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**Tracking sheet – Digital Skills**

This unit aims to support learners’ use of digital technology to enhance their communication, problem solving and employability skills, as well as their use of social media in a safe and informed way.

**Level 2**

**Learner name Centre name**

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| **To do this you must** | **Evidence location** |
| 1. Understand e-safety
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| * 1. State what is meant by “e-safety”
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| * 1. Explain how you can protect against online threats
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| * 1. Explain features that make a password secure
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| 1. Understand appropriate online behaviour
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| * 1. Give examples of positive and negative online behaviours
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| * 1. Explain the importance of maintaining appropriate online behaviour
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| 1. Understand uses of digital tools
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| * 1. Give examples of tasks which require digital tools
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| * 1. Explain the advantages and disadvantages of different digital tools
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| 1. Be able to review own digital skills and identify areas for development
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| 4.1 Explain why it is important to keep digital skills and knowledge up to date |  |
| 4.2 Give examples of own digital skills that need to be developed |  |
| 4.3 Plan activities to develop these digital skills |  |
| **Assessor feedback** |
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| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: |
| Learner Name Assessor Name Learner Signature Assessor SignatureDate Date  |