

Title:	Using Digital Devices Safely
Level:	Entry Level 3
Credit value:	2
GLH:	18
Unique Reference Number:	M/651/8473
Sector Subject Area:	14.1 Foundations for Learning and Life
Aim:	The aim of this unit is to provide learners with the knowledge and skills to use everyday digital devices safely, confidently, and responsibly. Learners will explore different types of devices, practise completing simple personal tasks, and recognise ways to protect their wellbeing and privacy when using technology.
Assessment Type:	Assessment of this unit will be through an internally set and internally assessed portfolio of evidence.
Assessment Guidance:	<p>Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity.</p> <p>Direct observation should form the main source of evidence, supported by discussion, annotated photographs, or witness statements.</p> <p>Evidence must confirm that the learner can use a digital device safely and describe key steps for protecting themselves and their information.</p> <p>Skills-based assessment must be carried out over an appropriate period of time.</p>

Learning outcomes

The learner will:

1. Understand different types of everyday digital devices.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge and skills to recognise common types of digital devices and describe what they can be used for in daily life.

The learner must:

- 1.1 Identify at least three examples of everyday **digital devices**.
- 1.2 Describe one use for each device identified.

2. Be able to use a digital device to complete a simple personal task.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge and skills to follow basic instructions, use simple functions, and show confidence when using a device.

The learner must:

- 2.1 Carry out a short, safe **task** using a digital device (for example, sending a message, searching for information, or taking a photo).
- 2.2 Follow simple on-screen or verbal **instructions** accurately.
- 2.3 Demonstrate how to switch a device on and off **safely**.

3. Recognise safe and responsible behaviour when using digital devices.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to recognise risks and describe ways to stay safe and well when using technology.

The learner must:

- 3.1 Identify at least two examples of **unsafe behaviour** when using digital devices.
- 3.2 Describe actions that keep **personal information** private.
- 3.3 Outline one way to maintain health and **wellbeing** when using devices.

Scope of Training

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

Requirements

Digital Devices:

Definition:

Electronic tools that allow people to communicate, find information, or carry out everyday tasks. **Examples** include smartphones, tablets, laptops, computers, and assistive or wearable technology.

Teaching must include:

- Recognising different types of digital devices and what they are used for.

	<ul style="list-style-type: none"> • Understanding that digital devices can connect to the internet and store information. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Exploring accessibility features such as voice control or magnification. • Discussing how devices are used in home, education, and workplace settings.
<p>Task:</p>	<p>Definition: A short, low-risk activity that can be completed safely using a digital device.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Examples such as sending a short message, taking a photo, or searching for information. • Following clear, step-by-step instructions to finish the task. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Using everyday apps or tools (calendar, notes, camera). • Practising tasks linked to personal interests or local services.
<p>Instructions:</p>	<p>Definition: Written, spoken, on-screen or any accessible directions that guide the learner to complete a digital task.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Recognising common instruction formats (icons, buttons, prompts). • Checking understanding before acting on an instruction. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Comparing written vs visual instructions. • Group activities following and giving short sets of instructions.

<p>Safely:</p>	<p>Definition: Actions that protect the learner and others from harm when using a digital device.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Keeping passwords private and secure. • Avoiding unsafe links, pop-ups, or scams. • Knowing what to do if something feels unsafe online. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Creating a strong password together as a group. • Reviewing examples of scam messages and how to report them.
<p>Unsafe behaviour:</p>	<p>Definition: Any action that could put the learner, their information, or others at risk when using technology.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Examples such as sharing personal details, leaving devices unlocked, or opening unknown links. • How to recognise and avoid unsafe behaviour. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Role-play identifying unsafe vs safe choices. • Discussing real-world examples from news or community contexts.
<p>Personal information:</p>	<p>Definition: Details that identify a person, including name, address, contact details, photos, or login information.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Recognising what personal information is. • Knowing when and where it is safe to share it. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Exploring privacy settings on apps or websites. • Considering how oversharing online can affect safety and reputation.
<p>Wellbeing:</p>	<p>Definition: Physical and emotional health in relation to digital device use.</p>

	<p>Teaching must include:</p> <ul style="list-style-type: none">• Taking breaks, sitting comfortably, and adjusting screen brightness or sound.• Recognising when device use causes tiredness or stress. <p>Teaching could include:</p> <ul style="list-style-type: none">• Using wellbeing settings or apps.• Discussing balance between online and offline activities.
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