



## O4 – Toolkit – Learning styles section – Annex 2

### Activity n°3: Digital skills assessment – Essential digital skills checklist

#### DIGITAL SKILLS

FOUNDATION DIGITAL SKILLS	ANSWER (PLEASE TICK WHERE APPROPRIATE)		
I can turn on a device (e.g. phone, tablet, laptop...)	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can use the controls on my device (e.g. turn up the volume)	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can use accessibility tools on my device to make it easier to use (e.g. increase font size).	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can interact with the home screen on my device (e.g. I can locate text messages).	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can connect my device to a safe and secure Wi-Fi network (e.g. I can connect to Wi-Fi in my house).	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I know that my passwords and personal information need to be kept safely as they have a value to others (e.g. I don't write my passwords down or tell them to anyone else).	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>



I can update and change my password when prompted to do so (e.g. I can change my Netflix password).	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
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## COMMUNICATION, HANDLING INFORMATION AND CONTENTS, TRANSACTING AND PROBLEM SOLVING

LIFE SKILLS	ANSWER (PLEASE TICK WHERE APPROPRIATE)		
I can communicate using tools like Email, WhatsApp, or videocalls.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can post on social media platforms (e.g. Facebook or Instagram).	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can keep my emails and social media accounts safe.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can keep my emails and social media accounts safe.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can use the internet to access entertainment Legally (e.g. Spotify, Netflix, HBO or BBC).	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can check if online information is true or false.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can buy things online and know how to check if a website is safe.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>



I can use the internet for online services (e.g Universal Credit or uploading passport forms).	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can use online banking websites and apps.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I am able to book transport and accommodation online.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can use online chat to ask for help with a website or app.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can use the internet to find out how to do something online.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can use the internet to find solutions to work-related problems.	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>
I can use online tutorials, FAQs and advice forums to solve problems and improve my skills in using devices and applications	I can do this <input type="checkbox"/>	I can't do this <input type="checkbox"/>	I want to learn how to do this <input type="checkbox"/>