



# PASSPORT TO DIGITAL RESOURCE DIRECTORY



Worcestershire  
Local Enterprise Partnership

THE CAREERS &  
ENTERPRISE  
COMPANY



worcestershire  
county council



<b>UNIT</b>	<b>ELEMENT</b>	<b>CODE</b>	<b>RESOURCE NAME</b>	<b>COMMENT</b>
UNIT 1 - Introduction to Digital	ELEMENT 1	UN1E100	Lesson Plan	
		UN1E101	KWL chart	
		UN1E102	Sorting activity	
		UN1E103	Digital quiz	
		UN1E104	Action plan	
		UN1E105	Office admin job description	
UNIT 1 - Introduction to Digital	ELEMENT 2	UN1E200	Lesson Plan	
		UN1E201	What is it?	
		UN1E202	The future	
		UN1E203	Dos and don'ts	
		UN1E204	Responsibilities	
		UN1E205	Office junior job description	
UNIT 1 - Introduction to Digital	ELEMENT 3	UN1E300	Lesson Plan	
		UN1E301	Can you find it?	
		UN1E302	Match the device	
		UN1E303	Device controls	
		UN1E304	Software and hardware	
		UN1E305	Is it software or hardware?	



<b>UNIT</b>	<b>ELEMENT</b>	<b>CODE</b>	<b>RESOURCE NAME</b>	<b>COMMENT</b>
		UN1E306	Internet uses	
		UN1E307	Connecting to the internet	
		UN1E308	Searching the internet	
		UN1E309	IT support technician job description	
UNIT 1 - Introduction to Digital	ELEMENT 4	UN1E400	Lesson Plan	
UNIT 2 - Cyber Security	ELEMENT 1	UN2E100	Lesson Plan	
		UN2E101	Online safety notes	
		UN2E102	Digital footprint posters	
		UN2E103	Online identity	
		UN2E104	Social media post	
		UN2E105	Types of cyberbullying	
		UN2E106	Effects of cyberbullying	
		UN2E107	Cyberbullying support	
		UN2E108	IT assistant job description	
UNIT 2 - Cyber Security	ELEMENT 2	UN2E200	Lesson Plan	
		UN2E201	Personal information	
		UN2E202	Passwords	
		UN2E203	Strong or weak passwords	



<b>UNIT</b>	<b>ELEMENT</b>	<b>CODE</b>	<b>RESOURCE NAME</b>	<b>COMMENT</b>
		UN2E204	2 step verification	
		UN2E205	Data protection and GDPR	
		UN2E206	What is a virus?	
		UN2E207	Top tips	
		UN2E208	Cyber security apprentice job description	
UNIT 2 - Cyber Security	ELEMENT 3	UN2E300	Lesson Plan	
		UN2E301	Tips for online safety	
		UN2E302	Fake news	
		UN2E303	How to spot fake news	
		UN2E304	Spot the fake news	
		UN2E305	What is a scam?	
		UN2E306	How to spot a scam	
		UN2E307	What should I do?	
		UN2E308	Network security engineer apprentice job description	
UNIT 2 - Cyber Security	ELEMENT 4	UN2E400	Lesson Plan	
UNIT 3 - Digital Communication	ELEMENT 1	UN3E100	Lesson Plan	
		UN3E101	Types of communication	
		UN3E102	Personal vs work	



<b>UNIT</b>	<b>ELEMENT</b>	<b>CODE</b>	<b>RESOURCE NAME</b>	<b>COMMENT</b>
		UN3E103	Communication scenarios	
		UN3E104	Mind map	
		UN3E105	Formal or informal	
		UN3E106	Web developer apprentice job description	
UNIT 3 - Digital Communication	ELEMENT 2	UN3E200	Lesson plan	
		UN3E201	Email step by step	
		UN3E202	Email guidelines	
		UN3E203	Text step by step	
		UN3E204	Text guidelines	
		UN3E205	Online meeting step by step	
		UN3E206	Online meeting guidelines	
		UN3E207	Calendar step by step	
		UN3E208	Calendar step by step	
		UN3E209	Executive assistant job description	
UNIT 3 - Digital Communication	ELEMENT 3	UN3E300	Lesson plan	
		UN3E301	Social media logos	
		UN3E302	Types of social media	
		UN3E303	Personal or business?	



<b>UNIT</b>	<b>ELEMENT</b>	<b>CODE</b>	<b>RESOURCE NAME</b>	<b>COMMENT</b>
		UN3E304	Social media: Business	
		UN3E305	Social media: Personal	
		UN3E306	Design a social media post	
		UN3E307	AI in social media	
		UN3E308	Social media marketing and content creator job description	
UNIT 3 - Digital Communication	ELEMENT 4	UN3E400	Lesson plan	
UNIT 4 - Using Digital Technology	ELEMENT 1	UN4E100	Lesson plan	
		UN4E101	Matching activity	
		UN4E102	Accessibility and shortcuts	
		UN4E103	Use digital devices	
		UN4E104	Online form	
		UN4E105	Create an email	
		UN4E106	Files and folders	
		UN4E107	Sort the files	
		UN4E108	Database administrator job description	
UNIT 4 - Using Digital Technology	ELEMENT 2	UN4E200	Lesson plan	
		UN4E201	Top trumps	
		UN4E202	Database	



<b>UNIT</b>	<b>ELEMENT</b>	<b>CODE</b>	<b>RESOURCE NAME</b>	<b>COMMENT</b>
		UN4E203	Database questions	
		UN4E204	Instructions	
		UN4E205	Treasure map	
		UN4E206	Programming	
		UN4E207	Data entry job description	
UNIT 4 - Using Digital Technology	ELEMENT 3	UN4E300	Lesson Plan	
		UN4E301	Applications	
		UN4E302	Wrong applications	
		UN4E303	Challenges	
		UN4E304	Design and create	
		UN4E305	Pledge	
		UN4E306	Website content editor job description	
UNIT 4 - Using Digital Technology	ELEMENT 4	UN4E400	Lesson Plan	