

Developing Fundamental Digital Skills for the Modern World



Empowering people through education

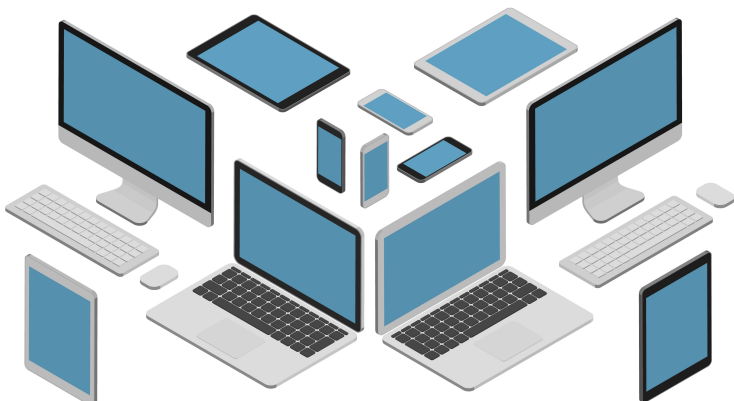
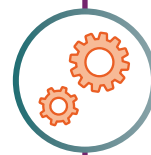


This programme is designed to change attitudes towards digital skills and responsibility online providing an inclusive and accessible learning environment. This helps people of all ages and backgrounds improve their digital skills. It's about taking a simple and practical approach to learning, refreshing or upskilling knowledge in the wake of the digital revolution. Our passion is to ensure no one is left behind and in doing so we bridge the digital divide whilst keeping people safe from online misuse.

Digital Citizenship covers the competencies and knowledge required to use digital technologies and tools effectively. These skills are essential in today's digital age, as they enable us to navigate and use technology for work, communication, and personal purposes. As technology continues to evolve and become more integrated into our daily lives, the demand for digital skills is only increasing. Therefore, developing and maintaining digital skills is important for both personal and professional growth in the modern world.

This course includes basic skills such as using email and web browsing, as well as basic upkeep and keeping yourself safe online, which is a crucial aspect of this course. With the rise of cyber crime, scams, and other online threats, it is essential for individuals to be aware of the risks and know how to protect themselves and their personal information online. The programme emphasises the importance of safe and responsible use of digital technology.

The aim of Digital Citizenship is to bridge the digital divide, which refers to the gap between those who have access to and knowledge of digital technology and those who do not. By empowering people with digital skills, the programme seeks to ensure that everyone has equal opportunities.

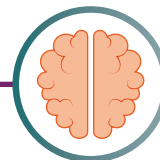


The course teaches the basics of digital tools, including both technical and soft skills.

Each completing learner will receive an **NOCN Award in Basic Digital Skills**.

Sessions include:

- Changing attitudes towards digital skills
- Benefits of digital skills
- Digital tools and devices
- Basic computer skills
- Internet skills
- Browsing the internet
- Search engines
- Creating and managing email accounts
- Online communication
- Social media
- Privacy and security considerations
- Digital safety and security
- Protecting personal information online
- Identifying and avoiding online scams and threats
- Basic computer troubleshooting
- Software updates and maintenance
- Basic hardware maintenance
- Backup and recovery basics
- Practical applications for digital skills
- Being responsible online



The learner will learn how to:

- Access a device and use basic controls.
- Perform basic device setup.
- Understand how to work safely and responsibly online.
- Search for and use internet-based information
- Use a digital device to communicate and exchange information.