



## Digital Literacy



Formal
<p><b>NOCN</b></p> <p>Throughout the NOCN Using Employability Skills Qualification students will develop their digital literacy skills in the development of their portfolios. They will be taught how to use the suite of Office Software, Cloud Storage and Emails to manage tasks, record learning and access photo evidence as needed, with an expectation of increased independence as these skills become embedded.</p> <p>In work experience, students will (where appropriate) be taught how to use till systems, phone systems, email, online shopping, research and other appropriate systems.</p> <p>As part of PSHE and PFA sessions we will also highlight e-safety, safeguarding rights and responsibilities; especially how these change or develop as they turn 18.</p> <p>In addition to the NOCN units, students will be taught how to apply for a Concessionary Bus Pass, manage their online Library accounts, access and take ownership of their appointments and care; in addition to using digital devices and software to support leisure pursuits, travel and hobbies.</p> <p>To develop pupil agency, they will also be empowered to research and participate in decision-making conversations and potential application towards next steps for Education, Employment, Training and Community opportunities outside of the Vale.</p>

Semi- Formal					
Year A					
<u>Autumn 1</u> E-Safety	<u>Autumn 2</u> Creativity	<u>Spring 1</u> Exploring the internet	<u>Spring 2</u> Increasing independence	<u>Summer 1</u> Using technology for a purpose	<u>Summer 2</u> Exploring the internet
Online Safety - Who see's what I post.	Adverts Strand related promotional adverts.	Planning a trip -travel (timetables, prices) -activity (research places)	Phones/Switches Functional technology (related to home management)	Buying online - Scams and trust information	Planning a trip -travel (timetables, prices) -activity (research places) -sending emails (booking and planning)



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<ul style="list-style-type: none"><li>- How wide does my post go</li><li>- Using technology safely.</li><li>- Online reputation</li></ul>	Canva?	-sending emails (booking and planning)			
<ul style="list-style-type: none"><li>- Consent</li><li>- Appropriate videos</li><li>- Yes or no to photos</li><li>- Asking before watching videos</li></ul>					

Complex



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Cognition and follow switch progression