

Title:	Participating in a Digital Group Task
Level:	Entry Level 3
Credit value:	3
GLH:	27
Unique Reference Number:	D/651/8478
Sector Subject Area:	14.1: Foundations for Learning and Life.
Aim:	<p>The aim of this unit is to provide learners with the knowledge and skills to take part in a simple digital group task in a supported environment.</p> <p>Learners will contribute a small part to a shared digital activity, use basic digital tools alongside others, and reflect on how working with others can support tasks in learning, work, or personal life.</p>
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>Skills-based assessment must include direct observation as the main source of evidence and must be carried out over an appropriate period of time.</p>

Learning outcomes

The learner will:

1. Understand what a digital group activity involves.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge and skills to recognise what a group digital activity is, what their role might be, and how this links to everyday tasks in work, learning, or personal life.

The learner must:

- 1.1 Identify one **digital group task** they might take part in.
- 1.2 Describe their **role** in a simple digital group task.

2. Be able to contribute to a simple digital group task.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge and skills to take part in a supported digital activity, contribute a clear part, and follow simple

instructions.

The learner must demonstrate that they can:

- 2.1 Take part in a **simple digital group task** with others.
- 2.2 Complete one **personal contribution** to the shared task.
- 2.3 Follow **simple instructions** during the task.

3 Reflect on taking part in a simple digital group task.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge and skills to reflect on their experience, identify what went well, and recognise how group tasks help in work, learning, or personal life.

The learner must:

- 3.1 Identify one **benefit** of taking part in a simple digital group task.
- 3.2 Identify one **future use** of group tasks in learning, work, or personal life.

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 group task:

Definition:

A shared activity where two or more people complete a simple digital task together, with each person contributing a small part. At this level learners are not expected to engage in groupwork or collaborative tasks, but are beginning to build the foundations.

Teaching must include:

- Recognising what a digital group task is.
- Understanding that the task is supported and does not require advanced teamwork skills.

Teaching could include:

	<ul style="list-style-type: none"> • Examples such as creating a joint poster, adding information to a shared list, contributing a photo, or working together on a simple digital presentation. • Tasks linked to employability, such as adding an item to a group equipment checklist or contributing a step to a shared process.
<p>Role:</p>	<p>Definition: The small part the learner is responsible for during the group task.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Identifying a realistic and achievable role for Entry 3 learners. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Roles such as adding a line of text, choosing an image, pressing a button, reading out a step, or typing a small piece of information.
<p>Simple digital group task:</p>	<p>Definition: A short, supported digital activity completed with others, where each person contributes a simple element.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Completing a shared task that uses a digital tool familiar to the group. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Tasks connected to learning or work, such as adding information to a shared table, contributing a short message, or adding an item to a group presentation or poster.
<p>Personal contribution:</p>	<p>Definition: The learner’s individual part of the shared task.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Contributing one clear element, such as adding text, uploading a photo, choosing a colour, or completing a small digital action. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Practising contributions in pairs before working in a larger group.

	<ul style="list-style-type: none"> Using scaffolded templates to support contribution.
Simple instructions:	<p>Definition: Short, clear, step-by-step directions that help the learner complete their part of the task.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> Following instructions one step at a time with support where needed. <p>Teaching could include:</p> <ul style="list-style-type: none"> Instructions shown using words, images, buttons, or demonstration. Checking understanding before acting.
Benefit:	<p>Definition: A positive outcome of taking part in a digital group task.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> Identifying one benefit, such as learning a new skill, finishing a task more easily, or sharing ideas. <p>Teaching could include:</p> <ul style="list-style-type: none"> Discussing workplace examples where simple teamwork supports tasks.
Future use:	<p>Definition: A situation where the learner may use group tasks again in learning, work, or personal life.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> Identifying a realistic future use. <p>Teaching could include:</p> <ul style="list-style-type: none"> Exploring situations such as group learning tasks, workplace activities involving shared information, or personal projects with friends or family.