

**YEAR 10**

**TERM 1**

Topic: Using Devices  
Skills: Know the main features of different devices

Key Vocabulary  
Device  
Hardware  
Processor  
Memory  
Storage



**TERM 2**

Topic: Handling Information  
Skills: Know what an application is and the main application softwares

Key Vocabulary:  
Application  
Software  
Word Processor  
Spreadsheet  
Presentation



**TERM 3**

Topic: Creating and Editing  
Skills: Use suitable applications to create digital media

Key Vocabulary:  
Digital Media  
Create  
Edit  
Application  
Format



**TERM 4**

Topic: Creating and Editing  
Skills: Use suitable applications to edit and format digital media

Key Vocabulary:  
Edit  
Format  
Digital Media  
Layout  
Audience



**TERM 5**

Topic: Communicating  
Skills: Compose and reply to online communications

Key Vocabulary:  
Communication  
Email  
Recipient  
Reply  
Etiquette



**TERM 6**

Topic: Communicating  
Skills: Know what a digital footprint is

Key Vocabulary  
Digital Footprint  
Online Identity  
Privacy  
Personal  
Reputation



# CURRICULUM ROAD MAP – Jade Pathway- Digital Functional Skills (Entry Level 3)

YEAR 11

TERM 1

TERM 2

TERM 3

TERM 4

TERM 5

TERM 6

Topic: Transacting  
Skills: Completing and submitting online forms

Topic: Transacting  
Skills: Complying with Verification Checks

Topic: Being Safe Online  
Skills: Understanding the need to stay safe and respect others online

Topic: Being Safe Online  
Skills: Know and use methods to protect private information

Topic: Assessment Preparation

Scheduled Exams Preparation for Post 16

Key Vocabulary  
Form  
Submit  
Field  
Validation  
Personal Data

Key Vocabulary  
Verification  
Authentication  
Password  
Security  
Identity

Key Vocabulary  
Online Safety  
Respect  
Privacy  
Cyberbullying  
Digital Citizenship

Key Vocabulary  
Privacy  
Password  
Security  
Encryption  
Personal Data

Key Vocabulary  
Online Safety  
Cyber Awareness  
Privacy  
Digital Identity  
Responsibility

