

## MidKent College Offer to Transformation Alliance

### **COURSE 1 - EDSQ – Entry Level 3 – Course Units**

#### Unit 1 – Using a device and handling information

- Know what is meant by hardware, software, operating systems and applications.
- locate and install an application.
- apply system settings, including those for accessibility

#### Unit 2 – Create and Edit

- Demonstrate how to create and edit documents
- Create and edit digital media

#### Unit 3 – Communicating online

- Identify terminology relating to public and private online communications
- Add and edit contacts in digital communication applications
- Create, send and receive emails and messages
- Share digital content with others

#### Unit 4 – Transacting

- Register online and complete forms on a website
- Explore online forms using text boxes and multiple-choice answers
- Comply with validation and verification checks
- Identify a method of online payment and enter credit/debit card details
- Recognise the risks when shopping online to protect privacy and data

#### Unit 5 – Being safe and responsible

- Explore how personal information may be used to personalise online experiences such as advertising and shopping
- Be aware of online risks and threats
- Identify and use simple methods to protect a device and data from online risks and threats
- Use simple methods to protect personal information
- Identify how sharing personal information can result in security of devices and information being compromised

## **COURSE 2 - EDSQ – Level 1 – Course Units**

### Unit 1 - Using devices and handling information

- Keep operating system and applications up to date.
- 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.
- Organise and store information using files, folders, hierarchy and tagging to enable efficient information retrieval on a device and across devices
- Identify and apply solutions to common technical problems, using online tutorials, FAQs and help facilities.
- Identify and use appropriate online learning resources to maintain and improve digital skills.

### Unit 2. Creating and editing

- Use applications to enter, edit, format, layout information (including text, tables, graphics, charts) for a range of purposes and audiences.
- Edit and enhance an image.
- Enter, edit, sort, process, format, and chart numeric data.

### Unit 3. Communicating

- Identify and use appropriate modes of online communication for a range of contexts and audiences.
- Take steps to manage online identity.

### Unit 4. Transacting

- Interact with online transactional services and manage account settings.
- Compare online buying options for an item/service and identify best option.

### Unit 5. Being safe and responsible online

- Protect personal information and privacy, understanding personal rights and options for controlling the use of personal 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 provide
- Use appropriate language and behaviour online.
- Apply simple methods to avoid physical and psychological health risks while using devices.

### **General information about the courses**

- Course Length – Both courses will last 2 weeks
- Course Times – Both courses will run from 9.30am till 4pm Monday to Friday
- Cohort Number – Minimum of 10, maximum of 15
- Course Start Date- Course starts when a cohort has been signed up
- Eligibility for Funding – Claiming a benefit or in receipt of low wage – below £20,319.