Unit Title:	**Become familiar with digital devices to find information, receive and reply to messages**
OCR unit number:	1
Level:	Entry Level 1
Guided learning hours:	60
Unit reference number:	J/507/2868

Unit aim and purpose

Most companies use digital devices, such as computers, tablets and smart phones to find information and send messages. This unit will help you to build your confidence using a device. This unit will help you prepare for a job and access further learning. You will learn how to turn the device on and off safely and explore some features of the device. You will practice how to use apps or software to find things on the internet and send messages. You will learn how to be safe while using the device and finding information.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
1. Be able to follow procedures to start up and shut down digital devices	1.1 start up a device using authentication	• Start up a device using authentication - pin code - user ID - passwords - fingerprint recognition - pattern lock
	1.2 shut down device using safe procedures	• Shut down device using safe procedures - log off, power off, safe shutdown procedures
2. Be able to become familiar with interface features of digital devices and their safe use	2.1 identify features of a device and demonstrate their use	• Identify features of a device and demonstrate their use - selection (e.g. mouse, touch screen, stylus/pen, touch pad) - device features (e.g. keyboard (physical/pop-up), monitor/screen, audio (volume, on/off), screen brightness - navigation to opening screen/home screen
	2.2 charge device safely	• Charge device safely - plug in battery charger to device and plug socket safely - location of charging point (e.g. not near water, not overloading multi-plugs)

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:		Teaching Content

	2.3	identify how to use a device safely	• identify how to use a device safely
			  - not while driving
			  - holding/using a device correctly
			  - using device over a long period of time

3. Be able to use digital devices to safely search for information	3.1	open and close a browser on a device	• Open and close a browser on a device
			  - recognise browser icons on device
			  - open browser using method specific to the device (e.g. click, touch, double tap etc)
			  - close browser using method specific to the device (e.g. X button, right click, home button)

	3.2	locate a search engine	• Locate a search engine
			  - automatic on opening browser
			  - locating familiar search engine when needed (e.g. type search engine URL)

	3.3	type given search criteria into search field	• Type given search criteria into search field - simple 1-2 word searches

	3.4	identify how to use a search engine safely	• identify how to use a search engine safely
			  - what to do when adverts pop up
			  - knowing what not to search for

4. Be able to use digital devices to safely locate information	4.1	open a website from a search result list	• open website from a search result list - click on hyperlink to a website/page

	4.2	use browser features to move between webpages	• use browser features to move between webpages
			  - back and forward buttons
			  - X button to close pop-ups

	4.3	identify information on a website/page	• identify information on a website/page
			  - point to images and text
			  - identify unsafe sections

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
		of webpages (e.g. advert banners that might lead to spam/inappropriate pages)
5. Be able to use digital devices to receive and send electronic messages	5.1 open and close electronic messaging software	• Open and close electronic messaging software - recognising icons on devices - text messaging apps, email software/app, instant messages within social media - open software/app using method specific to the device (e.g. click, touch, double tap etc) - close software/app using method specific to the device (e.g. X button, right click, home button)
	5.2 open an electronic message	• Open an electronic message - click/tap on the message
	5.3 reply and send an electronic message	• Reply and send an electronic message - using the keyboard/pop-up keyboard to enter simple 1-2 words - click/tap 'send' button

Delivery guidance

You could deliver the teaching for Entry Level 1 and Entry Level 2 units at the same time. To help you we have underlined text in the Entry Level 2 unit to identify the increased breadth and depth of teaching.

Learners should be given the opportunity to interact with a number of digital devices before choosing one device to become familiar with. It is expected that the same device will be used throughout this unit.

Throughout this unit learners should be given the opportunity to practice their new skills on the device, in sequence, to ensure that the skills become instinctive.

Be able to follow procedures to start up and shut down digital devices

Learners should be given the opportunity to use any digital device that can access the internet and electronic messaging. Their choice of device should not be limited to a PC but could involve the use of tablets, smartphones or laptops, depending on what is available in the centre and what learners feel comfortable using.

Learners should be shown how to start up and shut down the device safely.

Be able to become familiar with interface features of digital devices and their safe use

They should be provided with a number of scenarios when it is appropriate to use the device and reminded when it is not appropriate e.g. don't use a phone while driving or don't use a laptop in the bath! Learners should be taught how to use the some of the very simple features of the device such as changing the audio and brightness. They need to know and practice interacting with the device and should be comfortable entering text, using a mouse or touch screen, etc.

Learners should be given the opportunity to practice charging the device or knowing how to plug it in if it is a laptop or PC.

Be able to use digital devices to safely search for information

Learners should be taught how to recognise the browser icon on the device and how to open it. They should also recognise and use the icon/button that closes the browser. Often, when opening a browser it defaults to a search engine and at other times it doesn't so learners must be taught how to locate a search engine in a browser whenever they need to use one. Learners should be given very simple key words to enter into the search engine to find something. Examples could include 'weather today' or 'local news'. Learners need to know how to search safely, what not to search for and not be phased by items that might pop up during searches, e.g. adverts that might entice learners into other parts of the internet.

Be able to use digital devices to safely locate information

Learners should be taught how to access a web site from the search results. When using a mouse they should know that when the cursor changes to a 'hand' icon then they can click on the hyperlink. Learners that are using tablets or smart phones will use a stylus or tap to access the site. They should be taught how to go back to the results page if the website chosen is not suitable or does not have the information so that they can try again. Once they have identified the website/webpage they want to go to they should be able to point out the information that they have found on the webpage.

Be able to use digital devices to receive and send electronic messages

Learners should be given the opportunity to use any type of messaging software/apps to receive and send messages. This could be an email, text message, instant message through a social media site. They should be taught how to open the software/app, how to locate and open a message that you have sent to them. This could be an example of a standard message sent from a medical centre to advise of the date and time of an appointment or a training centre to inform that the centre is closed due to poor weather. Learners should be taught how to enter a simple reply and send it back. The means of doing this would depend on the type of messaging software/app they are using.