User Skills and Digital Technologies

HANDBOOK **Open Platforms and Digital Skills**	Level 2 Certificate (Ofqual Register Link)	RQF LEVEL DESCRIPTORS
[1]	[2]	[3]

Level 2

Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits)

1. 1. Understand the principles of project management

2. 2. Plan using project management best practices

3. 3. Evaluate the effectiveness of project management

1.1 I can understand the principles of project management [4]

2.1 I understand the need for a clear plan on project work [5]

3.1 I can analyse the effectiveness of my own project management [6]

1.2 I can list digital tools used in project management [7]

2.2 I can define best practices and tools used for my project [8]

3.2 I can summarise the best practices I have employed [9]

1.3 I can explain the stages of project management [10]

2.3 I can list the main milestones in a project [11]

3.3 I can document the best practices that were most effective [12]

1.4 I can explain the role of team players in projects [13]

2.4 I can describe the stages I will use for my project [14]

3.4 I can describe the technologies used to enhance project management [15]

1.5 I can describe the strengths and weaknesses of project management [16]

2.5 I can define the roles and responsibilities of the team I will work with [17]

3.5 I can analyse the roles and responsibilities of a team [18]

1.6 I can create an implementation template for a project [19]

2.6 I can produce a detailed plan for the project using best practices [20]

3.6 I can analyse the strengths and weaknesses of project management [21]

Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits)

1. 1. Understand the range and scope of threats and countermeasures

2. 2. Apply a range of systems and services to deal with threats

3. 3. Evaluate and document policies and procedures to counter threats and increase safety

1.1 I can list the main threats to online safety [23]	2.1 I can explain the way threats are created and deployed [24]	3.1 I can create a guide to the main threats [25]
1.2 I can list the main ways to minimise online threats [26]	2.2 I can explain the hardware tools used to counter threats [27]	3.2 I can produce a list of equipment to be used to protect systems [28]
1.3 I can explain the damage threats do to individuals [29]	2.3 I can explain the software tools used to counter threats [30]	3.3 I can evaluate the different tools and services available [31]
1.4 I can explain the damage threats cause to organisations [32]	2.4 I can describe the way these tools minimise damage [33]	3.4 I can evaluate the effectiveness of available tools [34]
1.5 I can describe the methods used to counter threats with software [35]	2.5 I can setup tools and services to protect a system [36]	3.5 I can evaluate the effectiveness of a system overall [37]
1.6 I can describe the methods I use to protect myself online [38]	2.6 I can test the effectiveness of this system [39]	3.6 I can describe the laws that regulate online safety [40]

Level 2, Unit 82 - Digital Editing and Publishing (3 credits)

1. 1. Understand the tools and services available for digital editing and publishing

2. 2. Plan and create a range of materials for different purposes and audiences

3. 3. Evaluate the effectiveness of digital materials

1.1 I can list a range of	2.1 I can plan a series of	3.1 I can evaluate a range

digital publications [42]	publications for a specific audience [43]	of digital materials collected for research [44]
1.2 I can explain a range of tools used for digital publications [45]	2.2 I can demonstrate a range of skills in editing [46]	3.2 I can evaluate the strengths and weaknesses of my chosen tools [47]
1.3 I can describe the services used in digital editing and publishing [48]	2.3 I can describe the impact of different techniques [49]	3.3 I can describe the best practices in editing techniques [50]
1.4 I can explain the principles of good editing [51]	2.4 I can create publication to meet needs and expectations [52]	3.4 I can describe the export needs of different customers [53]
1.5 I can explain the way digital publications can persuade people [54]	2.5 I can collect and respond to feedback on publications I create [55]	3.5 I can analyse collected feedback and use this to improve designs [56]
1.6 I can explain the best tools and services for digital publications [57]	2.6 I can produce some support materials for the tools I deploy [58]	3.6 I can analyse my performance against objectives [59]

Level 2, Unit 83 - Digital Design and Graphics (3 credits)

1. 1. Understand the tools and applications for digital designs	2. 2. Plan and design digital artefacts for specific purposes	3. 3. Evaluate the effectiveness of designs
1.1 I understand the basic design process [61]	2.1 I can plan designs for a client [62]	3.1 I can evaluate the effectiveness of my plans against set objectives [63]
1.2 I appreciate the need for clarity when designing something digital [64]	2.2 I can research the best tools to meet the client specification [65]	3.2 I can summarise my research findings [66]
1.3 I can explain the main elements of design tools for accuracy and quality [67]	2.3 I can develop some draft designs for feedback and comments [68]	3.3 I can evaluate and reflect on my designs and respond to client feedback [69]
1.4 I can understand how to research the best tools for different design jobs [70]	2.4 I can respond to comments and make adjustments before final production [71]	3.4 I can evaluate the strengths and weaknesses of my design process [72]
1.5 I can explain the file formats used for different	2.5 I can produce a range of outputs for different	3.5 I can analyse the best file formats required for

outputs [73]

purposes and explain their strengths and weaknesses [74]

different tasks [75]

1.6 I can understand the need for compliance with legal issues in designing materials [76]

2.6 I can explain the legal constraints on the designs created [77]

3.6 I can analyse the legal restrictions on the design process [78]

Level 2, Unit 84 - Digital Modelling and Data Management (3 credits)

1. 1. Understand the range and type of data and data management

2. 2. Plan and apply effective data modelling and management practices

3. 3. Evaluate the effectiveness of tools and services for data modelling and management

1.1 I can list some data types and their characteristics [80]

2.1 I can make a plan for a data modelling solution [81]

3.1 I can evaluate the effectiveness of my solution [82]

1.2 I can explain the range of data available and it's purpose [83]

2.2 I can gather the requirements from a client for their needs [84]

3.2 I can analyse the process used to develop my solution [85]

1.3 I can explain the different data management requirements [86]

2.3 I can make a workflow diagram to explain the capture, processing and output of data [87]

3.3 I can describe the strengths and weaknesses of files types for data management [88]

1.4 I can describe the characteristics of "big data" [89]

2.4 I can explain the systems and processes for modelling and managing data [90]

3.4 I can evaluate the best systems of data modelling and management [91]

1.5 I can understand the need to manage data for different purposes [92]

2.5 I can describe to a client how to manage the data from the system [93]

3.5 I can produce some support materials for data modelling and management [94]

1.6 I can define the issues related to managing data [95]

2.6 I can establish systems and processes for data handling and storage [96]

3.6 I can prepare and deliver a presentation on data modelling and management [97]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
[Entry Level 1, Unit R - Registration](#) [99]	[Level 1, Unit R - Registration](#) [100]	[Level 2, Unit R - Registration](#) [101]	[Level 3, Unit R - Registration](#) [102]
[Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit)](#) [103]	[Level 1, Unit 1 - Improving Productivity Using IT (3 credits)](#) [104]	[Level 2, Unit 1 - Improving Productivity Using IT (4 credits)](#) [105]	[Level 3, Unit 1 - Improving Productivity Using IT (5 credits)](#) [106]
[Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits)](#) [107]	[Level 1, Unit 2 - Website Software (3 credits)](#) [108]	[Level 2, Unit 2 - Website Software (4 credits)](#) [109]	[Level 3, Unit 2 - Website Software (5 credits)](#) [110]
[Entry Level 1, Unit 3 - Online Basics (2 credits)](#) [111]	[Level 1, Unit 3 - Using Collaborative Technologies (3 credits)](#) [112]	[Level 2, Unit 3 - Using Collaborative Technologies (4 credits)](#) [113]	[Level 3, Unit 3 - Using Collaborative Technologies (6 credits)](#) [114]
[Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits)](#) [115]	[Level 1, Unit 4 - IT Security for Users (1 credit)](#) [116]	[Level 2, Unit 4 - IT Security for Users (2 credits)](#) [117]	[Level 3, Unit 4 - IT Security for Users (3 credits)](#) [118]
[Entry Level 1, Unit 5 - Safe Working Practices (2 credits)](#) [119]	[Level 1, Unit 5 - Spreadsheet Software (3 credits)](#) [120]	[Level 2, Unit 5 - Spreadsheet Software (4 credits)](#) [121]	[Level 3, Unit 5 - Spreadsheet Software (6 credits)](#) [122]
[Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits)](#) [123]	[Level 1, Unit 6 - Specialist Software (2 credits)](#) [124]	[Level 2, Unit 6 - Specialist software (3 credits)](#) [125]	[Level 3, Unit 6 - Specialist Software (4 credits)](#) [126]
[Entry Level 1, Unit 7 - Imaging software (2 credits)](#) [127]	[Level 1, Unit 7 - Word Processing (3 credits)](#) [128]	[Level 2, Unit 7 - Word processing (4 credits)](#) [129]	[Level 3, Unit 7 - Word Processing Software (6 credits)](#) [130]
[Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits)](#) [131]	[Level 1, Unit 8 - Using the Internet (3 credits)](#) [132]	[Level 2, Unit 8 - Using the internet (4 credits)](#) [133]	[Level 3, Unit 8 - Using the Internet (5 credits)](#) [134]
[Entry Level 1, Unit 9 - Using Word Processing Software (2 credits)](#) [135]	[Level 1, Unit 9 - Drawing and planning (2 credits)](#) [136]	[Level 2, Unit 9 - Drawing and planning (3 credits)](#) [137]	[Level 3, Unit 9 - Drawing and Planning Software (4 credits)](#) [138]

User Skills and Digital Technologies
-->

[Entry Level 1, Unit 11 - Audio and Video Software (2 credits)](#) [139]

[Level 1, Unit 10 - Presentation Software (3 credits)](#) [140]

[Level 2, Unit 10 - Presentation software (4 credits)](#) [141]

[Level 3, Unit 10 - Presentation Software (6 credits)](#) [142]

[Entry Level 1, Unit 12 - Presentation Software (2 credits)](#) [143]

[Level 1, Unit 11 - Database Software (3 credits)](#) [144]

[Level 2, Unit 11 - Database software (4 credits)](#) [145]

[Level 3, Unit 11 - Database Software (6 credits)](#) [146]

[Entry Level 1, Unit 13 - Computer Games Development (2 credits)](#) [147]

[Level 1, Unit 12 - Desktop Publishing Software (3 credits)](#) [148]

[Level 2, Unit 12 - Desktop Publishing Software (4 credits)](#) [149]

[Level 3, Unit 12 - Desktop Publishing Software (5 credits)](#) [150]

[Entry Level 1, Unit 14 - Video Communication (2 credits)](#) [151]

[Level 1, Unit 13 - Using Email (2 credits)](#) [152]

[Level 2, Unit 13 - Using Email (3 credits)](#) [153]

[Level 3, Unit 13 - Using Email (3 credits)](#) [154]

[Entry Level 1, Unit 29 - Understand social media (2 credits)](#) [155]

[Level 1, Unit 14 - Audio Software (2 credits)](#) [156]

[Level 2, Unit 14 - Audio Software (3 credits)](#) [157]

[Level 3, Unit 14 - Audio Software (4 credits)](#) [158]

[Entry Level 2, Unit R - Registration](#) [159]

[Level 1, Unit 15 - Imaging Software (3 credits)](#) [160]

[Level 2, Unit 15 - Imaging Software (4 credits)](#) [161]

[Level 3, Unit 15 - Imaging Software (5 credits)](#) [162]

[Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits)](#) [163]

[Level 1, Unit 16 - IT Communication Fundamentals (2 credits)](#) [164]

[Level 2, Unit 16 - IT Communication Fundamentals (2 credits)](#) [165]

[Level 3, Unit 17 - Video Software (4 credits)](#) [166]

[Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits)](#) [167]

[Level 1, Unit 17 - Video Software (2 credits)](#) [168]

[Level 2, Unit 17 - Video Software (3 credits)](#) [169]

[Level 3, Unit 23 - Multimedia Software (6 credits)](#) [170]

[Entry Level 2, Unit 3 - Online Basics (2 credits)](#) [171]

[Level 1, Unit 18 - IT Software Fundamentals (3 credits)](#) [172]

[Level 2, Unit 18 - IT Software Fundamentals (3 credits)](#) [173]

[Level 3, Unit 24 - Additive Manufacture (6 credits)](#) [174]

[Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits)](#) [175]

[Level 1, Unit 19 - IT User Fundamentals (3 credits)](#) [176]

[Level 2, Unit 19 - IT User Fundamentals (3 credits)](#) [177]

[Level 3, Unit 27 - Design Software (5 credits)](#) [178]

[Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit)](#) [179]

[Level 1, Unit 20 - Using Mobile IT Devices (2 credits)](#) [180]

[Level 2, Unit 20 - Using Mobile IT Devices (2 credits)](#) [181]

[Level 3, Unit 28 - Optimise IT System Performance (5 credits)](#) [182]

User Skills and Digital Technologies

-->

[Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits)](#) [183]	[Level 1, Unit 21 - Data Management Software (2 credits)](#) [184]	[Level 2, Unit 21 - Data Management Software (3 credits)](#) [185]	[Level 3, Unit 29 - Set Up an IT System (5 credits)](#) [186]
[Entry Level 2, Unit 7 - Imaging software (2 credits)](#) [187]	[Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits)](#) [188]	[Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits)](#) [189]	[Level 3, Unit 32 - Computerised Accounting Software (5 credits)](#) [190]
[Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits)](#) [191]	[Level 1, Unit 23 - Multimedia Software (3 credits)](#) [192]	[Level 2, Unit 23 - Multimedia Software (4 credits)](#) [193]	[Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits)](#) [194]
[Entry Level 2, Unit 9 - Using Word Processing Software (2 credits)](#) [195]	[Level 1, Unit 24 - Additive Manufacture (3 credits)](#) [196]	[Level 2, Unit 24 - Additive Manufacture (3 credits)](#) [197]	[Level 3, Unit 37 - Internet of Things (6 credits)](#) [198]
[Entry Level 2, Unit 10 - ICT for Employment (1 credit)](#) [199]	[Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits)](#) [200]	[Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits)](#) [201]	[Level 3, Unit 40 - Cloud Based Services and Applications (5 credits)](#) [202]
[Entry Level 2, Unit 11 - Audio and Video Software (2 credits)](#) [203]	[Level 1, Unit 26 - Computer Games Development (3 credits)](#) [204]	[Level 2, Unit 26 - Computer Games Development (4 credits)](#) [205]	[Level 3, Unit 41 - Cloud Based Systems and Security (5 credits)](#) [206]
[Entry Level 2, Unit 12 - Presentation Software (2 credits)](#) [207]	[Level 1, Unit 27 - Design Software (3 credits)](#) [208]	[Level 2, Unit 27 - Design Software (4 credits)](#) [209]	[Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits)](#) [210]
[Entry Level 2, Unit 14 - Video Communication (2 credits)](#) [211]	[Level 1, Unit 28 - Optimise IT System Performance (2 credits)](#) [212]	[Level 2, Unit 28 - Optimise IT System Performance (4 credits)](#) [213]	[Level 3, Unit 44 - Bespoke Software (4 credits)](#) [214]
[Entry Level 2, Unit 16 - Using Collaborative Technologies (2 credits)](#) [215]	[Level 1, Unit 29 - Set Up an IT System (3 credits)](#) [216]	[Level 2, Unit 29 - Set Up an IT System (4 credits)](#) [217]	[Level 3, Unit 57 - Networking Fundamentals (5 credits)](#) [218]
[Entry Level 2, Unit 26 - Computer](#)	[Level 1, Unit 30 - CAD (3 credits)](#)	[Level 2, Unit 30 - CAD (3 credits)](#)	[Level 3, Unit 60 - Cisco CCNA 1 –](#)

User Skills and Digital Technologies
-->

[Games Development (2 credits)](#) [219]	[220]	[221]	[Introduction to Networks (6 credits)](#) [222]
[Entry Level 2, Unit 29 - Understand social media (2 credits)](#) [223]	[Level 1, Unit 31 - Internet Safety for IT users (3 credits)](#) [224]	[Level 2, Unit 32 - Computerised Accounting Software (3 credits)](#) [225]	[Level 3, Unit 61 - Cisco CCNA 2 – Routing and Switching (6 credits)](#) [226]
[Entry Level 2, Unit 32 - Website Software (2 credits)](#) [227]	[Level 1, Unit 32 - Computerised Accounting Software (2 credits)](#) [228]	[Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits)](#) [229]	[Level 3, Unit 62 - Cisco CCNA 3 – Scaling Networks (6 credits)](#) [230]
[Entry Level 2, Unit 36 - Specialist Software (2 credits)](#) [231]	[Level 1, Unit 36 - Financial Modelling (3 credits)](#) [232]	[Level 2, Unit 34 - Developing skills for project management (4 credits)](#) [233]	[Level 3, Unit 63 - Cisco CCNA 4 – Connecting Networks (6 credits)](#) [234]
[Entry Level 3, Unit R - Registration](#) [235]	[Level 1, Unit 38 - Animation Software (3 credits)](#) [236]	[Level 2, Unit 35 - Using Project Management Software (4 credits)](#) [237]	[Level 3, Unit 64 - Cisco – CCNA Security (6 credits)](#) [238]
[Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits)](#) [239]	[Level 1, Unit 39 - Digital Art (3 credits)](#) [240]	[Level 2, Unit 38 - Animation Software (4 credits)](#) [241]	[Level 3, Unit 65 - Cisco – CyberSecurity Essentials (6 credits)](#) [242]
[Entry Level 3, Unit 2 - Online Basics (1 credit)](#) [243]	[Level 1, Unit 43 - E-safety for learners (2 credits)](#) [244]	[Level 2, Unit 39 - Digital Art (4 credits)](#) [245]	[Level 3, Unit 66 - Cisco – IT Essentials (6 credits)](#) [246]
[Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits)](#) [247]	[Level 1, Unit 50 - Developing skills for remote working (3 credits)](#) [248]	[Level 2, Unit 43 - E-safety for learners (3 credits)](#) [249]	[Level 3, Unit 67 - Cisco – Networking Essentials (6 credits)](#) [250]
[Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits)](#) [251]	[Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits)](#) [252]	[Level 2, Unit 50 - Developing skills for remote working (3 credits)](#) [253]	
[Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits)](#) [254]	[Level 1, Unit 102 - Digital Editing and Publishing (4 credits)](#) [255]	[Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits)](#)	

[256]

[Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits)](#) [257]

[Level 1, Unit 103 - Digital Modelling (4 credits)](#) [258]

[DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits)](#) [259]

[Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits)](#) [260]

[Level 1, Unit 105 - Digital Design and Graphics (4 credits)](#) [261]

[DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits)](#) [262]

[Entry Level 3, Unit 8 - IT Security for users (1 credit)](#) [263]

[DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits)](#) [264]

[Entry Level 3, Unit 10 - Presentation software (2 credits)](#) [265]

[DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits)](#) [266]

[Entry Level 3, Unit 14 - Audio and Video Software (2 credits)](#) [267]

[Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits)](#) [268]

[Entry Level 3, Unit 15 - Imaging Software (2 credits)](#) [269]

[Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits)](#) [270]

[Entry Level 3, Unit 16 - Using Collaborative Technologies (3 credits)](#) [271]

[Level 2, Unit 82 - Digital Editing and Publishing (3 credits)](#) [272]

[Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits)](#) [273]

[Level 2, Unit 83 - Digital Design and Graphics (3 credits)](#) [274]

[Entry Level 3, Unit 23 - Multimedia Software (2 credits)](#) [275]

[Level 2, Unit 84 - Digital Modelling and Data Management (3](#)

credits) [276]

[Entry Level 3, Unit 25 - Developing Computer Games and Puzzles (3 credits)](#) [277]

[Entry Level 3, Unit 26 - Computer Games Development (3 credits)](#) [279]

[Entry Level 3, Unit 28 - Personal information management software (1 credit)](#) [280]

[Entry Level 3, Unit 32 - Website Software (2 credits)](#) [281]

[Entry Level 3, Unit 36 - Specialist Software (2 credits)](#) [231]

[Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4 credits)](#) [278]

Source URL: https://theingots.org/community/l2usdt

Links
[1] https://theingots.org/community/sites/default/files/uploads/user4107/USDT2%202018_0.pdf
[2] https://register.ofqual.gov.uk/Detail/Index/41079?category=qualifications&query=TLM%20Level%202%20Certificate%20in%20User%20Skills%20and%20Digital%20Technologies
[3] https://theingots.org/community/RQF_Levels
[4] https://theingots.org/community/sil2u80x#1.1
[5] https://theingots.org/community/sil2u80x#2.1
[6] https://theingots.org/community/sil2u80x#3.1
[7] https://theingots.org/community/sil2u80x#1.2
[8] https://theingots.org/community/sil2u80x#2.2
[9] https://theingots.org/community/sil2u80x#3.2
[10] https://theingots.org/community/sil2u80x#1.3
[11] https://theingots.org/community/sil2u80x#2.3
[12] https://theingots.org/community/sil2u80x#3.3
[13] https://theingots.org/community/sil2u80x#1.4
[14] https://theingots.org/community/sil2u80x#2.4
[15] https://theingots.org/community/sil2u80x#3.4
[16] https://theingots.org/community/sil2u80x#1.5
[17] https://theingots.org/community/sil2u80x#2.5
[18] https://theingots.org/community/sil2u80x#3.5

User Skills and Digital Technologies

[19] https://theingots.org/community/sil2u80x#1.6
[20] https://theingots.org/community/sil2u80x#2.6
[21] https://theingots.org/community/sil2u80x#3.6
[22] https://theingots.org/community/sil2u80i
[23] https://theingots.org/community/sil2u81x#1.1
[24] https://theingots.org/community/sil2u81x#2.1
[25] https://theingots.org/community/sil2u81x#3.1
[26] https://theingots.org/community/sil2u81x#1.2
[27] https://theingots.org/community/sil2u81x#2.2
[28] https://theingots.org/community/sil2u81x#3.2
[29] https://theingots.org/community/sil2u81x#1.3
[30] https://theingots.org/community/sil2u81x#2.3
[31] https://theingots.org/community/sil2u81x#3.3
[32] https://theingots.org/community/sil2u81x#1.4
[33] https://theingots.org/community/sil2u81x#2.4
[34] https://theingots.org/community/sil2u81x#3.4
[35] https://theingots.org/community/sil2u81x#1.5
[36] https://theingots.org/community/sil2u81x#2.5
[37] https://theingots.org/community/sil2u81x#3.5
[38] https://theingots.org/community/sil2u81x#1.6
[39] https://theingots.org/community/sil2u81x#2.6
[40] https://theingots.org/community/sil2u81x#3.6
[41] https://theingots.org/community/sil2u81i
[42] https://theingots.org/community/sil2u82x#1.1
[43] https://theingots.org/community/sil2u82x#2.1
[44] https://theingots.org/community/sil2u82x#3.1
[45] https://theingots.org/community/sil2u82x#1.2
[46] https://theingots.org/community/sil2u82x#2.2
[47] https://theingots.org/community/sil2u82x#3.2
[48] https://theingots.org/community/sil2u82x#1.3
[49] https://theingots.org/community/sil2u82x#2.3
[50] https://theingots.org/community/sil2u82x#3.3
[51] https://theingots.org/community/sil2u82x#1.4
[52] https://theingots.org/community/sil2u82x#2.4
[53] https://theingots.org/community/sil2u82x#3.4
[54] https://theingots.org/community/sil2u82x#1.5
[55] https://theingots.org/community/sil2u82x#2.5
[56] https://theingots.org/community/sil2u82x#3.5
[57] https://theingots.org/community/sil2u82x#1.6
[58] https://theingots.org/community/sil2u82x#2.6
[59] https://theingots.org/community/sil2u82x#3.6
[60] https://theingots.org/community/sil2u82i
[61] https://theingots.org/community/sil2u83x#1.1
[62] https://theingots.org/community/sil2u83x#2.1
[63] https://theingots.org/community/sil2u83x#3.1
[64] https://theingots.org/community/sil2u83x#1.2
[65] https://theingots.org/community/sil2u83x#2.2
[66] https://theingots.org/community/sil2u83x#3.2
[67] https://theingots.org/community/sil2u83x#1.3
[68] https://theingots.org/community/sil2u83x#2.3
[69] https://theingots.org/community/sil2u83x#3.3
[70] https://theingots.org/community/sil2u83x#1.4
[71] https://theingots.org/community/sil2u83x#2.4
[72] https://theingots.org/community/sil2u83x#3.4
[73] https://theingots.org/community/sil2u83x#1.5
[74] https://theingots.org/community/sil2u83x#2.5
[75] https://theingots.org/community/sil2u83x#3.5
[76] https://theingots.org/community/sil2u83x#1.6
[77] https://theingots.org/community/sil2u83x#2.6

User Skills and Digital Technologies

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[78] https://theingots.org/community/sil2u83x#3.6
[79] https://theingots.org/community/sil2u83i
[80] https://theingots.org/community/sil2u84x#1.1
[81] https://theingots.org/community/sil2u84x#2.1
[82] https://theingots.org/community/sil2u84x#3.1
[83] https://theingots.org/community/sil2u84x#1.2
[84] https://theingots.org/community/sil2u84x#2.2
[85] https://theingots.org/community/sil2u84x#3.2
[86] https://theingots.org/community/sil2u84x#1.3
[87] https://theingots.org/community/sil2u84x#2.3
[88] https://theingots.org/community/sil2u84x#3.3
[89] https://theingots.org/community/sil2u84x#1.4
[90] https://theingots.org/community/sil2u84x#2.4
[91] https://theingots.org/community/sil2u84x#3.4
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[194] https://theingots.org/community/sil3u33
[195] https://theingots.org/community/siel2u9

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User Skills and Digital Technologies

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