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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 | |
| * 1. State what is meant by “e-safety” |  |
| * 1. Explain how you can protect against online threats |  |
| * 1. Explain features that make a password secure |  |
| 1. Understand appropriate online behaviour | |
| * 1. Give examples of positive and negative online behaviours |  |
| * 1. Explain the importance of maintaining appropriate online behaviour |  |
| 1. Understand uses of digital tools | |
| * 1. Give examples of tasks which require digital tools |  |
| * 1. Explain the advantages and disadvantages of different digital tools |  |
| 1. Be able to review own digital skills and identify areas for development | |
| 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** | |
|  | |
| **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 Signature  Date Date | |