



## DIGITAL SKILLS

for Life and Work in Aotearoa NZ

### FOUNDATIONAL SKILLS

I can:

- Turn on a device
- Use the available controls on a device
- Connect to the internet, open a browser like Explorer or Chrome
- Interact with the main screen on a device
- Connect a device to a wifi network
- Update and change your device password or pin code when prompted to do so

### COMMUNICATING

I can:

- Communicate with others using email
- Attach documents and photos to an email
- Communicate with others using messenger apps or chat tools
- Communicate with other using video tools where you can see others on screen
- Set up an email account
- Create Microsoft Word or Google docs
- Post something on social media

### TRANSACTIONING SKILLS

I can:

- Pay for goods or services online
- Manage your money and transactions online securely
- Access and use public services online like vehicle registration, or my MSD
- Set up an account online to buy goods or services
- Upload documents and photos when needed to complete an online transaction

### PROBLEM SOLVING

I can:

- Use the internet to find information to solve problems
- Use web chat, FAQs, and forums to solve problems





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### HANDLING INFORMATION AND CONTENT

I can:

- Use google or other search engines to find information like shop opening hours
- Use the internet to stream or download entertainment
- Organise your information and content
- Use bookmarks to save and retrieve websites and information
- Store information on the Cloud and access that content from different devices

### ONLINE SAFETY

I can:

- Reset a password from an online account if you've forgotten it
- Recognise and avoid suspicious links in emails
- Use different secure passwords for different websites and accounts
- Set and change the privacy settings on your social media and other accounts
- Update your devices regularly to prevent viruses and other risks
- Know where to get help to stay secure online
- Use security features, when given a choice, other than passwords
- Know what the padlock and 'https' in the address bar mean

