

Bronze Working confidently and effectively in a digital world.

Productivity




- 

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.
- 

Work effectively in a digitally ubiquitous world:
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:
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.

Topic	Competencies /outcomes
B1 - Office 365	<ul style="list-style-type: none"> • 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 systems	<p>Introduction to Moodle</p> <ul style="list-style-type: none"> • 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. <p>Introduction to Teams (See Business Systems)</p> <p>Introduction to ProSolution</p> <ul style="list-style-type: none"> • How to take a register

	<ul style="list-style-type: none"> • How to book a room • Search for a student timetable • Search for staff timetable • Search for room timetable <p>Introduction to ProMonitor</p> <ul style="list-style-type: none"> • Add a student comment. • Enter marks in mark book. • Add a target
<p>B3 - Business Systems</p>	<p>Introduction to Teams</p> <ul style="list-style-type: none"> • Posting on channels • Creating a channel • Participating in an online meeting • Creating an online meeting • Creating notes • Creating polls • Creating quizzes • Creating a team / class notebook <p>OneNote</p> <ul style="list-style-type: none"> • Creating a section • Creating a page • Creating a tick list • Writing on your notebook • Recording audio <p>Outlook (email)</p> <ul style="list-style-type: none"> • 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
<p>B4 - Using your laptop</p>	<ul style="list-style-type: none"> • Change settings such as brightness / volume. • 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
<p>B5 - Presentation technology</p>	<p>General screens, projectors, and whiteboards</p> <p>Connect to a screen.</p> <ul style="list-style-type: none"> • Connect to a white board. • Play a video. • Freeze the screen. • Use whiteboard. <p>Clevertouch</p> <ul style="list-style-type: none"> • Draw on screen. • Extend a screen. • Select the menu. • Add a timer. • Open a file. • Take a screen snapshot. •

	PowerPoint <ul style="list-style-type: none"> • Rehearse presentation. • Record / narrate a presentation. • Use live subtitles
B6 - College systems	<ul style="list-style-type: none"> • Book holiday • 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



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.

Topic	Competencies /outcomes
B7 - e-safety	<ul style="list-style-type: none"> • 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 Tools	<ul style="list-style-type: none"> • Support for particular needs (Dyslexia, partial sight, deafness). • Read aloud. • Zoom text. • Immersive reader • Dictate • Translate • Describing objects
B9 - Copyright & Referencing	<ul style="list-style-type: none"> • Open education resources • 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	<ul style="list-style-type: none">• Like post and share photos from a laptop and phone.• Create a poll.• Ask a question
B11 - Share news on SharePoint	<ul style="list-style-type: none">• Add news to your SharePoint site
B12 - Communicate using different applications.	<ul style="list-style-type: none">• Access Office365 online• Share, Collaborate, Improve Pt1• Share, Collaborate, Improve Pt2• Use a variety of application for different communication – email, Teams chat, online meetings.



Silver

Using digital technology to create and collaborate.

Creativity



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.



Capture, analyse and present data:

This includes qualitative and quantitative 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.



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.



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 information	<ul style="list-style-type: none"> Searching online effectively 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 issues	<ul style="list-style-type: none"> Use effective searching to solve IT issues. Use networking / collaboration to solve IT issues. Developing digital problem-solving skills
S3 - Develop a personal information environment	<ul style="list-style-type: none"> Create boards and pins using Pinterest Create a Wakelet
S4 - Creating engaging presentations	<ul style="list-style-type: none"> Advanced PowerPoint / Sway Animations Videos, screencasts, and audio podcasts



Capture, analyse and present data:

This includes qualitative and quantitative 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 data	<ul style="list-style-type: none"> • Use survey / form software (Survey monkey / Google forms / Microsoft Forms) • 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 data	<ul style="list-style-type: none"> • Basic Excel – Functions / charts • Creating an Infographic • Embedding data into presentations
S7 – Using live data	<ul style="list-style-type: none"> • Creating a flow or PowerApps • 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 your work	<ul style="list-style-type: none"> • Basic project management • Using Microsoft Planner • Using To Do lists. • Creating a bullet journal • Using booking systems and schedulers
S9 - Planning learning and training	<ul style="list-style-type: none"> • Accommodating different levels of digital skills • Lesson planning using technology • Project-based learning – embedding technology. • Plan to use different digital communications to support learning / your service – webinars, forums , chat
S10 - Collaborating with others	<ul style="list-style-type: none"> • Using Teams / OneNote for project collaboration • Using collaborative digital tools, for e.g., mind mapping, voting, forums
S11 - Creating interactive content	<ul style="list-style-type: none"> • Create quizzes. • Create interactive material – drag and drop, ordering, interactive video, missing word. • Use AI for Q&A and sequencing



Gold

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:

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.)

Topic	Competencies /outcomes
G1 - CPD	<ul style="list-style-type: none"> 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 technologies	<ul style="list-style-type: none"> Use or create virtual reality to support learning or your service 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 date with technological innovation	<ul style="list-style-type: none"> Develop a personal information environment for technology information. Create technology feeds. Join technology networks



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 networking	<ul style="list-style-type: none"> Joining the right network Creating a network

G5 - Managing your professional brand online	<ul style="list-style-type: none"> • Which social network should you use? • Setting a LinkedIn profile • How to post professionally • How to tread a positive digital footprint
G6 - Creating content	<ul style="list-style-type: none"> • Blogging • Video content and screen casts (YouTube/ Vimeo) • Presentations with interactivity • Presentations using multimedia



Topic	Competencies /outcomes
G7 - Manage with technology	<ul style="list-style-type: none"> • Manage a team, project or class via technology. • Monitor progress and development through the use of technology. • Celebrate success using technology
G8 - Support others to develop their own digital skills	<ul style="list-style-type: none"> • Share information and ideas for using technology via internal and external networks • Share own tips and training materials with others. • Deliver a CPD session for others
G9 - Collaborate and participate to develop ideas and innovation	<ul style="list-style-type: none"> • Participate in the Digital Champion's programme (or similar external network) • How to present ideas using digital means - Present ideas to a peer sector group (JISC groups / HR network – CIPD conference / College Finance group) • Participate in teach meets or conferences.
G10 - Strategic planning	<ul style="list-style-type: none"> • Use knowledge of technology horizons and utilisation to inform strategy and planning