Outline content for a digital literacy for all qualification

BCS is proposing a digital literacy qualification that would focus on employability skills, and what young people need to flourish as well-informed participants in a digital world.

Functional digital skills and knowledge:

The functional digital skills required to be an empowered user of everyday systems and devices, to solve basic technical problems, and to support social and cultural participation, including:

- The components of everyday digital devices and how to interact with them and connecting them to a home WiFi network.
- How information is organised so that it can be retrieved, edited and shared, including storing information locally, on a network or on the Internet and what it means to use cloud services.

Locating and retrieving digital information and content

Using search engines to locate information online and querying simple databases, including:

- Identifying effective search terms and refining a search using multiple criteria.
- Downloading documents from the Internet.

Creating digital artifacts

Using digital tools creatively to identify and solve problems to meet a specific purpose for specific audiences and produce digital artifacts for work, leisure and for learning, including:

- The essential functions of productivity tools (word processing, databases, spreadsheets and presentation software)
- Using AI tools to create digital content, recognising the importance of using prompts effectively.
- Selecting the correct digital tools or combination of tools to carry out a task.
- Using these tools to communicate information effectively including creating and editing text, pictures, graphs and charts, and sounds.

Communication and collaboration

Communicating and collaborating through digital tools and on-line communities, including understanding how digital 'sharing' needs to be undertaken with thought and consideration of purpose and consequences, including:

- Using a browser to find websites and information.
- Creating and using secure accounts in online services.

Security and safety

Data security and online safety essentials, including:

- What constitutes personal information and how it might be misused
- Understanding that my passwords and personal information need to be kept safely as they have value to others
- Two factor authentication, permissions and online risks and threats.

- Basic legal issues such as copywrite and IPR. Ownership of digital assets such as those accessed through a subscription service.
- Websites use of cookies to track users' activity.

Evaluating technology and the information generated using it

Thinking critically about digital systems and data, including:

- Critically assessing the validity, accuracy, and plausibility of information created or distributed through digital systems.
- What URLs tell you about the provenance of information and how (in general terms) search engines prioritise information sources.
- Evaluating content and information produced by AI tools, recognising that bias in the training data used can lead to bias in the outcomes generated.
- How society is being shaped by digital technology and the implications (both foreseen and unforeseen) for self and society, including safety, security and legal and ethical issues.