

Working confidently and effectively in a digital world.

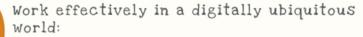
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Use the systems and technology that you need for work:

These could be business, teaching and learning systems, being accessed on devices such as your PC, tablet, laptop, mobile or other presentation boards and equipment.

Work Safely and Securely:

Ensuring your and others' well-being when using technology. This includes health and safety, copyright, referencing, equality and diversity in the context of technology, e-safety and GDPR.



Comfortable operating in the cloud being mobile and able to communicate effectively across multiple platforms.



Use the systems and technology that you need for work:

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Topic	Competencies /outcomes
B1 - Office 365	How to access Office 365
	Create a folder.
	Create a file.
	Share & collaborate on files.
	Move files.
	Find information on SharePoint.
	Office 365 apps
	Synch files to laptop
	Use office 365 apps on your phone
B2 - Learning	Introduction to Moodle
systems	Add a topic heading.
	Add an instruction (page or label)
	Add a video (embedded)
	Add an assessment (Quiz)
	Add an assignment upload (Turnitin)
	Add a Box of Broadcast video.
	Add a BLC module.
	Introduction to Teams (See Business Systems)
	Introduction to ProSolution
	How to take a register

	How to book a room
	Search for a student timetable
	Search for staff timetable
	Search for room timetable
	Introduction to ProMonitor
	Add a student comment.
	Enter marks in mark book.
	Add a target
B3 - Business	Introduction to Teams
Systems	Posting on channels
	Creating a channel
	Participating in an online meeting
	Creating an online meeting
	Creating notes
	Creating polls
	Creating quizzes
	Creating quizzes Creating a team / class notebook
	OneNote
	Creating a section
	Creating a section Creating a page
	Creating a tick list Writing an appropriate leads
	Writing on your notebook
	Recording audio
	Outlook (one:1)
	Outlook (email)
	Organise messages.
	Create new, open, reply and forward emails.
	Add an attachment.
	Use cc and bcc.
	Zip a large file to email
	Create an email folder.
	Create a rule
B4 - Using your	Change settings such as brightness / volume.
laptop	Change resolution.
	Change colours.
	Connect to presentation devices.
	Snip & Sketch (Screen capture)
	Use steps recorder (create how to document)
	Use Camera app to take a photo or video
	Use Photos app to edit a picture.
	Write on screen
B5 -	General screens, projectors, and whiteboards
Presentation	Connect to a screen.
technology	Connect to a white board.
	Play a video.
	Freeze the screen.
	Use whiteboard.
	Clevertouch
	Draw on screen.
	Extend a screen.
	Select the menu.
	Add a timer.
	Open a file.
	Take a screen snapshot.
	a rake a screen snapshot.
	•

	PowerPoint
	Rehearse presentation.
	Record / narrate a presentation.
	Use live subtitles
B6 - College	Book holiday
systems	Record sickness
	View and print payslip.
	Add information to a 1:1 meeting with manager
	Access well-being information (Juice)
	Use the telephone system on your laptop.
	Use the telephone system on your mobile.
	Print a document.
	Copy a document.
	Scan a document.
	Submit an IT helpdesk request.
	Submit a facility request.
	Borrow a book.
	Find a programme on BoB
	Access e-books
	Access online journals
	Access and complete mandatory training



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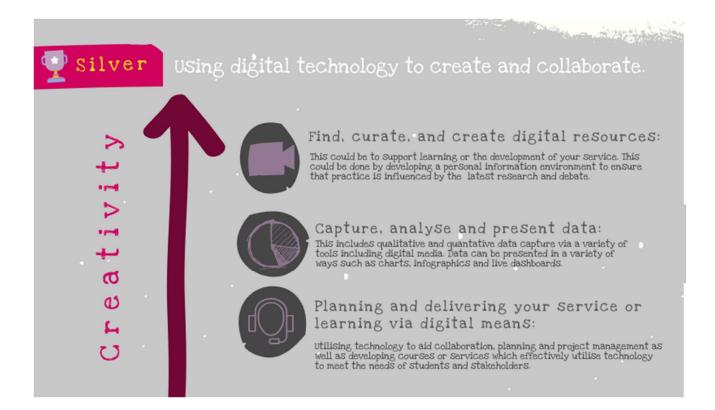
Topic	Competencies / outcomes
B7 - e-safety	Manage work/life balance.
	Social media settings
	Sharing information online
	Sharing location online
	Spotting fake news
	Staying safe online fundamentals (Safeguarding)
	Prevent and radicalisation.
	Information Security
	• GDPR
B8 - Inclusive	Support for particular needs (Dyslexia, partial sight, deafness).
Tools	Read aloud.
	Zoom text.
	Immersive reader
	Dictate
	Translate
	Describing objects
B9 - Copyright &	Open education resources
Referencing	Referencing
	Creative Commons
	The Law
	Dealing with plagiarism



Work effectively in a digitally ubiquitous world:

Comfortable operating in the cloud, being mobile and able to communicate effectively across multiple platforms.

Topic	Competencies /outcomes
B10 - Yammer	Like post and share photos from a laptop and phone.
	Create a poll.
	Ask a question
B11 - Share news	Add news to your SharePoint site
on SharePoint	
B12 -	Access Office365 online
Communicate	Share, Collaborate, Improve Pt1
using different	Share, Collaborate, Improve Pt2
applications.	Use a variety of application for different communication – email, Teams chat, online
	meetings.





Find, curate, and create digital resources:

This could be to support learning or the development of your service. This could be done by developing a personal information environment to ensure that practice is influenced by the latest research and debate.

Topic	Competencies / outcomes
S1 - Finding	Searching online effectively
information	Creating news feeds (Yammer and External)
	Evaluating resources
	Follow experts - Using social media to inform practice.
	Reference images and media in presentations
S2 - Solving IT	Use effective searching to solve IT issues.
issues	Use networking / collaboration to solve IT issues.
	Developing digital problem-solving skills
S3 - Develop a	Create boards and pins using Pinterest
personal	Create a Wakelet
information	
environment	
S4 - Creating	Advanced PowerPoint / Sway
engaging	Animations
presentations	Videos, screencasts, and audio podcasts



Capture, analyse and present data:

This includes qualitative and quantative data capture via a variety of tools including digital media. Data can be presented in a variety of ways such as charts, infographics and live dashboards.

Topic	Competencies /outcomes
S5 - Capturing	Use survey / form software (Survey monkey / Google forms / Microsoft Forms)
data	Recording interviews
	Using poll and audience participation capture software (Mentimeter / Poll everywhere)
	/ Padlet)
	Understand the legal, ethical and security aspects of collecting data
S6 - Presenting	Basic Excel – Functions / charts
data	Creating an Infographic
	Embedding data into presentations
S7 – Using live	Creating a flow or PowerApps
data	Creating an AI Q&A



Planning and delivering your service or learning via digital means:

Utilising technology to aid collaboration, planning and project management as well as developing courses or services which effectively utilise technology to meet the needs of students and stakeholders.

Topic	Competencies /outcomes
S8 - Planning	Basic project management
your work	Using Microsoft Planner
	Using To Do lists.
	Creating a bullet journal
	Using booking systems and schedulers
S9 - Planning	Accommodating different levels of digital skills
learning and	Lesson planning using technology
training	Project-based learning – embedding technology.
	Plan to use different digital communications to support learning / your service –
	webinars, forums , chat
S10 -	Using Teams / OneNote for project collaboration
Collaborating	Using collaborative digital tools, for e.g., mind mapping, voting, forums
with others	
S11 - Creating	Create quizzes.
interactive	• Create interactive material – drag and drop, ordering, interactive video, missing word.
content	Use AI for Q&A and sequencing



Inspiring and innovating using digital technology.

Innovation



Continuous learning and reflection:

Being an active member of internal and external social networks and communities which form part of your personal learning environment... Regularly experimenting with new technology (currently, AI, VR AR etc.)



Managing your personal and professional brand:

Publishing resources, opinion and information on internal and external social communities in a professional manner.



Future planning and inspiring others:

Collaborating and participating to develop ideas and innovation. Supporting and developing others



Continuous learning and reflection:

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Topic	Competencies /outcomes
G1 - CPD	Participate in and complete a MOOC.
	Create a digital record of own CPD.
	Regularly seek out new information online via Ted Talks etc.
	Reflect on and share digital journey
G2 - Emerging	Use or create virtual reality to support learning or your service
technologies	Use or create augmented reality to support learning or your service
	Use or create AI to support learning or your service
G3 - Keep up to	Develop a personal information environment for technology information.
date with	Create technology feeds.
technological	Join technology networks
innovation	



Managing your personal and professional brand:

Publishing resources, opinion and information on internal and external social communities in a professional manner.

Topic	Competencies /outcomes
G4 - External	Joining the right network
networking	Creating a network

G5 - Managing	Which social network should you use?
your professional	Setting a LinkedIn profile
brand online	How to post professionally
	How to tread a positive digital footprint
G6 - Creating	Blogging
content	Video content and screen casts (YouTube/ Vimeo)
	Presentations with interactivity
	Presentations using multimedia



Future planning and inspiring others:

Collaborating and participating to develop ideas and innovation. Supporting and developing others

Topic	Competencies / outcomes
G7 - Manage	Manage a team, project or class via technology.
with technology	Monitor progress and development through the use of technology.
	Celebrate success using technology
G8 - Support	Share information and ideas for using technology via internal and external networks
others to	Share own tips and training materials with others.
develop their	Deliver a CPD session for others
own digital skills	
G9 - Collaborate	Participate in the Digital Champion's programme (or similar external network)
and participate	How to present ideas using digital means - Present ideas to a peer sector group (JISC
to develop ideas	groups / HR network – CIPD conference / College Finance group)
and innovation	Participate in teach meets or conferences.
G10 - Strategic	Use knowledge of technology horizons and utilisation to inform strategy and planning
planning	