

Quickline Digital Skills

Developing life &
digital skills for all.



Welcome

Welcome to Quickline Digital Skills, an all-ages programme designed to educate communities on the importance of digital skills as essential life skills.

The programme aims to tackle and circumvent the barriers that often prevent us from becoming digitally literate and highlight the importance of using the Internet effectively, safely and responsibly.

Broken down into three key learning age groups – Primary students, Secondary students (Years 7-9) and Post-16 (both in and outside of education) – Quickline Digital Skills seeks to not only educate but upskill those looking to improve their digital literacy.

“Digital skills are important because they underpin so much of how modern work is conducted. For many modern professions, digital skills are essential skills.”



What are digital skills?

Digital skills are defined as the ability to find, evaluate, use, share, and create content using digital devices, such as computers and smartphones.

This programme will delve into what we consider 'essential' digital skills, the skills everyone needs to live in an increasingly digital world and thrive in a career framework that is becoming progressively more dependent on basic digital skills.

It will also give plenty of opportunities to find out more about 'advanced' digital skills through our 'Jobs of the Future' modules.



Programme Benefits



Our programme teaches young people about...

The importance of digital skills.

The need to stay safe online.

The difference between genuine information and fake news.

The need for digital careers.

Our programme incorporates the following Gatsby Benchmarks...



A Stable
Careers
Programme



Learning from
Career &
Labour Market
Information



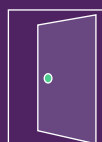
Addressing
The Needs of
Each Pupil



Linking
Curriculum
Learning
to Careers



Encounters
with Employers
& Employees



Experiences
of Workplaces



Encounters
with Further &
Higher
Education



Personal
Guidance

Our programme focuses on the following DfE Digital Skills...

DfE1 **Communicating**

DfE2 **Handling Information and Content**

DfE3 **Transacting**

DfE4 **Problem Solving**

DfE5 **Being Safe and Legal Online**

Advanced Digital Skills Covered (Post-16 and Beyond):

- Digital Marketing
- Social Media
- User Experience (UX)
- Web Analytics
- AI
- Cybersecurity



Programme Delivery



Easy online access
and downloads.



Flexible – can be
delivered one
module at a time.



Full accompanying
guidance notes.



Completely
digitally OR with
printed materials.



Engaging
presentations and
animations.



Optional extension
and homework
tasks.

Module Overview:

Primary

Introductory animations:

Quickline Animation – an engaging overview of the company.

Why are Digital Skills Important? (Animation)

1. The Importance of Digital Skills.
2. Cyberbullying/Staying Safe Online (Top tips, scenarios/advice).
3. Fake News (Identifying misleading content).
4. Handling Content (Inappropriate content/sharing information online).
5. Screen Time (YouTube/social media/gaming).
6. Jobs of the Future (With a focus on women in STEM).

Secondary

Introductory animations:

Quickline Animation – an engaging overview of the company.

Why are Digital Skills Important? (Animation)

1. Staying Safe Online (Top tips, scenarios/advice).
2. Social Media/Content Sharing (Creating a positive digital footprint).
3. Fake News / AI (Identifying misleading content).
4. Problem-solving (Finding solutions and guidance/ Microsoft and Google focused).
5. Cybercrime (Careers and security).
6. Jobs of the Future (Matching activity/research task) – with a focus on women in STEM.

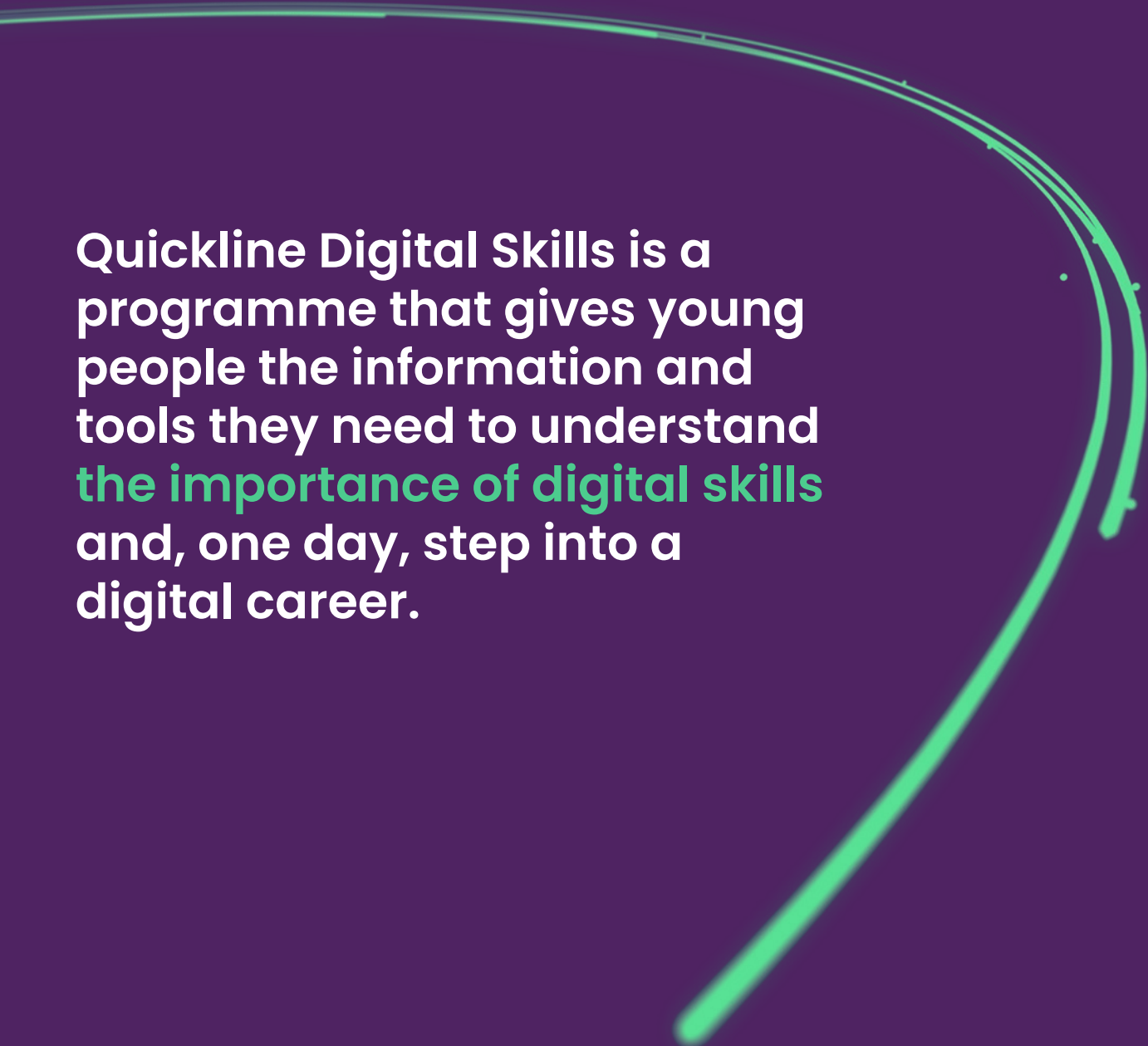
Post-16

Introductory animations:

Quickline Animation – an engaging overview of the company.

Why are Digital Skills Important? (Animation)

1. Cybercrime (Staying safe online, privacy at home and in the world of work, VPN).
2. Fake News (Identifying scams, phishing, hacking and misleading content).
3. Communicating (Creating emails, applying for jobs online, researching etc).
4. Positive Digital Footprint (LinkedIn profile, future career aspirations).
5. Jobs of the Future (Digital Marketing, social media, User Experience (UX), Web Analytics, AI, Cybersecurity) – an additional focus on women in STEM.
6. Career-focused Activity (Selecting one digital career to delve further into independently – with guidance doc)



Quickline Digital Skills is a programme that gives young people the information and tools they need to understand **the importance of digital skills** and, one day, step into a digital career.