PASSPORT TO DIGITAL

TEACHER PROJECT BRIEF

Passport to Digital has been designed with the student's progression at the forefront. This brilliant project will take the students on a tour around the Digital industry, learning not only about cyber security, digital communication and digital skills, but also what careers and entry level roles are available within the sector. Within each unit the student will learn, test and progress in the hard and soft skills needed for each role. The project will be very hands on however, there is classroom-based learning. The project can be as realistic as your school's facilities will allow, please don't worry if you don't have big and wonderful resources to utilise, there are plenty of suggestions on how you can create the settings in other ways.

PROJECT AIM:

The aim of the project is to educate and upskill the students to be ready for their next steps either into further education within the sector or employment/ volunteering. The students will work through 4 units covering 4 areas of digital, The passport cannot only be shown as skills and knowledge achieved but can also be used to shape a CV and evidence experience for job interviews.

KEY STAGE FOCUS:

KS3 - Depending on your students' abilities and needs you could start the project within KS3, this can also be an option for mainstream and middle schools.

KS4 or 5 - The option to complete the bulk of the project can either be completed in YR11 or sixth from depending on your school sixth form and student ability.

KS5 - The extension task to this project would be to link internal or external work experience for real-life work practice, giving a clear on the job experience and continuing their development of work and sector skills.

GATSBY BENCHMARKS COVERED: BM2, BM3, BM4, BM5, and BM6

As the project is so broad and is achieved over a large span of time covering vast content it enables many of the Gatsby Benchmarks to be covered. You will see from the lesson plans when and how they are achieved.

NOCN QUALIFICATION:

By following Passport to Digital, students will be able to use their skills and knowledge gained to achieve a recognised qualification from NOCN. Passport to Digital provides a range of skills that are linked with the NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry Level 3) (Digital) qualification. The lesson plans will include how it meets the Regulated Qualifications Framework (RQF) to allow you to gather the evidence required.

TARGET AUDIENCE:

Initially the project will be working with sixth form students (YR 12,13 and 14), with the hope to expand it further if successful. The project, however, covers KS3,4 and 5. The bulk of the project can be delivered with YR11 if you don't have a sixth form or feel the students have the capacity to undergo the project at that time.

The project is aimed at SEND students however, the learning and lesson plans can be adjusted to meet the needs of a wider audience. Please get in touch if you need any support on this.

PROJECT OUTLINED:

Passport to Digital:

The content of the project is designed to plug and play, with session plans and resources to accompany. I will be using the term session instead of lesson, allowing the school to interpret the content into their time frames, the sessions have been given no timings due to the fact each class will work at different speeds, therefore this will be down to the school to finalise ready for teaching in a lesson.

Units have been written in a progressive order however, they can be completed in an order that is most appropriate for the needs of the students, overlapping of units can also be achieved if the schools wish.

Unit 1 - Introduction to Digital
Element 1 - Digital skills
Element 2 - What is digital?
Element 3 - Digital devices
Element 4 - Workplace visit

Unit 2 - Cyber Security
Element 1 - Online safety
Element 2 - Privacy and security
Element 3 - Keeping safe online
Element 4 - Workplace visit

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Unit 3 - Digital Communication
Element 1 - Effective communication
Element 2 - Methods of communication
Element 3 - Social media
Element 4 - Workplace visit

Unit 4 - Using Digital Technology
Element 1 - Basic navigation
Element 2 - Data and coding
Element 3 - Using technology
Element 4 - Workplace visit

SUGGESTIVE PROJECT TIME FRAME

Term	Unit	Visit topic
1	1 - Introduction to Digital	The workplace to demonstrate their digital services, programmes and devices, allowing students to practice their skills.
2	2 - Cyber Security	There will be cyber and network security departments in many businesses, not just the digital sector.
3	3 - Digital Communication	Any office-based workplace would be a good opportunity for students to see digital communication in use.
	4 - Using Digital Technology	Opportunities to engage with a wide range of digital roles which could include: graphic designers, content creators, marketing and advertising, game developers etc.

INTRODUCTION LESSON: The introduction will allow you to complete a baseline of your learners so you can adapt the lesson plans to meet their individual needs.

PROJECT COMPLETION: This could be a reward/ celebration style event.
Post project KS5: Internal or external work experience organised by the school (supported by EC if required). Extended interactions giving a real life on the job experience. This can be supported by The Inspiring Worcestershire BM6 document.
Each unit will have job descriptions for the students to look through and see if their skills meet or whether they understand what skills they have to gain.
Note: current videos with the lesson plans are from YouTube.

TEACHING TOOLS:
The project has been designed in a way that should enable you to pick it up and go, including lesson plans, flash cards and additional resources. You will need a classroom and a computer for some parts of the project. Each lesson plan defines what resources you will require to proceed with that lesson.
Please ensure you read through the lesson plans and split them into timings and chunks that work for your students.