DIGITAL CAPABILITY

Being able to engage with and use digital resources to assist in everyday life requires a combination of access, technical and cognitive skills. The framework below offers a summary of some of aspects of this capability, but it is not intended to be exhaustive or prescriptive. The table overleaf shows how providers may develop a learners' digital capability from 'consolidating', to 'developing' through to 'extended' level.[1]

Key Themes in Digital Capability: Computer Skills, Cognitive Skills and Problem Solving

Technology Skills

- Recognise Technology
- Access Technology
- Communicate
- Navigate
- Record, Edit and Create
- Software and Hardware Skills
- Organise
- Store and Retrieve

Cognitive Skills

- Locate and Evaluate Information
- Social Networking
- Contribute to Online Resources
- Collaborate and Share
- Local/National Services
- Research Skills
- Personal Safety
- Online Safety

Problem Solving

- Recognise, Plan and Act
- Develop Solutions
- Enable Others
- Support Life and Work
- Commercial Opportunity
- Teamwork and Self-Management
- Social Benefits
- Digital Making

Please contact Learning and Work Institute for further details on Digital Capability - www.learningandwork.org.uk/citizens-curriculum or email: citizenscurriculum@learningandwork.org.uk

Consolidating	Developing	Extending

- Identify different types of digital technology
- Understand how to access and use technology to support daily life
- Know which local services offer advice and guidance
- Communicate with others through technology
- Navigate digital information/the Internet
- Create, edit and use different types of files
- Organise, store and retrieve digital information
- Identify common hardware
- Identify common software, including programmes and apps
- Be confident in using technology to accomplish routine tasks
- Recognise safety concerns

- Know how to use technology safely
- Confidently use online services to support daily life
  o Online banking
  o Online utility accounts
- Understand how digital resources can support own life
  o Price comparison sites to save money
  o Neighbourhood Watch portals
- Contribute to online resources
  o Wikis
  o Blogs
  o Forums
- Create and participate in social networks
- Access and use local/national services appropriately

- Seek and enable access to technology in local community
- Understand the social and personal benefits of gaining digital skills
- Recognise, plan and tackle problems using appropriate technology
  o Search for job/training opportunities
  o Seek information to resolve an issue
- Develop solutions to common challenges both personally and professionally
- Encourage and support others to develop digital skills and confidence
- Recognise commercial opportunities arising from digital skills
- Create digital products/solutions

USEFUL WEBSITES:

Go-On.co.uk   UKDigitalskills.com   Thinkyouknow.co.uk   Openbadges.org