OCR
Oxford Cambridge and RSA

Cambridge **ENTRY LEVEL 3**

DIGITAL EMPLOYABILITY

Life **SKILLS**

Unit 1 – Know the basics of using digital technologies
DELIVERY GUIDE

Version 1

CONTENTS

INTRODUCTION

This Delivery Guide has been developed to provide practitioners with a variety of creative and practical ideas to support the delivery of this qualification. The Guide is a collection of lesson ideas with associated activities, which you may find helpful as you plan your lessons. Against each activity we have indicated where they link to our Employability Skills or Life and Living Skills qualifications.

OCR has collaborated with current practitioners to ensure that the ideas put forward in this Delivery Guide are practical, realistic and dynamic. The Guide is structured by learning outcome so you can see how each activity helps you cover the requirements of this unit.

We appreciate that practitioners are knowledgeable in relation to what works for them and their learners. Therefore, the resources we have produced should not restrict or impact on practitioners' creativity to deliver excellent learning opportunities.

Whether you are an experienced practitioner or new to the sector, we hope you find something in this guide which will help you to deliver excellent learning opportunities.

If you have any feedback on this Delivery Guide or suggestions for other resources you would like OCR to develop, please email resources.feedback@ocr.org.uk.

Please note

The timings for the suggested activities in this Delivery Guide **DO NOT** relate to the Guided Learning Hours (GLHs) for this unit.

Assessment guidance can be found within the Unit document available from http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-digital-employability-entry-level-1-3-level-1-award-05807-05810/.

The latest version of this Delivery Guide can be downloaded from the OCR website.

UNIT AIM

Digital technology is moving fast and you need to keep up to date with it.

You will learn about the nature of the internet, how the information is kept there and how you can find information. You will learn that there are safe and unsafe ways of using the internet.

Your personal details and some information others share with you (e.g. employer, family and friends) are very important and could be misused by other people online, so you will learn how to stay safe online. You will learn how to keep information secure when using digital devices and to create and use passwords to protect yourself and information.

You will learn about digital devices including computers, laptops, touch-screen tablets and smart phones. You will learn about how to use these devices safely in the workplace or at home. You will learn about the things software can do.

You will build confidence ready to use these devices to do the tasks that are needed in a job and life in general. You will use what you learn here to help you in completing the other units you choose to do and will become a confident and independent digital IT user.

Unit 1 Know the basics of using digital technologies	
LO1	Know how to use the Internet at home and work
LO2	Know how to navigate the Internet for a given purpose
LO3	Know how to work safely and securely when using IT
LO4	Know the hardware, software and interfaces available

SUGGESTED ACTIVITIES

LO No:	1
LO Title:	Know how to use the Internet at home and work

Suggested activities	Suggested timings	Links to Employability Skills Qualification	Links to Life and Living Skills qualification
The tutor could introduce the topic of what the internet is and how it is used in business and society today. Learners could then follow the link below to an introductory on-line course which will guide them through the basics while providing up-to-date information on the latest online tools and technologies. http://www.gcflearnfree.org/internet101 Everything at *GCFLearnFree* is completely free. It is an American based organisation so some of the materials may seem strange to UK learners (e.g. currency, examples used).	30 minutes	Unit 1 LO2	Unit N14 LO1 Unit F15 LO3
The tutor could introduce the topic of identifying how to select online information. The learners could access the *GCF LearnFree* organisation website using the link shown below. This will give them some instruction about how to evaluate online information. http://www.gcflearnfree.org/searchbetter/judging-online-information Everything at *GCFLearnFree.org* is completely free. It is an American based organisation so some of the materials may seem strange to UK learners (e.g. currency, examples used etc). The *BBC* also have various materials on this topic which are free and which may suit a different age group. There are instructional web pages which can be accessed using the link shown below. http://www.bbc.co.uk/guides/zt9thyc	30 minutes	Unit 7 LO2 Unit 7 LO3	
The tutor could introduce the concept of acceptable conduct when using the internet. The learners could use the *What2learn* website link shown below to take them to an interactive quiz about acceptable conduct when using the internet. http://www.what2learn.com/internet-safety/ The *what2learn* website has resources for learners and tutors. There are some free resources but there is a registration fee required for access to other resources.	30 minutes	Unit 1 LO2	

SUGGESTED ACTIVITIES

LO No:	2
LO Title:	Know how to navigate the Internet for a given purpose

Suggested activities	Suggested timings	Links to Employability Skills Qualification	Links to Life and Living Skills qualification
The tutor could demonstrate how to find information on the internet (i.e. use of a search engine, use of keywords, quotation marks and the logical operators AND, OR, NOT). Learners could access the *GCFLearnFree* website and access tutorials about this topic by following the link below. Topics include: • Browser Basics • Search Engines and Strategies http://www.gcflearnfree.org/internet101 Everything at *GCFLearnFree.org* is completely free. It is an American based organisation so some of the materials may seem strange to UK learners (e.g. currency, examples used etc).	30 minutes		
The tutor could agree with the learners a topic that they wish to research (e.g. the prices for specific items or information for a report or presentation they must do). The tutor could help the learners decide on the search criteria they should use to find that information efficiently. The learners could then search for the information and discuss whether or not the criteria were effective.	20 minutes	Unit 1 LO1	
The tutor could use the link below to access the *Learn the net* website and talk learners through the various web based navigation tools. More mature learners could access the materials themselves. http://www.learnthenet.com/web-at-a-glance/navigating/index.php *Learn the Net* is a privately-held company based in San Francisco, California. Any use of *Learn the Net* content in a form other than viewing it on the website must be approved in advance. See website for further details.	30 minutes		

SUGGESTED ACTIVITIES

LO No:	3
LO Title:	Know how to work safely and securely when using IT

Suggested activities	Suggested timings	Links to Employability Skills Qualification	Links to Life and Living Skills qualification
The tutor could use the videos available on the Get Safe Online website to introduce learners to the risks involved in using the internet and how these can be minimised by good working practices. There are a short videos on a variety of topics (eg online shopping, protecting computers, social networking). https://www.getsafeonline.org/video/ *Get Safe Online* is a public/private sector partnership supported by HM Government and leading organisations in banking, retail, internet security and other sectors.	30 minutes		Unit F12 LO3 Unit F14 LO2 Unit F15 LO4 Unit F16 LO1 Unit N12 LO1 Unit N18 LO1 Unit N18 LO2 Unit N18 LO3
The tutor could use the free learner e-worksheet provided by following the "secure passwords" link found on the webpage below to introduce the topic of passwords and how to construct "strong" passwords. The worksheet provides instruction and then suggests activities that the learner could do. http://www.hodderplus.co.uk/ocrictfunctionalskills/resources-for-students/ There are a number of other free learner worksheets on this website. Resources for tutors and additional material are available upon registration.	30 minutes	Unit 2 LO2	
The tutor could use the video provided on the *BBC* web page which can be accessed by following the link below. This introduces the topic of how to be safe online and introduces some of the terminology involved. http://www.bbc.co.uk/bitesize/ks3/ict/history_impact_ict/esafety/activity/ The learners could then attempt the quiz that is also provided by the *BBC* on the web page below. http://www.bbc.co.uk/bitesize/quiz/q81836819 How you may use the *BBC's* online services depends on whether you are using these services for personal / non-business use or you are using these services for business use. See website for further details.	30 minutes		

SUGGESTED ACTIVITIES

Other Resources

The *UK Safer Internet Centre* is coordinated by a partnership of three leading organisations; *Childnet International*, the *South West Grid for Learning* and the *Internet Watch Foundation*. The website shown below contains games, films, quizzes and advice to help you stay safe online with resources for primary and secondary age children, carers, parents and teaching professionals.

http://www.saferinternet.org.uk/

The book *'Own Your Space – Keep Yourself and Your Stuff Safe Online'*, edited by Linda McCarthy and Denise Weldon-Siviy, is a book informing teenagers about the risks related to the use of the internet and for providing them with the information needed to stay safe. It can be downloaded for free from the webpage shown below.

http://www.what2learn.com/own-your-space-ch-1/

*GCFLearnFree i*s an online educational site, offering 125 free tutorials on various topics. It is an American based organisation so some of the materials may seem strange to UK learners (e.g. currency, examples used).

http://www.gcflearnfree.org/internet101

A number of charities and professional bodies are publishing information about being safe online e.g. the Metropolitan Police webpage shown below. This site also contains useful links to other websites such as *Chat Danger*, *Think U Know*, and *CEOP* etc.

http://safe.met.police.uk/internet_safety/get_the_facts.html

SUGGESTED ACTIVITIES

LO No:	4
LO Title:	Know the hardware, software and interfaces available

Suggested activities	Suggested timings	Links to Employability Skills Qualification	Links to Life and Living Skills qualification
The tutor could ask the learners, in pairs or groups, to research specified hardware devices. The learners could find an image showing an example of the device and an explanation of how it is used. The learners could create an on screen presentation to share this information with the rest of the learners.	30 minutes (x2)	Unit 3 LO2 Unit 3 LO3 Unit 3 LO4	Unit F12 LO1 Unit F12 LO2 Unit F12 LO4 Unit F14 LO1
The tutor could demonstrate formatting and page layout tools to the learners. The tutor could then provide a document for the learners to format and edit. An example of a document to format can be found using the link shown below (ICT music gig poster). http://www.skillsworkshop.org/category/other-subject-areas/ict-skills-life-and-clait/entry-3-ict All resources on the *Skillsworkshop* website are accessible without registration and can be used freely for teaching purposes. They cannot be used for profit or placed on other web sites.	30 minutes		
The tutor could use the link shown below to explain and discuss user interfaces with the learners. The learners could then access the online quizzes provided on the website to review their knowledge of user interfaces. http://www.teach-ict.com/gcse_new/computer%20systems/user_interface/miniweb/index.htm This site is dedicated to teaching ICT at all levels. Learners will find revision notes along with plenty of quizzes, competitions and polls to keep things interesting. Tutors will find starters and plenaries along with schemes of work, lesson ideas and lots of free material. Revision resources for every level are available. Some materials are free but others require you to subscribe to the website.	30 minutes		

ocr.org.uk/digitalemployability
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