



Digital Skills Curriculum Plan

Qualifications

Entry 1 – Entry 3
Essential Digital Skills
FREE Qualifications

Entry 3 – Level 1 Internet
Safety for IT Users

Level 1 Social Media
and Online Safety

Level 1 Essential
Digital Skills FREE
Qualification

Level 1 and 2 IT User
Skills (ECDL)

*Level 2 Word Processing
& Spreadsheet Software
units

* Level 2 Producing
Mechanical Engineering
Drawings Using a CAD
System unit

Individual Initial Assessments

Beginners Entry 1 and 2 Qualifications

Improvers Entry 3 and Level 1 Qualifications

Intermediate Level 2 Qualifications and units

Short Courses and Workshops

Internet
Office
Word

Social Media
iPads and Tablets
Mobile Phones
Beginners Computers
PowerPoint
Excel
Safety Online
Zoom
Improvers Computers
Computerised
Bookkeeping
Digital Imaging
Digital Photography
Sage Accounting

Confidence

Work
Volunteer

Further Study

Enterprise and
Self-Employment