

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (DIGITAL) Resource mapping document

This mapping document highlights which resources are available to support the delivery of the NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3)(Digital).

All resources can be found on the Skills4Worcestershire website, [Passport to Digital](#) and using the [Passport to Retail](#) page or the [Passport to Hospitality](#) page.

Introduction to Digital - R/651/1083	
Learning Objectives:	Lesson Plans UN1E100 - Digital Skills UN1E200 - What is digital? UN1E300 - Digital devices
Be able to identify own digital skills 1. Identify own digital skills and strengths. 2. Complete a simple action plan to identify their next steps to develop their digital skills.	1. UN1E101, UN1E103 2. UN1E104
Be able to recognise digital devices 1. Identify different digital devices. 2. Identify the uses of digital devices. 3. Use the controls on a digital device effectively.	1. UN1E201, UN1E301 2. UN1E302 3. UN1E303
Be able to connect and use the internet 1. Connect to the internet securely. 2. Access the internet. 3. Navigate webpages. 4. Interact with websites. 5. Use appropriate search techniques to locate information.	1. UN1E307 2. UN1E307 3. UN1E307, UN1E308 4. UN1E307, UN1E308 5. UN1E307, UN1E308

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Cyber Security - Y/651/1085	
<p>Learning Objectives:</p>	<p>Lesson Plans UN2E100 - Online Safety UN2E200 - Privacy and Security UN2E300 - Keeping Safe Online</p>
<p>Understand the importance of online safety</p> <ol style="list-style-type: none"> 1. Explain why it is important to stay safe, keep information secure and to respect others online. 2. Describe what is meant by 'digital footprint'. 3. Explain responsible online behaviour. 4. Describe what cyberbullying is. 	<ol style="list-style-type: none"> 1. UN2E301 2. UN2E102, UN2E103 3. UN2E104, UN2E301 4. UN2E105, UN2E106, UN2E107
<p>Be able to identify methods to protect themselves online</p> <ol style="list-style-type: none"> 1. Identify how to protect personal information. 2. Use simple methods to protect information and privacy. 3. Outline how to create a strong password. 4. Follow '2 step verification' instructions. 	<ol style="list-style-type: none"> 1. UN2E201, UN2E202, UN2E207, UN2E301 2. UN2E202, UN2E204, UN2E301 3. UN2E202, UN2E203 4. UN2E204
<p>Be able to identify fake news and online scams</p> <ol style="list-style-type: none"> 1. Describe what 'fake news' is. 2. Identify why fake news might be used. 3. Describe different types of online scams. 4. Explain how to spot fake news and online scams. 	<ol style="list-style-type: none"> 1. UN2E302 2. UN2E302 3. UN2E305, UN2E306 4. UN2E303, UN2E304, UN2E306

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Digital Communication - T/651/1084	
Learning Objectives:	Lesson Plans UN3E100 - Effective Communication UN3E300 - Social Media
Understand different methods of communication 1. Identify the different types of communications used in the workplace. 2. Identify the benefits of digital communication.	1. UN3E101 2. UN3E101
Know about personal and professional communication 1. Identify the difference between personal and professional communication. 2. Identify examples of effective communication methods for both personal and professional communication. 3. Identify formal and informal writing styles.	1. UN3E102, UN3E103 2. UN3E101, UN3E103, P2R UN4E206 3. UN3E105
Know about social media in the workplace 1. Give examples of social media platforms. 2. Identify different types of social media. 3. State how social media can be used for personal, professional and business use.	1. UN3E301 2. UN3E301, UN3E302 3. UN3E303, UN3E304, UN3E305

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Using Digital Technology - M/651/1082	
Learning Objectives:	Lesson Plans UN4E100 - Basic Navigation UN4E300 - Using Technology
Be able to use digital devices 1. Demonstrate how to use digital devices effectively. 2. Use digital devices independently.	1. UN1E303, UN4E103 and any digital activity from lesson plans 2. UN1E303, UN4E103 and any digital activity from lesson plans
Be able to choose appropriate applications for a certain task 1. Follow instructions to complete planned tasks. 2. Choose the most appropriate application/software to complete a planned task. 3. Complete planned tasks using digital technology.	1. UN4E103 2. UN4E101, UN4E301, UN4E302 3. UN4E303
Be able to design and create documents and images 1. Use digital technology to design and create a document or image.	1. UN4E101, UN4E303, UN4E304

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Employability Skills - Y/650/0492	
Learning Objectives:	Lesson Plan UN4E100 - Becoming Employed and UN4E200 - During Employment from Passport to Retail
<p>1. Understand the need for Health and Safety procedures at work</p> <p>a) List reasons for Health and Safety procedures at work b) Identify key safety signs c) Identify safe clothing for different types of work d) Outline how to maintain own safety at work</p>	<p>a) P2R UN3E308 - The Health and Safety at Work Act b) P2H UN3E304 - Health and Safety Signs Activity 1, P2H UN3E305 - Health and Safety Signs Activity 2, P2H UN3E306 - Safety at Work Wordsearch, P2H UN3E307 - Spot the Hazards c) P2R UN3E308 - The Health and Safety at Work Act d) P2H UN1E206 - Manual Handling</p>
<p>2. Be able to participate in tasks in a work-simulated environment</p> <p>a) Follow simple instructions b) Perform a work task c) Give an example of a problem with a task d) Give a possible solution to the problem</p>	<p>a) Any activity from lesson plans b) Any activity from lesson plans c) P2R UN1E100 - Customer Service Greetings Lesson Plan d) P2R UN1E100 - Customer Service Greetings Lesson Plan</p>
<p>3. Be able to work as part of a team</p> <p>a) Work with other team members to complete a task b) Identify why it is important to work with team members</p>	<p>a) Any group activity/role play activity from lesson plans b) P2R UN4E204 - Other Support</p>
<p>4. Know about different communication methods used at work</p> <p>a) Identify the different ways that people use to communicate at work b) Identify effective and ineffective ways of communicating in the workplace</p>	<p>a) P2R UN4E206 - Effective Communication b) P2R UN4E206 - Effective Communication</p>

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Preparation for Further Learning or Employment - R/650/0490	
Learning Objectives:	Lesson Plan UN4E100 - Becoming Employed from Passport to Retail
<p>1. Be able to identify their personal qualities, prior learning, skills and experience</p> <p>a) List their personal qualities, strengths, prior learning, skills and experience b) Know how to address opportunities and challenges during this learning programme</p>	<p>a) QA - Questionnaire b) QA - Questionnaire</p>
<p>2. Know how to address opportunities and challenges during this learning programme</p> <p>a) State any potential opportunities and challenges that may be present when looking for further learning or development opportunities b) Give examples of advantages that could be achieved from addressing these challenges</p>	<p>a) QA - Questionnaire b) QA - Questionnaire</p>
<p>3. Know how to plan to overcome challenges and achieve personal goals</p> <p>a) Produce a simple action plan identifying their next steps and deadlines to overcome challenges and achieve their goals</p>	<p>a) QA - Questionnaire</p>

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Preparing for an Interview - T/650/0491	
Learning Objectives:	Lesson Plan UN4E100 - Becoming Employed from Passport to Retail
<p>1. Understand how to prepare for an interview</p> <p>a) Find out information about the job or training course they are applying for b) Identify the people who may be involved in a recruitment interview c) Identify information that they may need to take with them to a recruitment interview d) Identify appropriate clothing to wear for the interview e) Prepare answers to potential questions that may be asked at the interview f) Identify questions to ask the interviewer at the end of the interview</p>	<p>a) P2R UN4E103 - How to look for a job online b) P2R UN4E108 - Interviewing Support c) P2R UN4E104 - How to write a CV, P2R UN4E105 - Job Application, P2R UN4E106 - How to write a covering letter and P2R UN4E108 - Interviewing Support d) P2R UN4E108 - Interviewing Support e) P2R UN4E109 - Mock Interview f) P2R UN4E109 - Mock Interview</p>
<p>2. Be able to practice interview skills</p> <p>a) Give answers to straightforward, open interview questions b) Ask the interviewer questions at the end of the interview c) Identify what went well in the interview and what could be improved</p>	<p>a) P2R UN4E109 - Mock Interview b) P2R UN4E109 - Mock Interview c) P2R UN4E108 - Interviewing Support</p>