range of applications to enter, edit, format, layout and save information (including text, tables, graphics, charts or other digital content).	Presentation Software (K/502/4621) Word Processing Software (L/502/4627)
5	Creating and editing digital media	Edit and enhance an image using appropriate tools.	Word Processing Software (L/502/4627)
6	Processing numerical data	Enter, edit, sort, process, format, and chart numeric data.	Spreadsheet Software (A/502/4624)
Communicating			
7	Communicating, collaborating and sharing	Use appropriate modes of online communication and conventions for different audiences.	Email Software (/502/4299) IT Communication Fundamentals (Y/502/4291) IT Using the Internet (T/502/4296)
8	Managing traceable online activities	Take steps to manage online identity.	Internet Safety for IT User (600/3240/6)
Transacting			
9	Engaging with online transactional services securely	Register, manage and interact with a range of transactional online services.	Coming Soon!

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10	Buying securely online	Compare online buying options for an item/service and identify best option.	Coming Soon!
Being safe and responsible online			
11	Protecting privacy	Protect personal information and privacy, understanding personal rights and options for controlling the use of personal data.	Internet Safety for IT User (600/3240/6) Awareness of Social Media and Online Safety (603/3422/8) Email Software (/502/4299) IT Security for Users (R/502/4256) IT User Fundamentals (J/502/4206) IT Using the Internet (T/502/4296)
12	Protecting data	Protect a range of devices and data from online risks and threats.	Internet Safety for IT User (600/3240/6) Awareness of Social Media and Online Safety (603/3422/8) Email Software (/502/4299) IT Security for Users (R/502/4256) IT User Fundamentals (J/502/4206) IT Using the Internet (T/502/4296)
13	Protecting data	Configure and use multifactor authentication to access and use online services.	Internet Safety for IT User (600/3240/6)
14	Protecting data	Backup data or information using a cloud provider or an external storage device or media.	Internet Safety for IT User (600/3240/6) IT Security for Users (R/502/4256)
15	Being responsible online	Use appropriate language and behaviour online.	Internet Safety for IT User (600/3240/6) Email Software (/502/4299) IT User Fundamentals (J/502/4206) IT Using the Internet (T/502/4296)
16	Digital wellbeing	Explain and routinely apply simple methods to avoid physical and psychological health risks while using devices.	Internet Safety for IT User (600/3240/6) Awareness of Social Media and Online Safety (603/3422/8) IT User Fundamentals (J/502/4206) IT Using the Internet (T/502/4296)