

Embedding digital skills

OFSTED guidance and delivery suggestions

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Today

- 01 Current expectations**
- 02 What are digital skills?**
- 03 Strategies for inclusion**
- 04 Discussion/share good practice**
- 05 Links to useful resources**

Quote from outstanding OFSTED judgment 2023

“

“Managers and teachers work frequently with employers to ensure that students develop the knowledge and skills required by the digital sector.”

- The sub judgement on the degree to which the FE provider meets skills needs, sits under both the ‘*Quality of Education*’ and the ‘*Leadership and Management*’ key judgements.
- *“All providers should be contributing effectively to meeting the skills needs of employers and the local, regional and national economy through the range of programmes that they teach, the content and planning of that curriculum and their engagement and collaboration with employers and stakeholders.”*
(Paragraph 291)

- <https://www.fenews.co.uk/exclusive/evidencing-contribution-to-meeting-digital-skills-needs/>



Integrating digital skills into qualifications is no longer a ‘nice to have’

Digital know-how is now essential to every sector and modern life, says James Lane. We can no longer afford to treat it as a bolt-on



James Lane
Sector manager for digital, creative and design, NCFE

🕒 5 Nov 2023, 5:00



 **See discussion**

What does Essential Digital Skills cover?

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

These are the elements of the L1 Essential Digital Skills qualification, and represent a potential checklist for digital skills inclusion in vocational delivery. The following slides cover the skills included under each heading. The source document ([link supplied](#)) provides a more detailed breakdown.

Using devices and handling information

	L1 skills statements (to be adapted into lesson objectives)	Identify occurrence in delivery/study
Using devices	Keep operating system and applications up to date.	
Finding and evaluating information	Use appropriate techniques to carry out and refine searches, taking into account currency, relevance, and reliability, and be aware that results are ranked by search engines.	
Managing and storing information	Organise and store information using files, folders, hierarchy and tagging to enable efficient info retrieval on a device and across devices.	<i>eg submitting assignments</i>
Identifying and solving technical problems	Identify and apply solutions to common technical problems, using online tutorials, FAQs and help facilities.	<i>eg using IT support</i>
Developing digital skills	Identify and use appropriate online learning resources to maintain and improve digital skills.	<i>eg signposting further training where needed</i>

Creating and editing

	L1 skills statements	Identify occurrence in delivery/study
Creating and editing documents	Use applications to enter, edit, format, layout information (including text, tables, graphics, charts) for a range of purposes and audiences.	<i>Eg use of spreadsheets; presentation software etc</i>
Creating and editing digital media	Edit and enhance an image.	
Processing numerical data	Enter, edit, sort, process, format, and chart numeric data.	<i>Eg subject specific data analysis</i>

Communicating

	L1 skills statements	Identify occurrence in delivery/study
Communicating and sharing	Identify and use appropriate modes of online communication for a range of contexts and audiences.	<i>Eg online delivery</i>
Managing traceable online activities	Take steps to manage online identity	

Transacting

	L1 skills statements	Identify occurrence in delivery/study
Using online services	Interact with online transactional services and manage account settings.	
Buying securely online	Compare online buying options for an item/service and identify best option.	<i>Eg complete a relevant contextualised task</i>

Being safe and responsible

	L1 skills statements	Identify occurrence in delivery/study
Protecting privacy	Protect personal information and privacy, understanding personal rights and options for controlling the use of personal data.	
Protecting data	Protect devices and data from online risks and threats. Configure and use multifactor authentication to access and use online services. Backup data locally and using a cloud provider.	<i>Eg delivery to include guidelines on online risks and threats</i>
Being responsible online	Use appropriate language and behaviour online.	
Digital wellbeing	Apply simple methods to avoid physical and psychological health risks while using devices.	

Strategies

A successful strategy will probably include a blend of the following:

- Cross reference and identification of natural occurrence of relevant digital skills
- Checklist of digital skills for learners to track confidence and practice
- Inclusion of digital skills objectives alongside other lesson objectives where relevant
- Signposting further support/resources
- Creation/collation of bespoke lesson content on selected topics such as cyber security

Example checklist

Skill / objective	Initial confidence ranking (1 low – 5 high)	Activity log	Revised confidence ranking
Organise and store digital information efficiently			
Use applications to enter, edit, format, layout information (including text, tables, graphics, charts) for a range of purposes and audiences.			
Protect devices and data from online risks and threats.			

Links to useful resources

<https://www.digitalskills.ed.ac.uk/all-resources/>

Resource Finder

 Excel  PDF

Show 25 entries

Search:

Resource name ▲	Delivery Method ▲	Difficulty Level ▲	Role ▲	Capabilities ▲	Link ▲
1 minute CPD on digital communication (blog)	Online learning material and guidance	Beginner	All	Digital proficiency and productivity	Get Started
12 Free online study tools every student should know about	Online information and services	Beginner	All	Digital learning, development and teaching	Get Started
23 Things for Digital Knowledge	Online learning material and guidance	Beginner	All	Digital proficiency and productivity	Get Started
32 of the best productivity tools you'll ever need (blog)	Online learning material and guidance	Beginner	All	Digital proficiency and productivity	Get Started

Links to useful resources continued

<https://www.microsoft.com/en-gb/home/digital-skills/>

Build AI skills

Enhance your AI skills using these free self-study and curated learning pathways.

<https://applieddigitalskills.withgoogle.com/c/en-uk/curriculum>

<https://digitalskillslibrary.org/>

RESOURCES

Everything you need to teach digital skills

View guides, teacher stories, example projects, and more

Start now

Explore lessons