

Glasgow Code Learning: Digital

SCQF Level 3 and 4

Overview

This entry-level strand of the Glasgow Code Learning initiative offers a menu of learning options to support learners in developing basic digital skills for both life and work. The award at SCQF level 3 builds on Glasgow Life's tutor-led Getting Started courses. The course is aimed at those with no or little experience of using a computer. The NPA Digital Literacy award at SCQF Level 3 and the PC Passport award at SCQF level 4 are additional learning options aimed at those who already have some basic digital skills and would like to advance their digital skills for work. Both of these Glasgow Code Learning: Digital courses are delivered online via a supported digital learning platform with tutor-led drop in sessions available across the city.

Digital Literacy (SCQF level 3)

Computer Basics

- Identify examples of Hardware and Software
- Find and share information
- Create and manipulate simple information
- Use devices safely, legally and ethically.

Digital Skills

- Identify different forms of social media
- Identify reliable digital information
- Use digital devices.

Computer Applications

- Identify types of computer applications
- Use applications for personal, educational and vocational purposes
- Use local and cloud storage.

PC Passport (SCQF level 4)

Web Apps: Word Processing

- Use basic features of a word processing application to a given brief
- Create, edit and save a basic document
- Share a basic document.

Web Apps: Presentations

- Describe basic presentation application features
- Create a basic presentation
- Share a basic presentation.

Web Apps: Spreadsheets

- Describe the basic features of a spreadsheet application.
- Create a basic spreadsheet to a given brief.
- Share a basic spreadsheet.

