

Unit Title:	Digital Skills For Study
Unit Level:	Level 3
Unit Credit Value:	3
GLH:	15
LASER Unit Code:	WJH236
Ofqual Unit Code:	R/650/4306

This unit has 6 learning outcomes.

Learning Outcome (The Learner will):		Assessment Criteria (The Learner can):	
1.	Be able to use digital devices and software for academic study.	1.1	Critically compare the uses of different commonly used digital devices.
		1.2	Use an appropriate software program to create, edit, save, organise and retrieve documents.
		1.3	Create documents using word processing software.
		1.4	Format a word-processed document using design and referencing tools.
		1.5	Create spreadsheets using spreadsheet software.
		1.6	Perform simple calculations using spreadsheet tools.
		1.7	Format a spreadsheet to include graphical elements.
		1.8	Create presentations using presentation software.
		1.9	Apply audio, video and transitions to a presentation using software tools.
2.	Be able to manage an email account.	2.1	Compose and respond to emails.
		2.2	Manage and organise an email account using folders.
3.	Know how to use online video communication platforms.	3.1	Summarise the common uses and features of online communication platforms.
		3.2	Participate in online meetings using a common communication platform.
4.	Know how to use different web browsers and search engines for academic study.	4.1	Summarise the features and uses of different types of web browsers.
		4.2	Interrogate search engines to provide data/information for study purposes.
		4.3	Analyse the strengths and weaknesses of using information found online to support academic study.
5.	Understand how to use social media platforms safely.	5.1	Outline the uses of social media platforms and messaging applications.
		5.2	Summarise the 'do's' and 'don'ts' when using social media and messaging applications.
6.	Know about online cyber security and safety principles.	6.1	Summarise common types of online threat.
		6.2	Recommend strategies to reduce the risk of

			common online threats.
		6.3	Explain the features of antivirus software.
		6.4	Summarise the benefits of installing antivirus software on digital devices.

Assessment Guidance:

A portfolio of evidence is recommended which evidences all the learning outcomes and assessment criteria.

Additional Information:

LASER has an exemplar assessment brief which centres can use or adapt for assessment purposes.