

Developing our digital literacy – exploring digital technology to re-think the way we work.



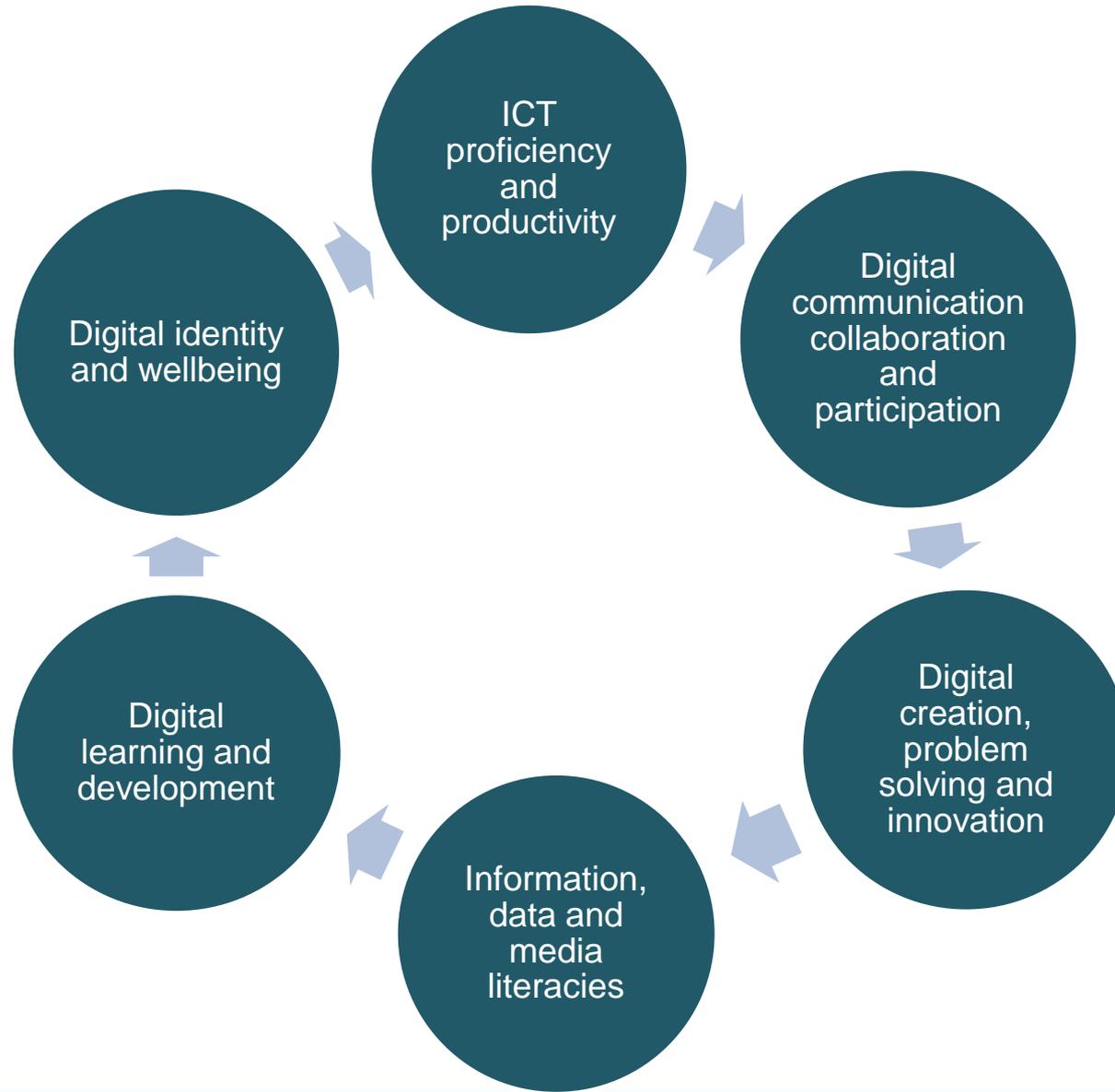
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Aims of this workshop

To begin to answer the questions

- What digital skills and knowledge do we need to be effective in a digital world?
- How can we develop these?”
- What are the best approaches to supporting practitioners

What skills are needed?



ICT proficiency and productivity

Capability in this area is defined as:

- The confident use of devices, applications, software and services and the ability to stay up to date as technology changes
- The use of ICT-based tools to carry out tasks effectively, productively, and with attention to quality including to solve problems and achieve complex tasks

Digital communication, collaboration and participation

Capability in this area is defined as:

- The capacity to communicate effectively in digital media and spaces; to design digital communications for different purposes and audiences; to respect others in public communications; to maintain privacy in private communications; to identify and deal with false or damaging digital communications.
- An understanding of the features of different digital media for communication, and of the varieties of communication norms and needs
- The capacity to participate in digital teams and working groups; to collaborate effectively using shared digital tools and media; to produce shared materials; to use shared productivity tools; to work effectively across cultural, social and linguistic boundaries.
- An understanding of the features of different digital tools for collaboration, and of the varieties of cultural and other norms for working together.
- The capacity to participate in, facilitate and build digital networks; to participate in social and cultural life using digital media and services; to create positive connections and build contacts; to share and amplify messages across networks; to behave safely and ethically in networked environments.
- An understanding of how digital media and networks influence social behaviour.

Digital creation, problem solving and innovation

Capability in this area is defined as:

- The capacity to design and/or create new digital artefacts and materials such as digital writing; digital imaging; digital audio and video, digital code, apps and interfaces, web pages.
- An understanding of the digital production process, and basics of editing and coding.
- The capacity to use digital evidence to solve problems and answer questions, to collect and collate new evidence, to evaluate the quality and value of evidence, and to share evidence and findings using digital methods.
- An understanding of digital research methods; an understanding of different data analysis tools and techniques.
- The capacity to adopt and develop new practices with digital technology in different settings (personal and organisational; social and work-based); to use digital technologies in developing new ideas, projects and opportunities.
- An understanding of innovation, enterprise and project management in digital settings.

Information, data and media literacies

Capability in this area is defined as:

- The capacity to find, evaluate, interpret, manage, curate, organise and share digital information.
- An understanding of the rules of copyright and open alternatives e.g. creative commons; the ability to reference digital works appropriately in different contexts.
- The capacity to collate, manage, access and use digital data in spreadsheets, databases and other formats, and to interpret data by running queries, data analyses and reports. The practices of personal data security.
- An understanding of how data is used in professional and public life; of legal, ethical and security guidelines in data collection and use; of the nature of algorithms; and of how personal data may be collected and used.
- The capacity to critically receive and respond to messages in a range of digital media – text, graphical, video, animation, audio - and to curate, re-edit and repurpose media, giving due recognition to originators. A critical approach to evaluating media messages in terms of their provenance and purpose.
- An understanding of digital media as a social, political and educational tool, and of digital media production as a technical practice

Digital learning and development

Capability in this area is defined as:

- The capacity to participate in and benefit from digital learning opportunities; to identify and use digital learning resources; to participate in learning dialogues via digital media; to use learning apps and services (personal or organisational); to use digital tools to organise, plan and reflect on learning; to record learning events/data and use them for self-analysis, reflection and showcasing of achievement; to monitor own progress: to participate in digital assessment and receive digital feedback; to manage own time and tasks, attention and motivation to learn in digital settings.
- An understanding of the opportunities and challenges involved in learning online; an understanding of own needs and preferences as a digital learner (eg access, media, platform and pedagogy)
- The capacity to support and develop others in digitally-rich settings, to teach, to work in a teaching or curriculum team, to design learning opportunities, to support and facilitate learning, to be pro-active in peer learning, all while making effective use of the available digital tools and resources.
- An understanding of the educational value of different media for teaching, learning and assessment; an understanding of different educational approaches and their application in digitally-rich settings

Digital identity and wellbeing

Capability in this area is defined as:

- The capacity to develop and project a positive digital identity or identities and to manage digital reputation (personal or organisational) across a range of platforms; to build and maintain digital profiles and other identity assets such as records of achievement; to review the impact of online activity; to collate and curate personal materials across digital networks.
- An understanding of the reputational benefits and risks involved in digital participation.
- The capacity to look after personal health, safety, relationships and work-life balance in digital settings; to use digital tools in pursuit of personal goals (eg health and fitness) and to participate in social and community activities; to act safely and responsibly in digital environments; to negotiate and resolve conflict; to manage digital workload, overload and distraction; to act with concern for the human and natural environment when using digital tools.
- An understanding of the benefits and risks of digital participation in relation to health and wellbeing outcomes.

Jisc

- Jisc (formerly the **Joint Information Systems Committee**) are the UK higher, further education and skills sectors' not-for-profit organisation for digital services and solutions.
- The website includes a range of resources to help you understand, develop and use digital technology.
- The site includes a range of resources to support digital literacy [https://www.jisc.ac.uk/guides?f\[\]=field_project_topics:425](https://www.jisc.ac.uk/guides?f[]=field_project_topics:425)
- You can also audit your own digital skills here : <https://discoverytool.jisc.ac.uk/discovery-tool/57f5af9013b67a9a177f2ff1/intro>

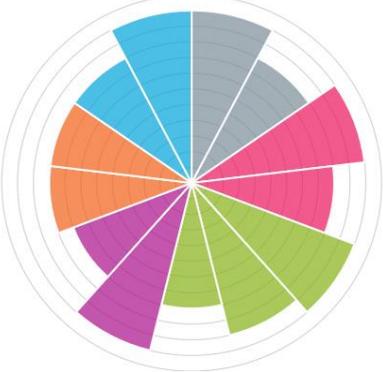


Navigation: Survey Results How we use your data

Your results

Thank you for taking the time to take part in our discovery as well as your own!
Based on your answers, we have found the following:

Your digital capability profile



Digital proficiency

Summary
[Proficient] You appear to be a highly capable ICT user and your skills could be useful to your colleagues and friends. Think about how you can make best use of those skills in your workplace.

Next steps

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Activity

Using the Jisc tool undertake a digital skills audit and make a plan of how you are going to develop these skills during the next 6 months.

Going forward get involved in the digital strategy by

- Signing up for the Digital literacy LinkedIn Group
- Writing about your experiences in Career Matters
- Becoming a digital champion