

Digital Skills



We aim to give learners the skills and knowledge to pursue work opportunities and work towards a relevant qualification

Quality of Education: Ensure that learners needs are met through a relevant curriculum, appropriate resources, suitable interventions and high expectations.

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| <p>Learners will . . .</p> | <ul style="list-style-type: none"> • be able to turn on, log in and access applications on a range of devices • learn to safely access information on the internet • be able to identify secure websites • understand the process for storing information and documents locally or on the cloud using files and folders • be able to create, upload, organise and share documents or photos via email attachment • understand that not all information and content online is reliable • be able to complete online forms or web-based applications • understand the importance of managing money and online transactions securely | | <ul style="list-style-type: none"> • teach learners how to keep themselves safe when working online • have a good knowledge and understanding of computing and the relevant qualifications studied • have a sound knowledge of assessment procedures • ensure that all learners are challenged by differentiation according to learning ability • achieve a depth of learning in all lessons • check learners' understanding and give opportunities for feedback, questions, answers, discussion and self-evaluation • provide opportunities for learners to practice digital skills • encourage learners to share experiences and demonstrate skills learnt in their work experience placements | <p>Teachers will . . .</p> |
| <p>Employers will.....</p> | <ul style="list-style-type: none"> • have high expectations of learners • ensure a safe working environment is provided • complete an induction with learners at the beginning of their placements • provide a key contact for learners in case of need • provide learners with a uniform and PPE if required • disseminate information about a learner's work experience to their teams to encourage collaborative support from all parties • contribute to learners' work placement reviews and give them regular feedback • share any safeguarding concerns with the LINK19 College DSL | | <ul style="list-style-type: none"> • mentor learners • support learners to build their confidence during their placement • learn the job role in readiness for training the learner • break down tasks, sometimes applying systematic instruction technique • model workplace behaviours • target setting and monitoring and reviewing progress • produce visual or written aids and reminders (e.g. step by step task list) to support learners • check learners understanding • negotiate an increase in responsibilities or new activities to support learners' progress | <p>Work Placement Support Workers will.....</p> |

Increasing the opportunities for employment and independence in adulthood within a supportive learning environment