Digital Functional Skills | Entry 3 | Knowledge and Skill Mapping

Content statements	Knowledge/Skill	Test (Section A) Task (Section B)
Area 1 - Using Devices and Handling Information		
1.1 Know the main features and uses of different types of device.	Knowledge	Test
1.2 Know what an application is and the main types of application software.	Knowledge	Test
1.3 Apply system settings.	Knowledge	Test
1.4 Navigate online content to locate required information.	Skill	Task
1.5 Carry out searches on the internet.	Skill	Task
1.6 Use files to read and store information.	Skill	Task
1.7 Use files and folders to organise and retrieve information.	Skill	Task
1.8 Know when there is a problem with a device or software and know the difference between system errors and user errors.	Knowledge	Test
1.9 Apply a solution to solve a simple technical problem.	Knowledge	Test
Area 2 - Creating and editing		
2.1 Use a suitable application to enter, edit and format text.	Skill	Task
2.2 Use a suitable application to enter, edit and format graphics.	Skill	Task
2.3 Combine different types of information for a given purpose.	Skill	Task
2.4 Capture digital media and view in a suitable application.	Skill	Task
Area 3 - Communicating		
3.1 Create and edit details in a contacts list.	Skill	Task
3.2 Compose and reply to online communications comprising text and other digital content to individual and multiple recipients.	Skill	Task
3.3 Initiate and participate in a video call.	Knowledge	Test
3.4 Know what is meant by a digital footprint, understand the implications of a digital footprint, and know the range of digital activities that leave a digital footprint.	Knowledge	Test

Content statements	Knowledge/Skill	Test (Section A) Task (Section B)
Area 4 - Transacting		
4.1 Complete and submit an online form (including personal details) and comply with data validation.	Skill	Task
4.2 Comply with verification checks to complete an online transaction.	Skill	Task
Area 5 - Being safe and responsible online		
5.1 Understand the need to stay safe and respect others when using the internet and communicating online.	Knowledge	Test
5.2 . Know simple methods to protect personal information and privacy online.	Knowledge	Test
5.3 Set up and use security features (including authentication methods) to access devices and online services.	Knowledge	Test
5.4 Understand the benefits of using security software to protect against online risks.	Knowledge	Test
5.5 Know of and know how to minimise the effects of physical stresses that may result from using devices.	Knowledge	Test