Learn My Way Provision

This chart shows the ESD standards at Foundation and Entry Level, mapped to the Learn My Way content that can be used to teach it.
Each EDS standard occurs in several topic areas. The chart shows which course the topic can be found in as well as a link to that subject content.

Essential Digital Skill Statement	LMW Topics Featuring the EDS	Course	Subject
Foundation 1 Turning on a device (including entering and updating any account information safely, such as a password)	- Parts of a computer or laptop - Changing settings on a computer	Using a computer	Using your computer or device
	- Getting started with documents - Making documents easy to read	Creating Documents	Office programs
	- Getting started with spreadsheets - Working with numbers in spreadsheets - Saving time with spreadsheets	Creating spreadsheets	
	- Getting started with presentations - Making presentations look good - Preparing to deliver a presentation	Creating Presentations	
	- Staying safe online	Being safe online	Online safety
Foundation 2 Using the available controls on a device (such as a mouse and	- Keyboard basics - More about the keyboard	Using a keyboard	Using your computer or device

keyboard for a computer, or touchscreen on a smartphone or tablet);	- Mouse basics - Using the mouse: the 'click' factor - Using the mouse: scrolling	Using a mouse	
	- Basic controls - More advanced controls - Doing more with your touchscreen	Using a touch screen	
Foundation 3 Making use of accessibility tools (including assistive technology) to make devices easier to use (such as changing display settings to make content easier to read)	- More advanced controls	Using a touch screen	Using your computer or device
	- Different types of office programs	Introduction to Office Programs	Office programs
	- Getting started with documents	Creating documents	
	- Getting started with presentations	Creating presentations	
	- Locking your device	Keeping your device safe	Online safety
	- Staying safe online	Being safe online	

	- See your health record	GP services online: a how to guide	Improving your health online
	- A healthy lifestyle - Discovering health services near you	The NHS website: a how to guide	
	- Searching for jobs online - Extra features	Job hunting online	Finding a job online
	- National government services	Using public services online	Public services online
Foundation 4 Interacting with the home screen on a device;	- Parts of a computer or laptop - Changing settings on a computer	Using a Computer	Using your computer or device
	- A simple internet connection - A more complex connection	Smart Internet	More internet skills
Foundation 5 Connecting to the internet (including Wi-Fi) safely and securely, and opening a browser	- Using programs and managing files	Using a Computer	Using your computer or device
	- About the internet - Getting around online	Using the Internet	Online basics
	- FaceTime	Video Calling	More internet skills
	- A more complex connection	Smart internet	

Foundation 6 Opening and accessing an application on a device	- Using programs and managing files	Using a Computer	Using your computer or device
	- Getting started with spreadsheets	Creating Spreadsheets	Office programs
	- Getting started with presentations	Creating Presentations	
	- Introduction to video calling - Skype - Whatsapp	Video Calling	More internet skills
	- A more complex connection	Smart Internet	
	- Locking your device	Keeping Your Device Safe	Online safety
Using devices and handling information 1 Know what is meant by hardware, software, operating systems and applications; locate and install an application; apply system settings, including those for accessibility.	- Doing more with your touchscreen	Using a Touchscreen	Using your computer or device
	- Parts of a computer or laptop - Changing settings on a computer - Using programs and managing files	Using a Computer	
	- About the internet	Using The Internet	Online basics
	- Skype - Messenger	Video Calling	More internet skills

	- WhatsApp		
	- Introduction to shopping online	Online Shopping	
Using devices and handling information 2 Navigate online content using hyperlinks, menus and other navigation elements to locate required information; carry out searches to find information and content.	- Basic Controls - Doing More with A Touchscreen	Using a Touch Screen	[Using your computer or device](#)
	- Changing settings on a Computer - Solving Problems	Using a Computer	
	- Getting around online	Using The Internet	[Online basics](#)
	- Benefits of using search engines - Using website addresses and bookmarks - Searching websites	Using Search Engines	
	- Different types of office programs	Introduction to Office Programs	[Office programs](#)
	- Making Documents Stand Out	Creating Documents	
	- Getting started with spreadsheets	Creating Spreadsheets	
	- What does a social network look like?	Socialising Online	[More internet skills](#)

	- What's on the box? - Catch up TV	Watching and Listening Online	
	- Staying safe on social media	Keeping Your Personal Data Safe	Online safety
	- Searching for jobs online - Applying for jobs online - Extra Features	Job Hunting Online	Finding a job online
	- Book an appointment with your GP	GP services online: a how to guide	Improving your health online
	- Online health information - A healthy lifestyle - Discovering health services near you	The NHS Website: A How To Guide	
	- National government services - Local council services	Using Public Services Online	Public services online
Using devices and handling information 3 Open, read and save information from/to a file using appropriate naming conventions; work with files and folders to store, organise and	- Using programs and managing files	Using A Computer	Using your computer or device
	- Saving images and files from the internet	Using Search Engines	Online basics

retrieve information using local and remote storage.	- Different types of office programs	Introduction to Office Programs	Office programs
	- Getting started with documents - Making Documents Stand Out	Creating Documents	
	- Getting started with spreadsheets - Working with numbers in spreadsheets	Creating Spreadsheets	
	- Getting started with presentations - Preparing to deliver a presentation	Creating Presentations	
	- How do digital cameras work? - Getting the most out of a digital camera	Using a Digital Camera	More internet skills
	- Keeping a backup	Keeping Your Device Safe	Online safety
Using devices and handling information 4 Recognise when a technical problem has been encountered, solve simple technical problems, and seek assistance when unable to solve a technical problem.	- About the Internet	Using the Internet	Online basics
	- How to Correct a Mistake	Using Online Forms	
	- Solving Problems	Using a Computer	Using your computer or device
Creating and editing 6	- Sending an email	Using Email	Online basics

Use a suitable application to enter, edit and format information (including text, numbers and graphics).	- Getting started with documents - Making documents easy to read - Making documents stand out - Making changes and sharing documents	Creating Documents	Office programs
	- Working with numbers in spreadsheets - Saving time with spreadsheets - Adding extra information into spreadsheets	Creating Spreadsheets	
	- Connecting and sharing online	Socialising Online	More internet skills
Creating and editing 7 Capture and save images, sound and video.	- What does a social network look like?	Socialising Online	More internet skills
	- What can digital cameras do? - Getting the most out of a digital camera	Using A Digital Camera	
Communicating 9 Create, edit and use contacts when sending and receiving online communications comprising text and other digital content to individual and multiple recipients; initiate and participate in a video call.	- What is email? - Sending an email - Receiving and replying to an email	Using Email	Online basics
	- Making changes and sharing documents	Creating Documents	Office programs
	- Facetime - Messenger	Video Calling	More internet skills

	- Skye - Whatsapp		
	- Connecting and sharing online	Socialising Online	
	- Adding friends on Facebook - Posting messages on Facebook	Using Facebook	
Communicating 10 Identify the types of digital activities that leave a 'digital footprint' and understand the implications.	- Using the mouse: the 'click' factor	Using A Mouse	Using your computer or device
	- Staying safe on social media	Keeping Your Personal Data Safe	Online safety
	- Book an appointment with your GP - Order a repeat prescription from your GP	GP services online: a how to guide	Improving your health online
Transacting 11 Complete and submit a form as part of an online transaction, complying with verification checks.	- What is an online form? - Filling in your details - Multiple choices - How to correct a mistake	Using Online Forms	Online basics
	- Creating an email account	Using Email	
	- Skype	Video Calling	More internet skills
	- Starting to shop online	Online Shopping	

	- Creating your Facebook profile	Using Facebook	
	- Applying for jobs online	Job Hunting Online	Finding a job online
	- Getting started with online banking	Online and Mobile Banking	Managing your money online
	- National government services	Using Public Services Online	Public services online
Transacting 12 Buy an item/service online using a chosen method of online payment.	- Paying and delivery	Online Shopping	More internet skills
	- What can I do with online banking?	Online and Mobile Banking	Managing your money online
Being safe and responsible online 13 Identify situations where personal information may be stored by devices and online activity; identify and use simple methods to protect personal information and privacy	- Connecting and sharing online - Choosing the right network	Socialising Online	More internet skills
	- Email safety and security	Using Email	
	- Creating your Facebook profile	Using Facebook	
	- A simple internet connection	Smart Internet	More internet skills
	- Protection from viruses	Keeping Your Device Safe	Online safety
	- Staying safe online	Being Safe Online	

	- Safely connecting with people - Meeting people online - Scams		
	- Passwords - Using a shared device - Staying safe on social media	Keeping Your Personal Data Safe	
	- Applying For Jobs Online	Job Hunting Online	Finding a job online
	- Register with your GP's website	GP Services Online: A How To Guide	Improving your health online
	- Getting started with online banking	Online and Mobile Banking	Managing your money online
	- Local council services	Using Public Services Online	Public services online
Being safe and responsible online 14 Be aware of online risks and threats; identify and use simple methods to protect a device and data from online risks and threats; be aware of the security risks of using public Wi-Fi.	- Creating an email account - Receiving and replying to an email - Email safety and security	Using Email	Online basics
	- Hitting the right notes - YouTube	Watching and Listening Online	More internet skills

	- Protection from viruses - Locking your device - Second hand devices	Keeping Your Device Safe	Online safety
	- Staying safe online - Scams	Being Safe Online	
	- Passwords - Using a shared device - Staying safe on social media	Keeping Your Personal Data Safe	
	- Applying For Jobs Online	Job Hunting Online	Finding a job online
	- Register with your GP's website	GP Services Online: A How To Guide	Improving your health online
Being safe and responsible online 15 Configure and use secure ways to access devices and online services	- A more complex connection	Smart Internet	More internet skills
	- Locking your device	Keeping Your Device Safe	Online safety
	- See your health record	GP Services Online: A How To Guide	Improving your health online
	- What can I do with online banking?	Online and Mobile Banking	Managing your money online

Being safe and responsible online 17 Know how to report concerns with online content	- Staying safe online - Safely connecting with people - Meeting people online - Scams	Being Safe Online	Online safety
Being safe and responsible online 19 Recognise and minimise the effects of physical stresses of being online.	- Computer safety	Using a computer	Using your computer or device

Learn My Way Provision

This chart shows the 9 subject areas featured on the Learn My Way platform, authored by Good Things Foundation. The courses in each subject area are listed along with their descriptions and the topic areas they include. The chart also details the essential digital skill strand and skill statement, covered by each topic.

Subject - Using your computer or device Learn about using a computer or mobile device such as a phone or tablet.			
Courses	**Description**	**Topics**	**Essential Digital Skill** (Strand : skill statement(s) covered)
Using a keyboard	In this course you will learn how to use a computer keyboard to type text and numbers. The course will also show you how to use a keyboard to find your way around your computer and perform other simple tasks. The keys on the keyboard control what happens on the computer screen and lets you type letters and numbers. Being able to use a keyboard is one of the most important skills for using computers and the internet.	1. Keyboard basics	- Foundation: 2
		2. More about the keyboard	- Foundation: 2
Using a mouse	In this course you will learn how to use and click a computer mouse. It will also teach you how to hold a mouse and how to use it to get around your computer.	1. Mouse basics	- Foundation: 2

	The mouse controls what happens on your computer screen. It lets you click on things on the screen and scroll up and down. Using a mouse is one of the most important things you need to be able to do to use computers and the internet.	2. Using the mouse: the 'click' factor	- Foundation: 2 - Communication: 10
		3. Using the mouse: scrolling	- Foundation: 2
		4. Using a mouse quiz	
Using a touchscreen	In this course you will learn about how to use a touchscreen on a mobile phone or tablet computer. The course will cover basic and more advanced touchscreen controls. You will also find out about getting the most out of your touchscreen smartphone or tablet. More and more phones and computers are being made with a screen that you can touch. This makes understanding how to use a touchscreen very important. Using a touchscreen on your mobile phone, smartphone or tablet computer is often easier than using a keyboard and mouse.	1. Basic controls	- Foundation: 2 - Using Devices and Handling Information: 2
		2. More advanced controls	- Foundation: 3, 2
		3. Doing more with your touchscreen	- Foundation: 2 - Using Devices and Handling Information: 1, 2
Using a computer	In this course you will learn about the basic functions of a computer and how to use one safely. You will learn how to turn a computer on and off, and how to change the settings so that it suits your needs. The course will also teach you about the different parts of a computer. Using a computer can make your life easier and open up many new opportunities for you. Knowing how to sort your files and folders will help you use your computer more effectively. You'll want to make sure you	1. Parts of a computer or laptop	- Foundation: 1, 4 - Using Devices and Handling Information: 1
		2. Changing settings on a computer	- Foundation: 1, 4 - Using Devices and Handling Information: 1, 2

		Topics	
	can find your files, whether it's photos, documents or anything else.	3. Using programs and managing files	- Foundation: 6, 5 - Using Devices and Handling Information: 1, 3
		4. Solving Problems	- Using Devices and Handling Information: 2, 4
		5. Computer safety	- Being safe and responsible online: 19
		6. Using a computer quiz	

Subject - Online basics
How to search and explore the internet, keep in touch with email, and use public services online - all while being safe and secure.

Courses	Description	Topics	
Using the internet	In this course you will learn all about browsing the internet. The course covers using a web browser to view websites, creating bookmarks and what copyright means online. The internet is a giant library of information. Knowing how to access this information can make a your life a lot easier. For example, you can use the internet to keep in touch with friends and family, read the news, follow your hobbies, watch	1. About the internet	- Foundation: 5 - Using Devices and Handling Information: 1, 4
		2. Getting around online	- Foundation: 5 - Using Devices and Handling Information: 2

		3. Playing by the rules	
		4. Using the internet quiz	
Using online forms	In this course you will learn what an online form is, how to fill in forms on a website and how to correct mistakes on them. The course will also show you the different ways to complete online forms, such as text boxes and multiple choice answers. You need to be able to fill in online forms to do things like applying for benefits, paying bills or shopping online. This can help you save both time and money. Online forms are also useful for quickly contacting services you use. At first this might seem difficult, but once you learn how online forms work it will make your life simpler.	1. What is an online form?	- Transacting: 11
		2. Filling in your details	- Transacting: 11
		3. Multiple choices	- Transacting: 11
		4. How to correct a mistake	- Transacting: 11 - Using Devices and Handling Information: 4
Using email	In this course you will learn all about email accounts on the internet. The course covers how to set-up an email account, as well as how to open, read and send emails safely. You can use popular free email providers such as Gmail, Outlook (which used to be called Hotmail) and Yahoo to easily set-up an email account. You can then use email to keep in touch with friends and family, apply for jobs, do online shopping and much more. Having an email account will also let you access other services on the internet, such as Facebook or Skype.	1. What is email?	- Communication: 9
		2. Creating an email account	- Transacting: 11 - Being safe and responsible online: 14
		3. Sending an email	- Communication: 9 - Creating and editing digital content: 6

		4. Receiving and replying to an email	- Communication: 9 - Being safe and responsible online: 14
		5. Email safety and security	- Being safe and responsible online: 13, 14
Using search engines	In this course you will learn how to search for things on the internet using search engines such as Google. The course covers how to search for websites, using bookmarks and saving images and other files. Being able to use online searches will help you find information quickly using the internet. Search engines like Google, Bing and Yahoo can help you find websites, facts and other information quickly. Don't worry if your spelling isn't great – search engines can help you spell words and give you suggestions if you're not sure.	1. Benefits of using search engines	- Using Devices and Handling Information: 2
		2. Using website addresses and bookmarks	- Using Devices and Handling Information: 2
		3. Searching websites	- Using Devices and Handling Information: 2
		4. Saving images and files from the internet	- Using Devices and Handling Information: 3
		5. Using online searches quiz	
Subject - Office programs There are lots of ways you can make information look good using a computer.			

Courses	Description	Topics	
Introduction to office programs	In this course you will learn about what office programs are and some of the common features they have. The course will also explain some of the differences between them, to help you choose which is best for you. Lots of jobs need you to know how to use office programs but you can also use them at home or for study. You can use them to make documents like CVs look good and make home budgets easier	1. What are office programs?	
		2. Different types of office programs	- Foundation: 3 - Using Devices and Handling Information: 2, 3
		3. Generic quiz	
Creating documents	In this course you will learn how to make, change and save a document, such as a CV or a poster. The course will also show you how to lay out a document, add pictures and how to print documents. Being able to create documents using word processors like Microsoft Word or Google Docs is a useful skill. They are often used at work and they can help you with looking for a job. You can use it for personal reasons too, such as writing a letter or making notes	Getting started with documents	- Foundation: 1, 3 - Using Devices and Handling Information: 3 - Creating and editing digital content: 6
		Making documents easy to read	- Foundation: 1 - Creating and editing digital content: 6
		Making documents stand out	- Using Devices and Handling Information: 2, 3 - Creating and editing digital content: 6

		Making changes and sharing documents	- Creating and editing digital content: 6 - Communication: 9
		Creating documents quiz	
Creating spreadsheets	In this course you will learn how to use a spreadsheet to make working with numbers easier. The course will show you how to enter text and numbers to record information and make a home budget. Being able to create spreadsheets using programs like Microsoft Excel or Google Sheets is good way to save time when using numbers. It can also stop you making mistakes when doing sums	1. Getting started with spreadsheets	- Foundation: 1, 6 - Using Devices and Handling Information: 2, 3
		2. Working with numbers in spreadsheets	- Foundation: 1 - Using Devices and Handling Information: 3 - Creating and editing digital content: 6
		3. Saving time with spreadsheets	- Foundation: 1 - Creating and editing digital content: 6
		4. Adding extra information into spreadsheets	- Creating and editing digital content: 6
		5. Spreadsheet quiz	

Creating presentations	In this course you will learn how to make, change and save a presentation. The course will also show you how to make a plan, add colour to your presentation and how to print it. There is also advice on how to deliver your presentation to other people. Creating presentations using programs like Microsoft PowerPoint or Google Slides is a good way to tell people about your ideas. You can add words and pictures and make important information stand out	1. Getting started with presentations	- Foundation: 1, 3, 6 - Using Devices and Handling Information: 3 - Creating and editing digital content: 6
		2. Making presentations look good	- Foundation: 1 - Creating and editing digital content: 6
		3. Adding colour to presentations	- Creating and editing digital content: 6
		4. Preparing to deliver a presentation	- Foundation: 1 - Using Devices and Handling Information: 3
		5. Presentation quiz	

Subject - More internet skills This subject is designed to make sure you're confident with everything you might need to do on the internet, including online shopping and social media.			
Courses	**Description**	**Topics**	
Video calling	In this course you will learn about how you can see people when chatting to them on the internet. The course explains	1. Introduction to video calling	- Foundation: 6

	what you need to make video calls and help you choose the best method for you. Being able to see who you are talking makes communicating easier. You can use video calling to keep in touch with friends and family all over the world. Some companies even do job interviews by video call.	2. FaceTime	- Foundation: 5 - Communication: 9
		3. Skype	- Foundation: 6 - Using Devices and Handling Information: 1 - Communication: 9 - Transacting: 11
		4. Messenger	- Using Devices and Handling Information: 1 - Communication: 9
		5. WhatsApp	- Foundation: 6 - Using Devices and Handling Information: 1 - Communication: 9
		6. Quiz	
Online shopping	In this course, you will learn all about shopping online. The course covers how you can use the internet to compare prices, your rights when buying online and secure payment methods you can use when shopping online. You can save time and money by doing your shopping online - you can compare prices, get great deals and even have everything delivered directly to your door.	1. Introduction to shopping online	- Using Devices and Handling Information: 1
		2. Starting to shop online	- Transacting: 11
		3. Paying and delivery	- Transacting: 12

		4. Consumer rights when shopping online	
		5. Shopping online quiz	
Socialising online	In this course you will learn about different social networks such as Twitter, Pinterest and Google+. You will learn how to connect with people and share things online, what a social network can offer and what a social network looks like. This course will also show you how to stay in control of your information and stay safe. Social networks are websites you can use to connect with friends, family, colleagues and other people you have something in common with. You can use social networks to keep in touch with friends and send messages and images.	1. Connecting and sharing online	- Creating and editing digital content: 6 - Communicating: 9 - Being safe and responsible online: 13
		2. Choosing the right network	- Being safe and responsible online: 13
		3. What does a social network look like?	- Using Devices and Handling Information: 2 - Creating and editing digital content: 7
Using Facebook	In this course you will learn all about the social network Facebook. The course covers how to set-up a Facebook account, keep your account safe, create your Facebook profile, find your friends and family. The course will also show you how to post messages, pictures and updates. Facebook and other social networks can be a great way to keep in touch with people wherever they are in the world. You	1. Colin's Facebook story	
		2. Creating your Facebook profile	- Transacting: 11 - Being safe and responsible online: 13

	can use it to find old friends and stay in touch with them, as well as share pictures and find out the latest news. Facebook is one of the most popular social network.	3. Adding friends on Facebook	- Communication: 9
		4. Posting messages on Facebook	- Communication: 9
Using a digital camera	In this course you will learn about digital cameras and how they work. You will also learn how to download photos from your digital camera to your computer, so that you can share them with your friends and family. Digital cameras are easy to use and can produce really good photos. They also make it a lot easier for you to share the photos you have taken with friends and family.	1. What can digital cameras do?	- Creating and editing digital content: 7
		2. How do digital cameras work?	- Using Devices and Handling Information: 3
		3. Getting the most out of a digital camera	- Using Devices and Handling Information: 3 - Creating and editing digital content: 7
		4. Using digital cameras quiz	
Watching and listening online	In this course you will learn how to watch TV online and access catch-up services like BBC iPlayer and 4 on Demand. The course will also teach you how to access the radio online and use music services to listen to your songs whenever you like. By accessing TV services online, it gives you more flexibility in what you watch and when you watch it. This means you can watch programmes that you may have missed. You can also	1. Watching and listening online	
		2. What's on the box? - Catch up TV	- Using Devices and Handling Information: 2

	listen to your favourite music at any time using similar services for music.	3. Hitting the right notes - YouTube	- Being safe and responsible online: 14
		4. Get tuned in - online music	
		5. A world of choice	
		6. Watching and listening online quiz	
Smart internet	In this course you will learn about the different ways to connect to the internet as well as how to save money on your internet connection. Sometimes you just need to know stuff when you're on the go - like when the next train home is or the latest football score. Now all that information is available at your fingertips anywhere and anytime, thanks to smartphones and tablets.	1. A simple internet connection	- Foundation: 4 - Being safe and responsible online: 13
		2. A more complex connection	- Foundation: 4, 5, 6 - Being safe and responsible online: 15
		3. Some tips to save money	
		4. Smart internet quiz	
How to be a Digital Champion	In this course, you will learn what it means to be a Digital Champion as a tutor or volunteer. The course covers how to	1. What is a Digital Champion?	

	inspire people in your community to use the internet, and help them to develop their digital skills. There are still many people that need your help to use the internet. With your support as a Digital Champion, volunteer or tutor, these people can build their confidence to use digital technology. By completing this course you will gain the confidence and knowledge to be able to support your local community to go online. It will provide you with the skills to support people on a one to one basis or help small groups. You'll also come away with ideas and tips on how to help them use the internet.	2. How to inspire people	
		3. Help people get online	
		4. Activity: helping Bob get online	
Subject - Online safety If you are using the internet you may need to think about staying safe online.			
Courses	**Description**	**Topics**	
Keeping your device safe	In this course you will learn how to protect your device and the information on it. You'll learn how to keep your device safe from possible threats like viruses and how to use screen locks to stop other people using it. You also find out how to save a backup of the information on your device to the cloud and how to reset your device if you need to. Feeling safe when using your device can give you the confidence to enjoy the benefits of the internet without worrying. For example, knowing you are protected against	1. Protection from viruses	- Being safe and responsible online: 13, 14
		2. Locking your device	- Foundation: 3, 6 - Being safe and responsible online: 14, 15
		3. Keeping a backup	- Using Devices and Handling Information: 3

	online viruses and that other people can't use your device without your permission.	4. Second hand devices	- Being safe and responsible online: 14
		5. Keeping your device safe quiz	
Being safe online	In this course you will learn how to use the internet safely. When you're using the internet, there are lots of ways of doing the things that you need to, or that interest you. It's important to do these things safely. You'll also find out how to spot scams and keep safe on social media. Feeling confident when browsing the internet can help you enjoy being online more. The internet is great for shopping, banking and keeping in touch, but you often hear stories about the dangers of being online. Fortunately, if you follow some simple steps you can easily protect yourself.	1. Staying safe online	- Foundation: 1, 3 - Being safe and responsible online: 13, 14, 17
		2. Safely connecting with people	- Being safe and responsible online: 13, 17
		3. Meeting people online	- Being safe and responsible online: 13, 17
		4. Scams	- Being safe and responsible online: 13, 14, 17
		5. Being safe online quiz	
Keeping your personal data safe	In this course you will learn how to keep your online information safe by making and remembering good passwords. You'll also find out how you can control who sees your personal information when using public computers and social media.	1. Passwords	- Being safe and responsible online: 13, 14

	A good password will give you the confidence that your personal information is safe when using websites like online banking, shopping or apply for jobs. Not letting people you don't know see your personal data helps you keep your online identity safe.	2. Using a shared device	- Being safe and responsible online: 13, 14
		3. Staying safe on social media	- Using Devices and Handling Information: 2 - Communication: 10 - Being safe and responsible online: 13, 14
		4. Keeping your personal data safe quiz	

Subject - [Finding a job online](#)
Finding and applying for jobs can be tough, but learning how to search and apply for jobs online will make the process much easier and open up more opportunities for you.

Courses	Description	Topics	
Job hunting online	In this course you will learn how to search for jobs online. The course will cover how to find and apply for jobs online, using the Find a job website as an example. You'll learn about what should be in your CV, and how to upload a CV so that you can apply for jobs. It also covers how to register for email updates to stay up-to-date with the latest job adverts. Job hunting online can save you time and open up many more opportunities.	1. Introduction to job hunting online	
		2. Searching for jobs online	- Foundation: 3 - Using Devices and Handling Information: 2

		3. Applying For Jobs Online	- Using Devices and Handling Information: 2 - Transacting: 11 - Being safe and responsible online: 13, 14
		4. Extra features	- Foundation: 3 - Using Devices and Handling Information: 2
		5. Job hunting online quiz	
National Careers Service website: a how to guide	In this course you will be introduced to the National Careers Service website and learn how to use it. You will find out how to use some of their great tools to help you improve your skills. Looking for a job and improving your skills can be hard and a little bit of extra advice can make all the difference. The National Careers Service website provides information and tools to help you build a CV, learn more about applications and interviews. It can help you to make the right decisions about your learning, training and work opportunities.	1. The National Careers Service website	
		2. Taking a Skills Health Check	
		3. Finding your ideal job	
		4. Ready to get a job	
		5. Skills and careers online quiz	

Jobs and Interviews	In this course you will learn how you should prepare for a job interview and how the internet can help. It will give you advice for preparing for work and how to search for jobs online. The course will also show you how to use computers and the internet to find out about financial support for working families and find information on benefits. The internet is a great place to find all the information you need to prepare for an interview. It will also help you to create your CV. Using the internet can make finding jobs and learning what to do at job interviews much easier. This is because you can find advice from lots of different places to help you make the best choices.	1. Financial help for working families	
		2. Preparing for work	
		3. Searching for jobs online	
		4. Interview tips and methods	
		5. Jobs and interviews quiz	

Subject - Improving your health online
There are lots of ways you can use the internet to support your health.

Courses	Description	Topics	
GP services online: a how to guide	In this course you will learn how to find your local GP surgery online, how to register with a GP surgery online and how to find out more information about the GP surgeries around you. The course will also show you how to apply for repeat prescriptions online and how to look up your health records. Most GP surgeries have a website now, and using the services they offer online can save you time. You will be able to book	1. Register with your GP's website	- Being safe and responsible online: 13, 14
		2. Book an appointment with your GP	- Using Devices and Handling Information: 2 - Communication: 10

	appointments online quickly, rather than having to wait on a phone to speak to someone. You may also be able to use your GP's website to order a repeat prescription or to look up your health records.	3. Order a repeat prescription from your GP	- Communication: 10
		4. See your health record	- Foundation: 3 - Being safe and responsible online: 15
The NHS website: a how to guide	In this course you will learn how to make the most of the NHS website. The course will show you how to use the website to find health advice online and find your local health services like GPs and hospitals. The NHS website is a great way to find health information online, provide feedback and hear about other people's experiences. There's lots of advice about medicine and symptoms for different things. The website can also help you make other important decisions about your health.	1. Online health information	- Using Devices and Handling Information: 2
		2. A healthy lifestyle	- Foundation: 3 - Using Devices and Handling Information: 2
		3. Discovering health services near you	- Foundation: 3 - Using Devices and Handling Information: 2
		4. Staying healthy with the NHS website quiz	
Subject - [Managing your money online](#) Finances can be tricky, but this subject will help you learn how to do budgeting, banking and shopping online in a safe and easy way.			
Courses	**Description**	**Topics**	

Online and mobile banking	In this course you will learn how to do banking on the internet, using either a computer, tablet or mobile phone. The course will show you how to keep track of your money, make payments and stay safe with online banking. Taking time to visit your bank isn't always easy, and when you do it can still sometimes mean a long wait to speak to the right person. Banking online, also known as internet banking, can be much more convenient. It might seem scary to be dealing with your money online at first, but millions of people use online banking every day in a safe and secure way.	1. Introduction to online and mobile banking	
		2. Getting started with online banking	- Transacting: 11 - Being safe and responsible online: 13
		3. What can I do with online banking?	- Transacting: 12 - Being safe and responsible online: 15
		4. Banking on the move	
Make money work	This course will teach you about basic money management online and how to make the most of your money. You will learn how to take several simple steps right now to make a budget and manage your loans so that you can plan for the future. Managing your finances can seem like a huge task but it needn't be complicated. Dealing with your money online means you can manage your budget, make plans and take control of how you borrow money. This saves you time and gives you peace of mind that you're making money work for you.	1. Making your money work	
		2. Budgeting your money	
		3. Organising your money	
		4. Staying in control of your money	
		5. What can you do now?	

Subject - Public services online Find out information about public services and save time and money by visiting local and national government websites.			
Courses	**Description**	**Topics**	
Using public services online	In this course you will learn what public services are available online. You'll learn about how to use the government website (GOV.UK) and how to find local council services. All sorts of public services are available online. Learning how to use these online services allows you to access them at a time and place that suits you. You can use the internet to check what benefits you are entitled to (such as tax credits), housing services and to contact your local council.	1. The benefits of online services	
		2. National government services	- Foundation: 3 - Using Devices and Handling Information: 2 - Transacting: 11
		3. Local council services	- Using Devices and Handling Information: 2 - Being safe and responsible online: 13
		4. Public services quiz	
Universal Credit: a how to guide	In this course you will learn about Universal Credit and how to work out if you can claim. The course will also show you how to make your first claim online and tell you what information you will need to do this.	1. Preparing to claim Universal Credit	
		2. Applying for Universal Credit	

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	Universal Credit is a single benefit payment that is replacing six other benefits and tax credits. Knowing if you are entitled to payments could help your finances and those of your family. Universal Credit is available in some areas of the country currently, but it will be available everywhere soon.	3. Your claim is being processed	
		4. Receiving Universal Credit	
		5. Universal Credit and working	