How the CDI is supporting practitioners with their digital skills
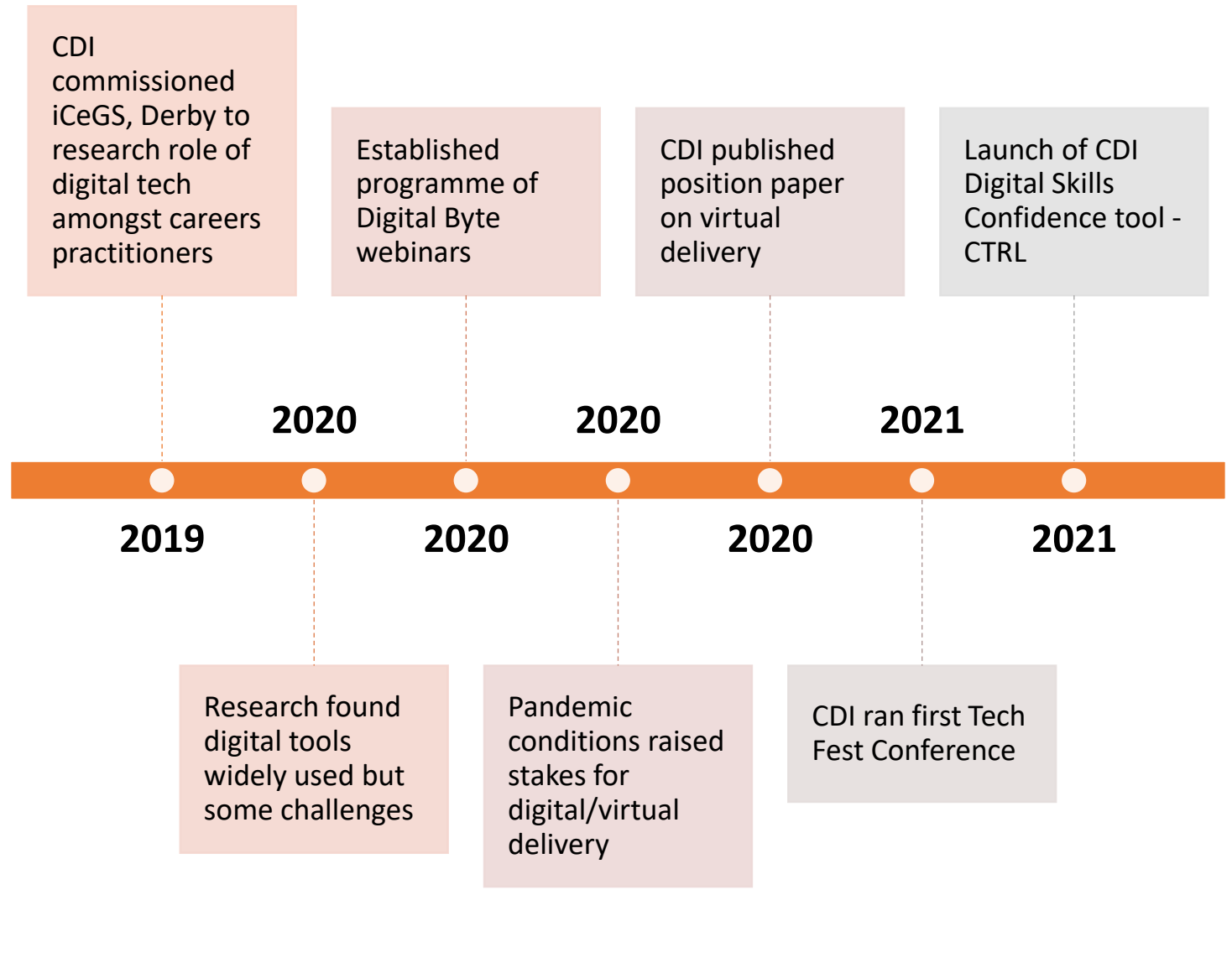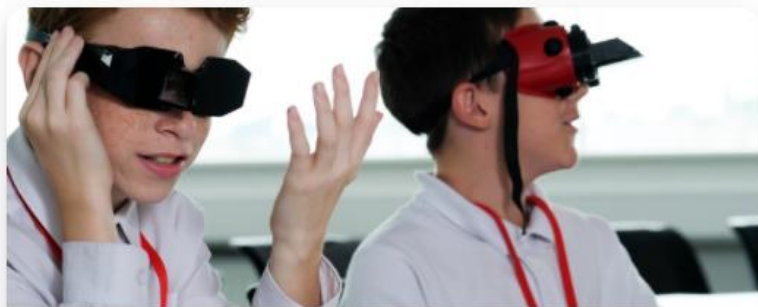**Presenter: Michael Larbalestier, CDI Digital Project Associate**

Context

CDI commissioned iCeGS, Derby to research role of digital tech amongst careers practitioners

Established programme of Digital Byte webinars

CDI published position paper on virtual delivery

Launch of CDI Digital Skills Confidence tool - CTRL

2020

2020

2021

2019

2020

2020

2021

Research found digital tools widely used but some challenges

Pandemic conditions raised stakes for digital/virtual delivery

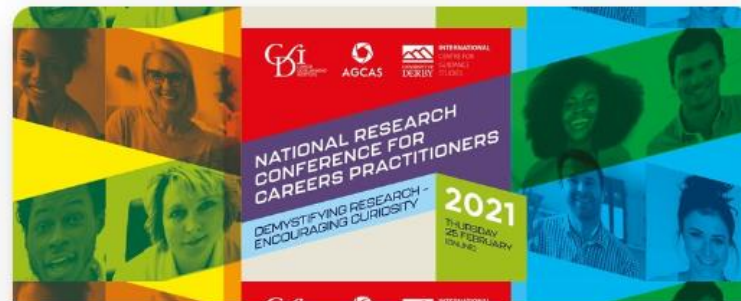CDI ran first Tech Fest Conference

Opportunity Area Conference: Whole School Inclusion and SEN...

Jun 28, 9:00AM GMT+1

Free

National Research Conference 2021

Feb 25, 9:30AM GMT

£0.00 ~ £42.00

National Careers Leaders Conference 2021

Jul 8, 8:30AM GMT+1

£18.00 ~ £72.00

CDI Tech Fest

Mar 29, 9:00AM GMT+1

£18.00 ~ £72.00

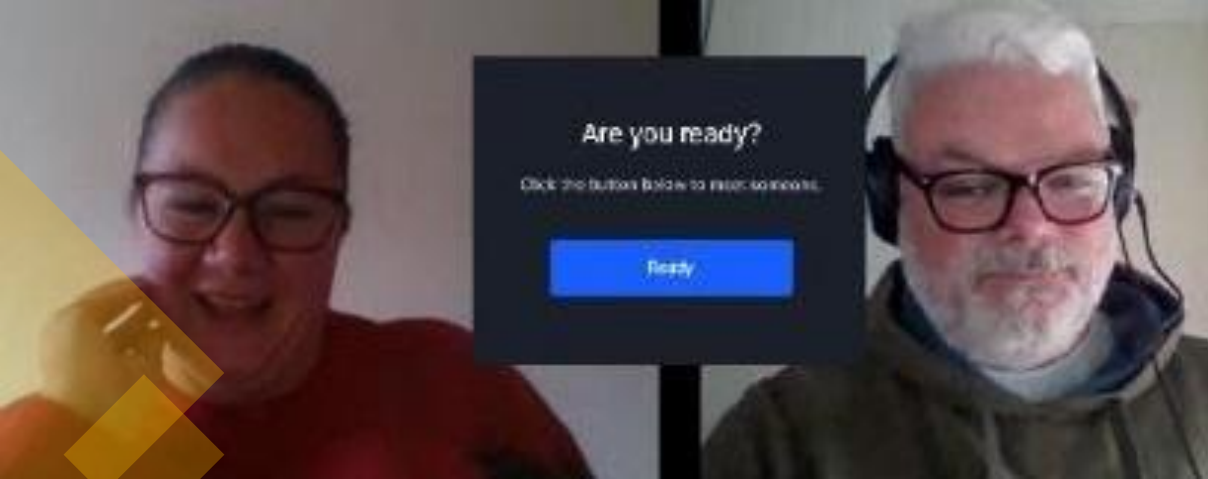## National Careers Leaders Conference 2020

Nov 23, 9:00AM GMT

£18.00 ~ £72.00

CDI National Conference and AGM

Dec 9, 8:30AM GMT

£0.00 ~ £90.00

About hopin: the attendee experience

- Virtual welcome lobby

- Dynamic event schedule

- Messaging capabilities

- Networking among attendees

- Live video sessions and recordings

- Virtual expo hosting

- Moderator capabilities

CTRL – Digital Confidence Assessment

What is it?

- Digital confidence assessment

- Presents 16 generic workplace scenarios

- Users rate their confidence they have the necessary digital skills in each scenario

- A report is generated immediately, and emailed as a PDF, giving scores and suggested resources to develop digital skills

Creation
Transaction
Responsibility
Learning

CREATION covers creating digital resources, digital research skills, assessing suitability of different tools, as well as managing and backing up digital assets.

TRANSACTION covers digital communication, marketing and promotion, data and records, planning and collaboration.

RESPONSIBILITY covers digital accessibility and inclusion, maintaining device and data security, managing and promoting wellbeing online, and self-sufficiency in problem solving.

LEARNING covers participation in online continuous professional development and training, planning and creation of learning for digital platforms, planning and delivery of learning, guidance and coaching online.
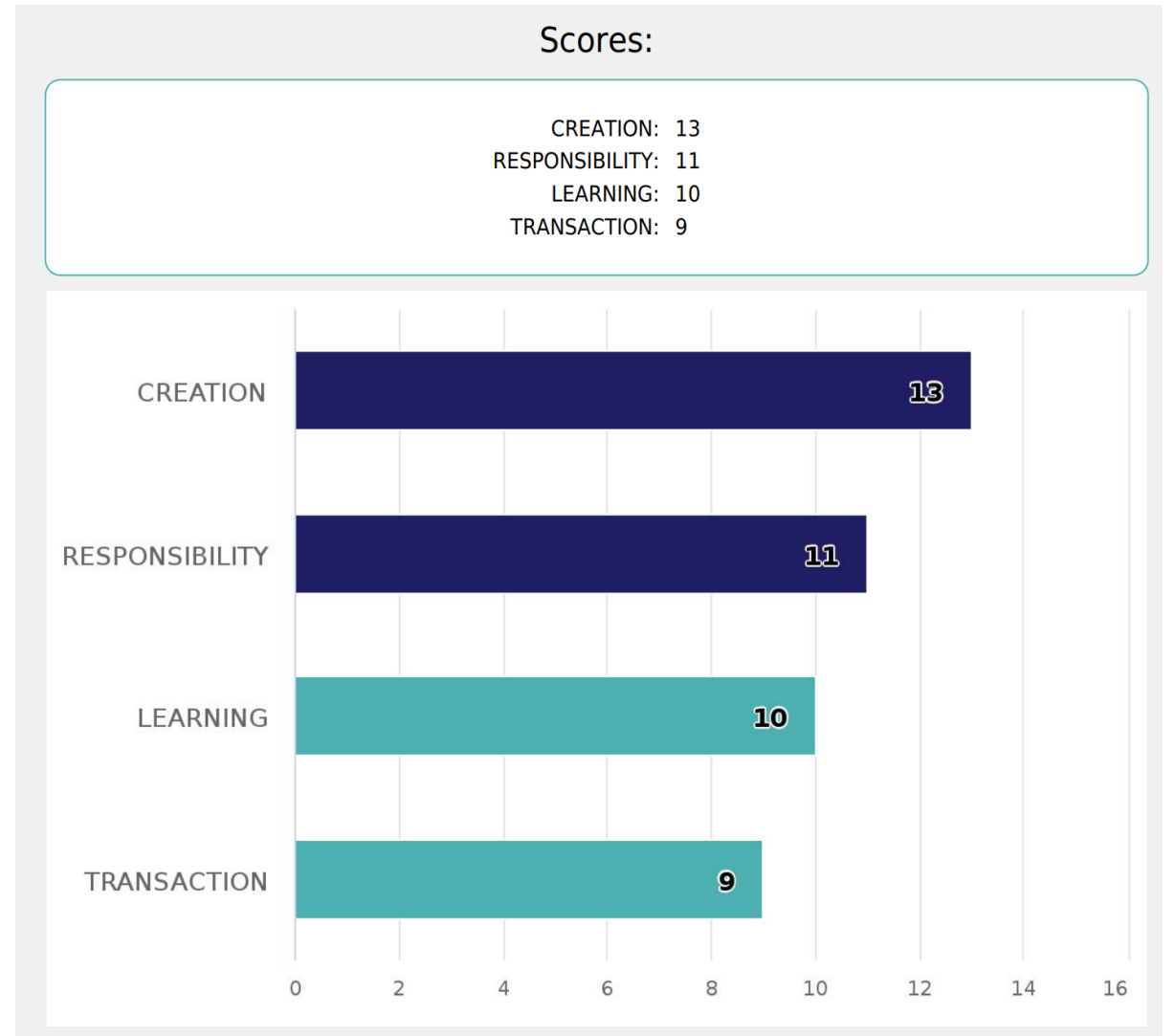
Example scenario

You start working with an organisation or institution which uses a different productivity suite to the one you normally use.

You need to adapt quickly, creating resources and communicating using their suite (e.g. MS Office, Outlook and Teams if you mainly use Google G-Suite and Hangouts, or G-Suite, Gmail and Hangouts if you normally use Office, Outlook and Teams).

1= not confident at all; 2= maybe with some help; 3= quite confident; and 4= fully confident.

Scores

Scores:

CREATION: 13
RESPONSIBILITY: 11
LEARNING: 10
TRANSACTION: 9

responsibility

You've indicated a medium level of confidence with the elements we've described as relating to digital responsibility. Do check the list to see if there are priority areas you might improve your knowledge about. For example, if you need to strengthen your skills on data and device security, this should be a key priority for every practitioner.

Here is a set of resources to help you develop and improve your skills and knowledge in relation to digital responsibility.

We've indicated the skill levels beside each resource:

EASY   **MEDIUM**   **ADVANCED**

Digital Accessibility and Inclusion

EASY Learn how to check the reading age of text you wish to include in resources with this free online checker tool: Approved by the UK Government – Readable

EASY   Review this advice on designing accessible elearning 6 Tips For Designing Accessible eLearning - eLearning Industry

MEDIUM Find out about Microsoft's approach to accessibility within their products here@ Accessibility Technology & Tools - Microsoft Accessibility, and learn how to use the accessibility checker feature to make your content accessible here: Make your content accessible to everyone with the Accessibility Checker - Office 365 (microsoft.com)

MEDIUM Review guides and resources from Google for customers and publishers here: Google Accessibility

MEDIUM Learn about Apple accessibility resources here: Accessibility - Apple (UK)

ADVANCED   The Web Accessibility Initiative provides information, standards and guidance on how to design and create content which all can access: Designing for Web Accessibility – Tips for Getting Started | Web Accessibility Initiative (WAI) | W3C

Maintaining data and device security

EASY Improve your awareness of cyber security key principles, avoid online scams and protect your data. Access resources and learning materials on cyber security at Cyber Aware - NCSC.GOV.UK

MEDIUM The National Cyber Security Centre (NCSC) *Stay Safe Online* course comprises a 20-minute interactive section followed by a short knowledge check. To complete the course, each component must be viewed. Stay Safe Online (ncsc.gov.uk)

MEDIUM For Windows 10 devices find out more about built-in security features here: Windows Security: Microsoft Defender Antivirus & More | Microsoft

MEDIUM Learn about Google's approach to security in its products, see tips to help you stay more secure online and take their Security Checkup. https://safety.google/security/

MEDIUM Learn about Apple's platform security features here Welcome - Apple Support

What next for digital skills?

- Results from CTRL assessment will help define future CPD offering and inform ongoing strategy

- Continuing our popular 30 minute Digital Byte webinars: upcoming topics will be about using Alexa for career support, and introducing Microsoft OneNote

- We are building a searchable tools and resources library online

- We are starting to look at developing a CDI Learning portal as part of the wider digital strategy

Try CTRL – our Digital Confidence Assessment Tool

https://app.assessmentgenerator.com/assessment/11824