



**ESSENTIAL DIGITAL SKILLS PROFESSIONAL  
DEVELOPMENT PROGRAMME**  
Multimedia CPD Toolkit

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# INTRODUCTION

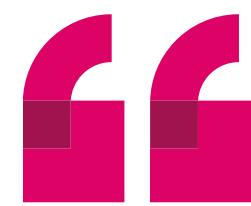
## Foreword

- ▶ **Foreword**
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As of September 2020, adults aged 19+ with no or low digital skills are now entitled to take Essential Digital Skills (EDS) qualifications free of charge under the Adult Education Budget, in line with existing entitlements for English and maths. New qualifications are being developed to support the entitlement, which are based on the national standards introduced in April 2019. Demand for courses is expected to be high.

DfE has commissioned the Education and Training Foundation (ETF), the government-backed, sector-owned national professional development body for the Further Education (FE) and Training sector, to deliver a professional development programme to support the introduction of the new entitlement. The aim of the programme is to prepare teachers, trainers and leaders to deliver the new qualifications based on the standards. The ETF programme is free to providers and staff.

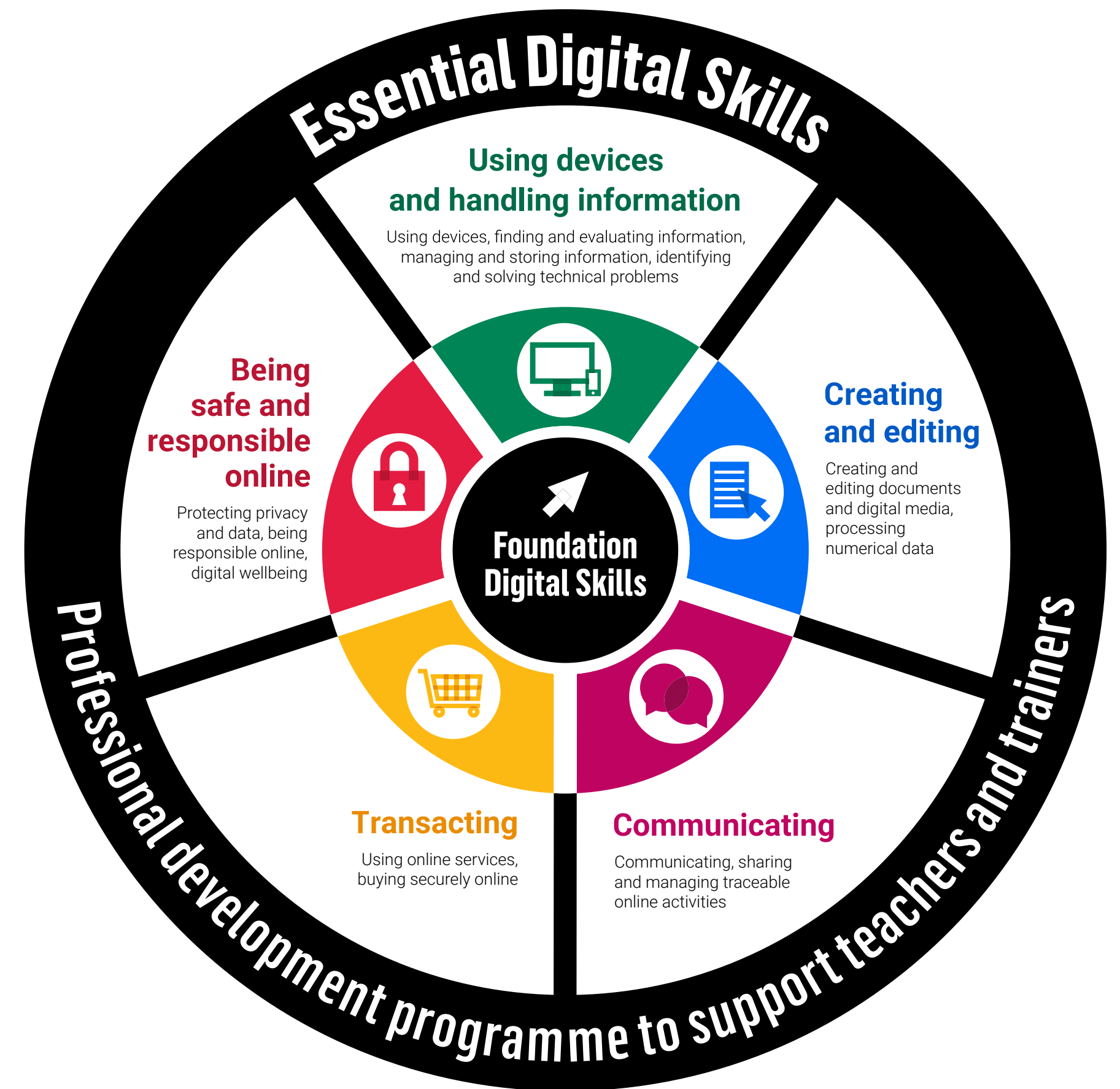
This guide has been created to help educators and managers to understand what is available in the CPD programme and how best to use it to gain maximum benefit.



**“We know that many adults in the UK population still lack essential digital skills for life and work. This new entitlement could make a real difference to improving their life chances. The skills and confidence of teachers and trainers to deliver the new qualifications will be critical for helping adult learners to benefit from the new entitlement, so we are delighted to have been entrusted with helping teachers and trainers to prepare.”**

**VIKKI LIOGIER, NATIONAL HEAD OF EDTECH AND DIGITAL SKILLS, THE EDUCATION AND TRAINING FOUNDATION**

The CPD programme is being delivered by a consortium of specialists led by Sero Consulting with DESQ, Angela Sanders and SkillsLogic. This consortium has also produced this toolkit.



**Acknowledgements:** We would like to thank colleagues from across the sector, including those involved in Adult Community Learning Services, ESOL, Preparation for Life and Work, Offender Learning and SEND, who have participated in all aspects of the design and development of this programme.

# INTRODUCTION

## About the Essential Digital Skills entitlement

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The Department for Education (DfE) has updated the definition of what constitutes essential digital skills and introduced an entitlement for all adults aged 19+ with no or low digital skills to study free qualifications.

The new **essential digital skills (EDS) framework** was introduced in autumn 2018 and the updated **national standards** followed in April 2019. Whereas the 2006 basic ICT skills standards assumed that users went online for specific activities, the new EDS standards reflect the significant advances in digital technology and the way that most people now spend the majority of their time connected to the internet.

A survey for the Lloyds Bank UK Consumer Digital Index 2019 found that **53% of working age adults in the UK – 17.3 million people – do not have the essential digital skills they need for work. The survey also found that 22% of adults in the UK – 11.9 million people – do not have the essential digital skills needed for day-to-day life.**

The new EDS standards cover five areas:

<b>Using devices and handling information</b>	using devices, finding and evaluating information, managing and storing information, identifying and solving technical problems
<b>Creating and editing</b>	creating and editing documents and digital media, processing numerical data
<b>Communicating</b>	communicating, sharing and managing traceable online activities
<b>Transacting</b>	using online services, buying securely online
<b>Being safe and responsible online</b>	protecting privacy and data, being responsible online, digital wellbeing

# INTRODUCTION

## About the Essential Digital Skills entitlement

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### New topics include:

- ▶ The variety of online communication (not just email)
- ▶ The digital footprint we create
- ▶ Buying securely online
- ▶ Storing and accessing files from the cloud
- ▶ Being responsible online
- ▶ Understanding rights under data protection law

There are two types of qualifications coming out of the new entitlement programme. Both will be designed to meet the needs of adults currently studying legacy ICT user qualifications such as ECDL, BTECs or ITQs.

- ▶ Essential Digital Skills Qualifications (EDSQ)
- ▶ available from September 2020
- ▶ EDSQs can cover some or all of the elements of the new standards
- ▶ Digital Functional Skills Qualifications (DFSQ)
- ▶ due from September 2021
- ▶ DFSQs must cover the full range of the standards

As DFSQs will not be ready for teaching in the first year of the entitlement, in 2020/21 DfE will fully fund eligible adults to enrol on EDS in ICT at entry levels 1-3 and level 1. Providers will need to comply with initial assessment and enrolment rules the same as those in place for English and maths:

- ▶ Carry out a thorough initial assessment to determine the individual's current level using assessment tools based on national standards
- ▶ Enrol the learner on a level above that at which they were assessed

For more information, visit the DfE website: <https://www.gov.uk/government/publications/national-standards-for-essential-digital-skills>



**Walkthrough video guide**

# INTRODUCTION

## About the Essential Digital Skills professional development programme

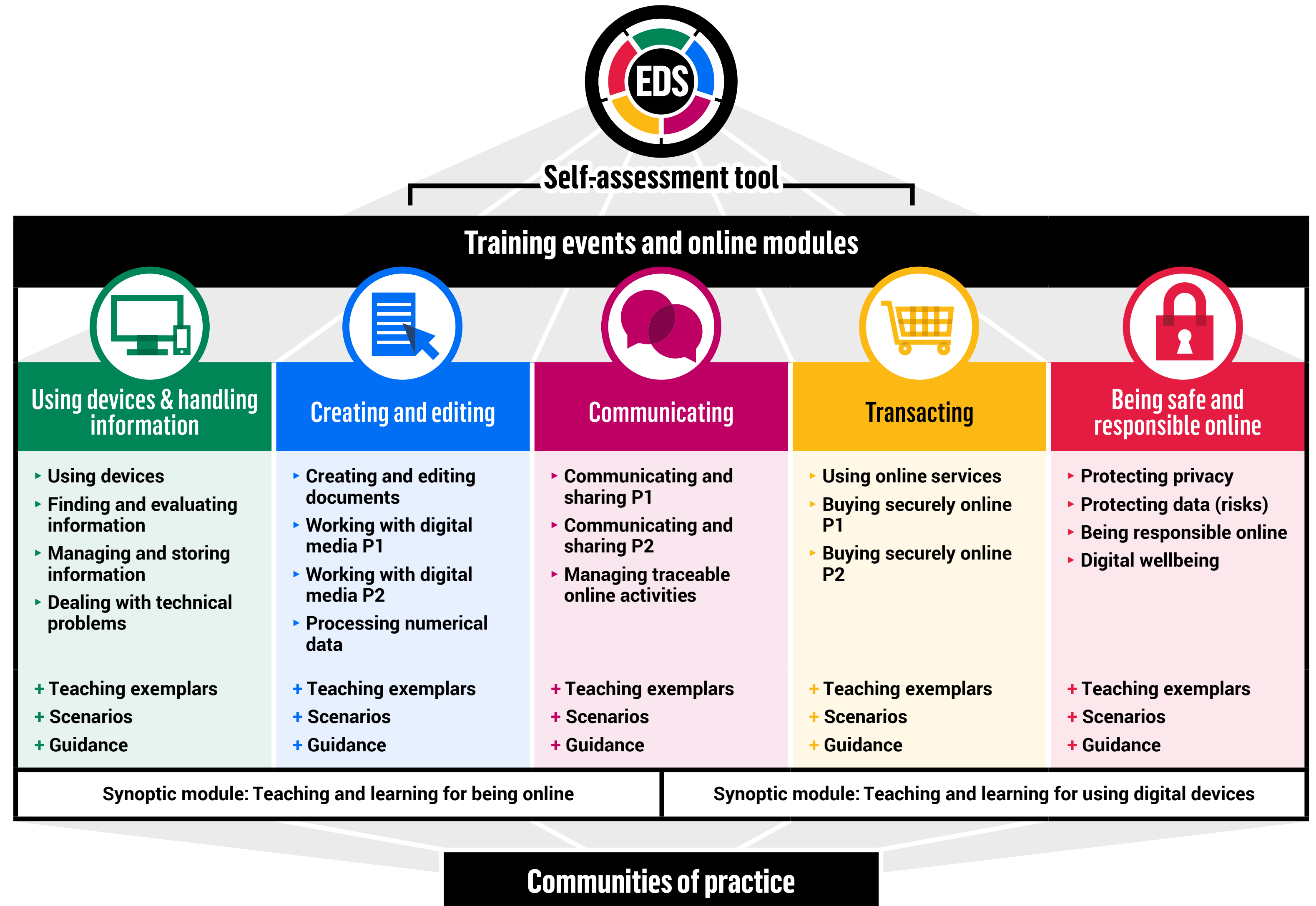
The ETF's new EDS professional development programme is structured around a blended training model with four modes of delivery:

1. **An interactive self-assessment tool** to identify training needs, linked to training modules to respond to the differentiated spiky skills gap profiles of practitioners
2. **A series of 20 short online learning modules** with teaching exemplars and advice on teaching contexts, as well as digital badges to recognise achievement
3. **Face-to-face training and online webinars** to build confidence and share practice related to different teaching contexts
4. **Online communities of practice** to offer peer-to-peer support

All elements of the programme are fully subsidised so there is no charge to FE and Training sector organisations.

The programme has been co-designed with representatives from across the FE and Training sector, including those involved in Adult Community Learning Services, ESOL, Preparation for Life and Work and SEND, and is suitable for all staff who will be involved in delivery of the new EDS entitlement.

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# INTRODUCTION

## About the Essential Digital Skills professional development programme

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### Who is this for?

Teachers/tutors/trainers/lecturers/instructors/assessors/support staff who will be involved in delivering Essential Digital Skills training at Entry and Level 1 including those from:

- ▶ Adult Community Learning Services
- ▶ ESOL
- ▶ Offender Learning
- ▶ Preparation for Life and Work
- ▶ SEND

Curriculum managers/leaders who will be involved in supporting delivering within the organisations:

- ▶ Learning & Teaching/Curriculum/Quality/Improvement managers
- ▶ CPD leads
- ▶ Functional Skills leads
- ▶ Advanced practitioners

It is anticipated that the programme will be particularly helpful for those teachers and trainers who are not ICT specialists but rather will deliver digital skills training as part of another learning programme such as ESOL or Preparation for Life and Work.

### Walkthrough Video

### Background research

The EDS professional development programme has been informed by **independent research by BMG Research** commissioned by the ETF to understand the training needs, confidence and skills of the workforce who currently deliver basic ICT skills training in post-18 education and training organisations in England. The research was conducted between November 2018 and February 2019 and involved analysis of secondary data, a survey of 76 provider organisations, and in-depth interviews with staff at seven Education Services within Local Authorities, two FE Colleges, and two independent private training providers.

Most providers reported that they have a strong basis of staff skills to deliver the standards and that the basic requirement will be for refinement of current practice rather than wholesale revision. Most believed that the introduction of the entitlement would lead to an increased number of learners and support required. There were some variances in delivery staff confidence where basic digital skills were not their main subject, e.g. for those who taught basic digital skills as part of ESOL courses.

Where concerns were raised about the workforce's capability to deliver the new basic digital skills standards, these more frequently related to specific skill areas for development and wider concerns about delivering the entitlement. Delivery and managerial staff reported a small number of areas in the new standards where they felt they may particularly want training and development support; specifically:

- ▶ Identifying and solving technical problems
- ▶ Creating and editing digital media
- ▶ Being safe and responsible online

Specific areas where training would be desired were noted as use of cloud-based applications, editing digital media, video downloading, and video-conferencing.

In-depth interviews also identified a preference for a combination approach to training, with resources and information being available online which staff could draw on for designing support, but that could be adapted and used for face-to-face training with staff.

# INTRODUCTION

## About this toolkit

**This toolkit is designed to provide a gateway to the EDS professional development programme. Its purpose is to help you to get the best from the programme for your specific needs.**

In the body of this toolkit you will find a section on each element of the programme, including a summary description, with links to walkthrough videos and resources. It also includes a section on how to raise awareness about the new entitlement and the CPD programme in your organisation with communication resources to help you do that.

The toolkit features illustrative screenshots throughout. You can see fuller versions of these in the accessible Word document and in the walkthrough videos.

The toolkit is available online from the EDS menu on the Enhance Digital Teaching Platform. It will be updated as the programme progresses to incorporate feedback from the sector.

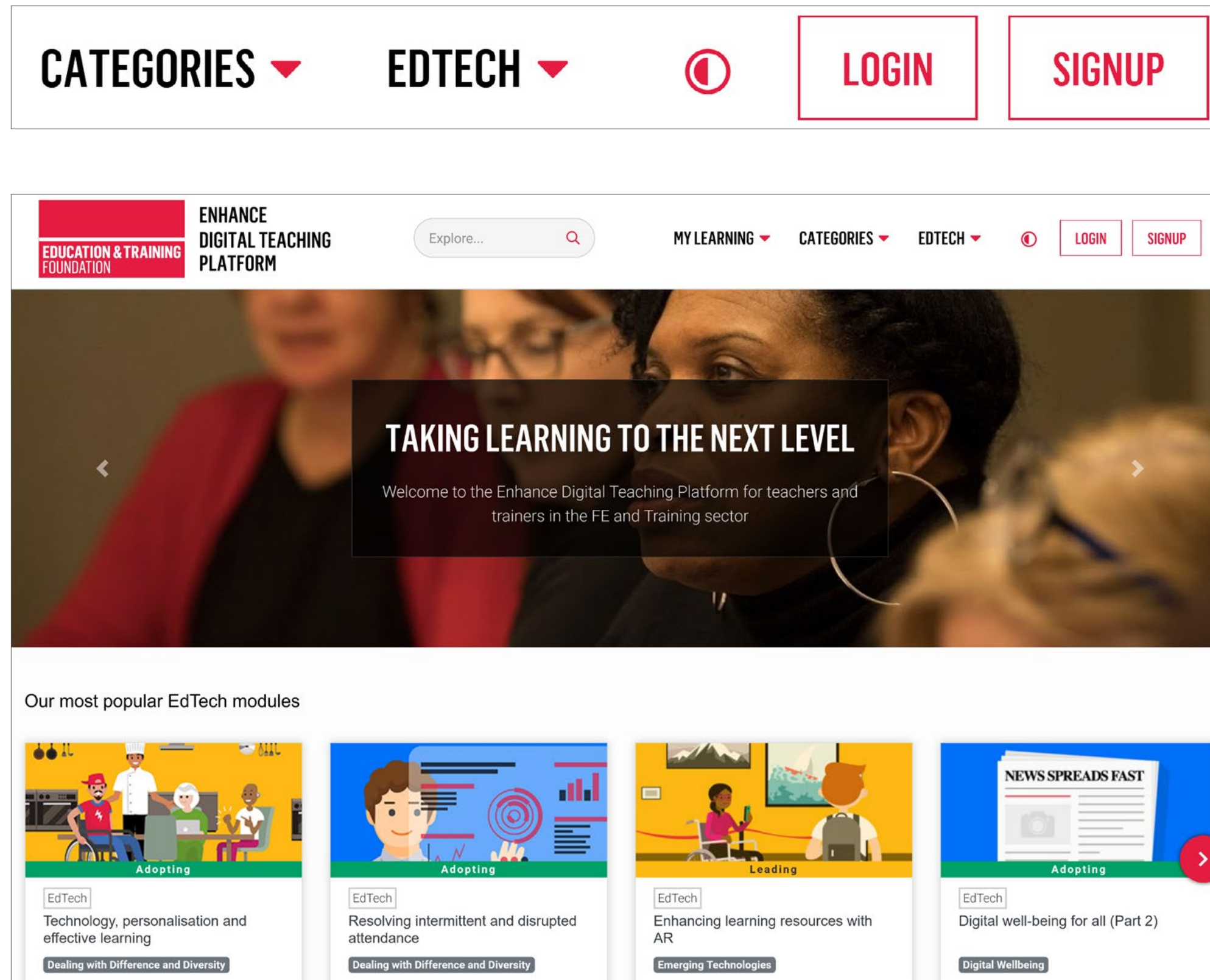
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- ▶ About the Essential Digital Skills entitlement
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- ▶ **About this toolkit**



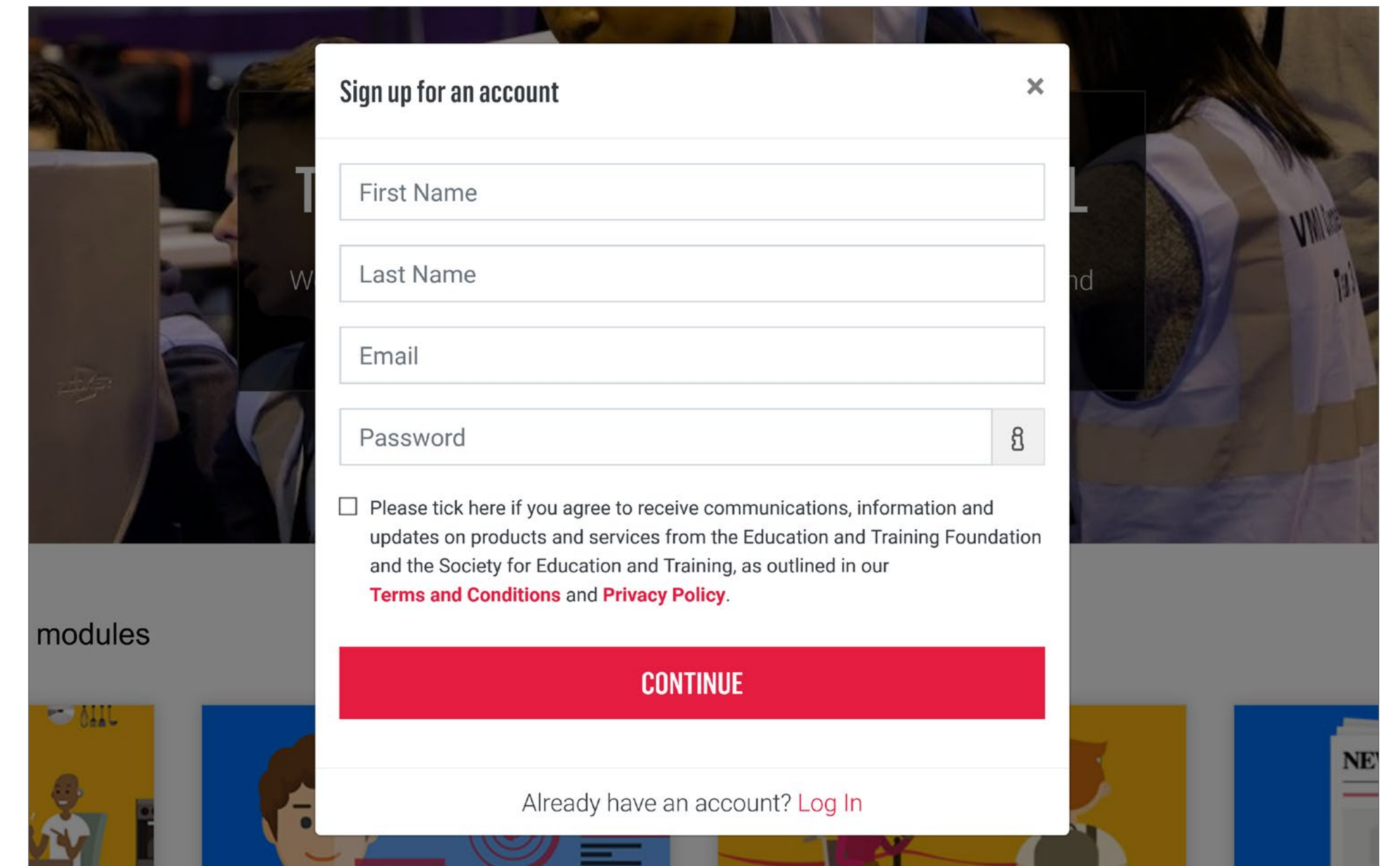


# REGISTRATION

In order to access the Essential Digital Skills professional development programme, the first step you will need to take is to sign up on the Enhance Digital Teaching Platform. Click the Signup button in the top right hand corner.



You will be asked to enter your name and email to create an account.



# REGISTRATION

You will also be asked to complete a personal profile which can be either private or public.

- A.** You can upload a photo of yourself and provide a pen portrait – these are optional features.
- B.** You will be asked to complete your job role, the sector you work in and the name of your organisation as mandatory fields. There are dropdown menus to assist you.
- C.** You can then choose to enable your profile to be public. This means that when you rate a training module, it will show your public profile. The aim is to show how colleagues in the sector are using and viewing the resources in order to encourage others to follow suite and to build trust in the resources. The ratings also provide valuable feedback to the ETF. We hope that everyone who participates in the Essential Digital Skills professional development programme will choose to make their profile public in order to share their learning journey and help others to progress in the spirit of the programme.
- D.** You can also enable forum reply notifications. This means when you post a comment or question in the online community of practice, you will see when someone responds.
- E.** Lastly, you can opt in to receive communications, information and updates on products and services from the Education and Training Foundation and the Society for Education and Training. This means that the ETF can contact you about updates to the service and also about other relevant developments.
- F.** When you have completed your profile, you need to save it. Please note you can subsequently amend your profile details if you wish to.

You will also see a tab 'Share Requests'. If you belong to a learning provider that is using the EdTech and Essential Digital Skills Management Dashboard and wish to share your progress with others in your organisation, you can enable this here.

**Profile**

[Home](#) / [Profile](#)

Account Profile Share Requests

**A** Image / Avatar

Choose file Browse

Select an image to be used as your avatar within the site. Please use a png or a jpg image file.

Pen Portrait

**B** Job Role \*

Teacher / Lecturer/ Trainer / Tutor x

Sector \*

School x

Look for an existing organisation  
 Enter organisation details manually

Organisation \*

Education and Training Foundation x ▼

**C**  Enable public profile

**D**  Enable forum reply notifications

**E**  Please tick here if you would like to receive communications, information and updates on products and services from the Education and Training Foundation and the Society for Education and Training.

**F** SAVE

# SELF-ASSESSMENT TOOL

## Purpose

The self-assessment tool is designed to help you rate your confidence in respect of the Essential Digital Skills outlined in the new national standards.

It will:

- ▶ Help you to reflect on your existing skills and experience
- ▶ Identify where you need additional training support
- ▶ Guide you to the online modules relevant to your training needs
- ▶ Provide you with an EDS capability profile, which will be updated as you progress through the training modules to show your professional development.



# SELF-ASSESSMENT TOOL

## How to use the self-assessment tool

The self-assessment consists of 17 skills areas mapped onto the five categories of the national standards, with a confidence slider to rate your confidence.

The ratings go from 1 (not very confident) to 7 (very confident). It should take 10-15 minutes to complete.

- A.** You can either use the slider to rate your confidence 1 to 7 or you can use the rating statements to guide you. As you click on each rating, you will see a different statement appear.
- B.** Clicking on 'View all options' will enable you to view all the rating statements at once. If more than one statement applies, choose the lowest scoring statement. When you receive feedback, this will point you to a particular starting point in the relevant training module.
- C.** As you go through the self-assessment, for each slider, you can also use the comments boxes to add any notes or thoughts you wish to record whilst thinking about your confidence. For example, are you confident in your own skills but need to improve confidence in teaching those skills?

You need to press Save after completing the last question to submit the results and gain your EDS Capability Profile.

Q1: In using devices for teaching ...

**A** → I am confident in sharing these new ideas with other teachers and learners

1 2 3 4 5 6 7

**B** View all options ↻ **C** Add comment ↻

**B**

1. I would like to explore this topic
2. I have basic set search parameters for finding relevant content for teaching
3. I have used hyperlinks as links between documents and out into online content
4. I know how to review search returns in terms of format, currency and its authorship
5. I can use browsers and use Boolean search functions to better pinpoint online content
6. I can work with learners to apply judgements on reliability and validity of online resources
7. I am confident in sharing these techniques with learners in my teaching

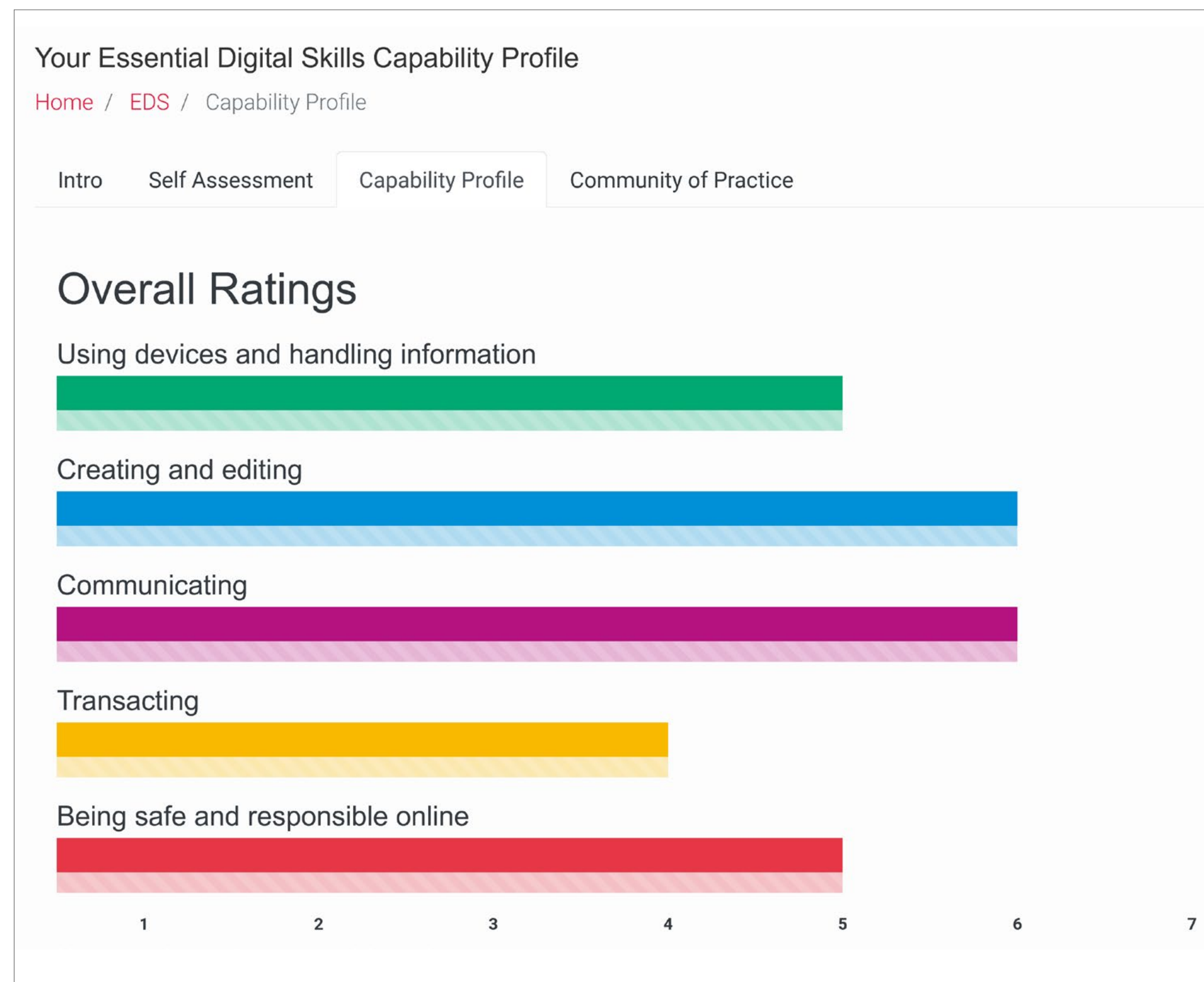
**C** Your comment

I need to improve my understanding of repositories to aid in my teaching.

# SELF-ASSESSMENT TOOL

## Capability profile

The results of your self-assessment are displayed as a bar chart showing the five categories of the standards and how you have rated yourself in each.



Below the bar chart there is a detailed feedback section, which signposts you to the free online training modules and associated learning scenarios.

Using devices and handling information Progress: 0/4 1 2 3 4 5 6 7

### Feedback

- With your current level of ability in managing mobile devices, you should complete the Quiz in the [Using devices](#) module to confirm you can do this confidently. Once you have successfully completed the Quiz a good progression might be to look at the module [Managing and Storing information](#). Once you have completed all the modules in the two groups Using devices, and Creating and Editing, you should have a go at [Teaching and learning for using digital devices](#).
- You are confident in assessing the results of browser searches. With your current abilities, you should now go to Chapter 3 in [Finding and evaluating information](#) to complete the module prior to taking the Quiz.
- You are clearly capable of finding, and managing on-line file repositories, for teaching and learning, and personal use. You can build your skills in this area by exploring Chapter 3 in the [Managing and storing information](#) module on how to add tags and other meta-data to files before going on to complete the module and the Quiz.
- You are clearly capable of identifying and confident in attempting to resolve technical problems both in and outside of the classroom. You can build your skills in this area by exploring Chapter 3 in the [Dealing with technical problems](#) module on using external resources and other self-help tools, before going on to complete this module

EDS  
Using devices

Using devices and handling infor

★★★★★ 5.0

EDS  
Finding and evaluating information

Using devices and handling infor

☆☆☆☆☆ Not yet rated

EDS  
Managing and Storing information

Using devices and handling infor

☆☆☆☆☆ Not yet rated

EDS  
Dealing with technical problems

Using devices and handling infor

☆☆☆☆☆ Not yet rated

# SELF-ASSESSMENT TOOL

There is feedback for each of the confidence sliders under the five skills category headings. At the top of each skills category section, you will see the badge for that category. If it is greyed out it means you have not yet gained that category badge. It will change to full colour when you have gained the category badge. Next to the badge, you will also see a summary of how many modules you have completed in that section, e.g. Progress: 1/5 means you have completed one of five modules. In each skills category section, you will also see the comments you made as you went through the assessment.

Each of the training modules consists of chapters and the self-assessment feedback may suggest completing the whole module, starting at a specific chapter, or just going straight to the quiz if you are at level 7, very confident. Passing the quiz will mark the module as complete. The self-assessment feedback will also signpost you to the learning scenarios which are about practical application of the learning in the training modules.

When you complete modules, this will alter the progress summary at the top of the feedback section for each skills category, e.g. Progress: 1/5 will become 2/5 showing you have completed two out of a possible five modules.

If you feel your level of confidence has changed after completing training, you may wish to update your self-assessment. When it updates, the summary bar chart showing your overall capability profile will update. The upper solid colour bar indicates your current rating and the lower translucent bar shows your original rating.

## Top Tip

Pick your lowest scoring skill area and start at the suggested point in the module, then skim through the other parts of the module that you already know. Complete the self-assessment quiz at the end and you will pass the module. You will need to score 100% to pass.

### Ratings

When working with contacts and groups  
...



When choosing best methods of communication ...



When managing traceable online activities ...



1 2 3 4 5 6 7

— The upper bar indicates your current rating

— The lower bar indicates your original rating

## Walkthrough video guide

# ONLINE TRAINING MODULES

## Overview

The EDS professional development programme provides 20 free, short online training modules which are available in the EDS section of the Enhance Digital Teaching Platform:

[www.enhance.etfoundation.co.uk](http://www.enhance.etfoundation.co.uk)

There are:

- ▶ 18 content modules split between the five skills areas covered in the national standards
- ▶ 2 overarching synoptic modules which look at the pedagogical aspects of teaching the content

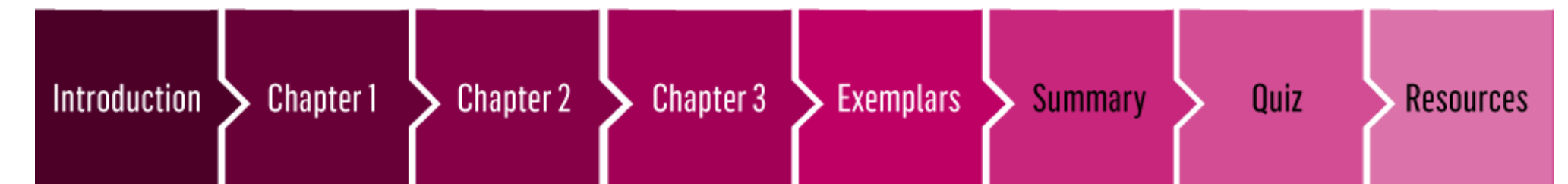
The two synoptics are entitled respectively:

- ▶ Teaching and learning for using devices
- ▶ Teaching and learning for being online

The purpose of the online training modules is to provide information, resources and example activities, together with an opportunity for reflection and testing of your knowledge and confidence in each area of the EDS skills framework.

## How to use the online training modules

In order to use the online training modules, you first need to complete your self-assessment (see above). This will provide feedback on which modules and specifically which chapters of the modules would be relevant to help your professional development in each of the five areas of the EDS skills framework. You will be able to link directly to those modules/chapters from the self-assessment tool. You are not restricted to just those chapters of a module, you can still explore the whole module, and you are not restricted to just those modules, you can explore the other modules in the relevant skill area.



Each module is 15-20 minutes long. The module structure is based around:

- ▶ An introductory statement setting out the topic area in the new standards and what you need to know
- ▶ Up to four bite-sized chapters, each with:
  - an introduction
  - content including a short animation and learning activity
  - a reflection section where you can make notes
- ▶ Teaching exemplars
- ▶ A summary with suggested actions to practice your skills
- ▶ A knowledge check quiz
- ▶ Suggestions of further resources to take the topic further

The assessment quiz at the end of each content module includes 8 questions randomly selected from a bank of 12. You will need to get 100% in the quiz to pass the module.

# ONLINE TRAINING MODULES

You can complete and pass a module just by taking the assessment quiz and scoring 100%.

When you complete a module you will see a feedback option in the top right hand corner of the screen. This will give you the option to rate the module and include a comment. When your rating and comments appear, it will show your name. If your profile is public you can click on your name and see your public profile details. This is to help build a visible community of practice. In the feedback screen you will also see options for you to share your completion of this module on social media.

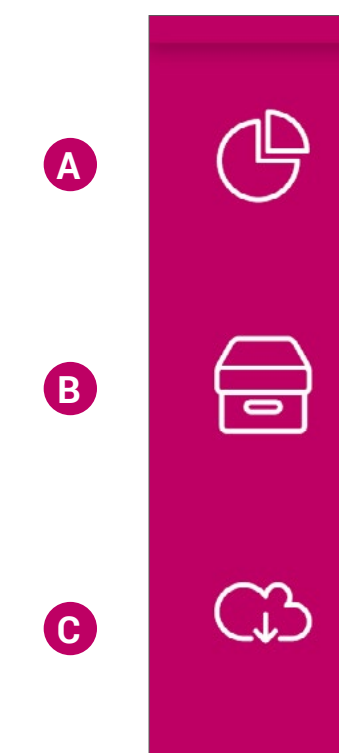
When you complete a module, it will automatically update Progress section of your capability profile. You can also choose to update your self-assessment to reflect your increased confidence. If you complete all the modules in a skill area, you can gain a digital badge.

In addition, modules will also refer you to learning scenarios which are thematic and relate to several modules. There are ten scenarios which are extended learning narratives which show you how to apply the module content (see below).



**On the left hand navigation menu inside the module, you will see three icons: Quiz, Resources and Notes.**

- A.** If you click on the Quiz icon it will show your progress in the final assessment quiz and how many retakes you have completed.
- B.** If you click on the Resources icon it will provide you with downloadable transcripts of the animation films from each chapter and also a downloadable summary of the teaching exemplars. These are very useful resources.
- C.** If you click on the Notes icon it will give you a downloadable collection of the notes you have made whilst working through the module.





# ONLINE TRAINING MODULES

## Interactive module framework

There is an interactive infographic showing the EDS framework in the About EDS Modules section of the website, where you can click on the name of a module and link to it. You will need to complete a self-assessment before you can use these modules.

 <https://learning.etfoundation.co.uk/>

Interactive EDS  
Home / EDS / Interactive EDS

The Essential Digital Skills professional development programme provides 20 free online training modules which are mapped onto the five categories of the Essential Digital Skills Framework:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online

The modules are set out against each of the categories below, plus two synoptic modules which support development of pedagogy across the whole framework. If you click on the name of a module you will be linked to it. You will need to complete a self-assessment before you can use these modules.

### Self-assessment tool

#### Training events and online modules

Using devices and handling information	Creating and editing	Communicating	Transacting	Being safe and responsible online
<p><b>M1 Using devices</b> Devices Software and settings Keeping systems up to date</p> <p><b>M2 Finding and evaluating information</b> Navigate online content Searching online Effective search techniques</p> <p><b>M3 Managing and Storing information</b> Using folders and files Data storage and transfer Cloud storage</p> <p><b>M4 Dealing with technical problems</b> Resolving basic technical problems Resolving further technical problems Using online support to develop digital skills</p>	<p><b>M5 Creating and editing documents</b> Entering &amp; editing text Formatting text Formatting tables, graphics etc</p> <p><b>M6 Working with Digital media 1</b> Capture &amp; save images Capture &amp; save sound files Capture &amp; save videos</p> <p><b>M7 Working with Digital media 2</b> Edit &amp; enhance an image Edit &amp; enhance a video</p> <p><b>M8 Processing Numerical data</b> Entering &amp; editing numerical data Working with numerical data Creating charts</p>	<p><b>M9 Communicating and Sharing 1</b> Creating, editing and using Sending and receiving online Making video calls</p> <p><b>M10 Communicating and Sharing 2</b> Modes of online communication Using social media Online communication and audience</p> <p><b>M11 Managing traceable activity online</b> Online activity &amp; digital footprint Implications of a digital footprint Managing online identity</p>	<p><b>M12 Using online services</b> Completing a form for online services Online transactional services Managing online accounts</p> <p><b>M13 Buying online 1</b> Online payment methods Making online payments</p> <p><b>M14 Buying online 2</b> Comparing online buying options Buying safely: scam sites Buying safely: seller credentials</p>	<p><b>M15 Protecting privacy</b> Protecting personal information Protecting identity &amp; privacy online Rights &amp; remedies</p> <p><b>M16 Protecting data (risks)</b> Online risks &amp; threats to devices &amp; data Basic techniques for protecting devices &amp; data Further techniques for protecting devices &amp; data</p> <p><b>M17 Being responsible online</b> Behaving responsibly online Being legal: behaving lawfully online</p> <p><b>M18 Digital wellbeing</b> Digital wellbeing Avoiding physical stress when working online Methods to minimise physical &amp; psychological stress when working online</p>
Teaching and learning for using digital devices			Teaching and learning for being online	

Communities of practice

## Walkthrough video guide

# AWARD BADGES

## Overview

Digital badges are awarded for the Essential Digital Skills CPD programme to recognise progress in your professional development in each area of the Essential Digital Skills framework. These are portable, online badges issued by the Education and Training Foundation (ETF) which can be used on your professional profiles and your social media.

**Note:** On the new LMS, the digital credentials or badges are now replaced with certificates.

You can gain EDS digital badges by completing all the EDS online training modules in each of the five skills areas.

If you are confident in a module topic, you can skip straight to the assessment quiz. You will need to get 100% in the assessment quiz to pass the module. You will need to pass all the module assessment quizzes in a skills area to gain the category badge.

To see what modules are involved in each skills area, visit our interactive [EDS CPD framework](#).

Once you have gained all five skills badges and completed the two overarching synoptic modules, you will be awarded a course badge.

The overall course badge will be time-limited to 12 months to reflect the fact that technology moves on quickly and there will be updates to the training content over the period of 12 months. A review test will be developed and added to the platform to enable you to check the development of your skills and confidence in order to gain a refreshed badge after 12 months.

## Walkthrough video guide



# SCENARIOS

## Overview

Running alongside the short, online learning modules, but separate to them, is a set of ten scenarios.

Scenarios are essentially very practical in nature and designed to provide illustrations of concepts, examples of learning activity, and reflection on experiences. They draw on the subject matter and ideas found in several modules across the five skills areas and show how to apply the module content. Their purpose is to embed practical and contextualised activities for life and work into the CPD package. They should be capable of easy assimilation into a lesson plan and provide a model for teachers to construct their own scenarios.



The Department for Education has identified a specific purpose for scenarios in the delivery of Digital Functional Skills Qualifications (DFSQs) as follows:

- ▶ At Entry level it is expected that individuals [learners] are able to: demonstrate the subject content through the completion of contextualised and authentic scenarios which require few steps (or a single step) to complete
- ▶ At Level 1 it is expected that individuals are able to: demonstrate the subject content through the completion of contextualised and authentic scenarios which may require several steps to complete.

The ten scenarios which are being produced for this CPD programme are exemplars which:

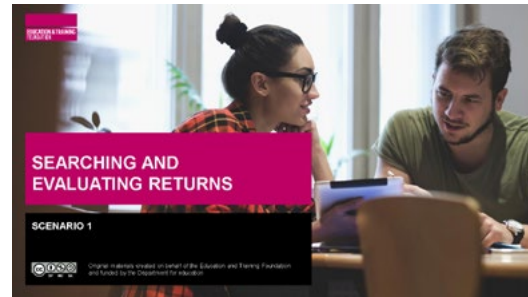
- ▶ Could be used with learners on DSFQ programmes
- ▶ Will guide teachers in the creation of their own scenarios, tailored to the particular needs of their own DSFQ learner groups

These scenarios could also be used, where appropriate, in the delivery of Essential Digital Skills Qualifications (EDSQs).

# SCENARIOS

Note: The scenarios are now hosted on the ETF website: <https://www.et-foundation.co.uk/professional-development/edtech-support/essential-digital-skills-eds-cpd-programme/>

## Catalogue of scenarios



### Scenario 1: Searching and evaluating returns

**Skills Area:** Using Devices

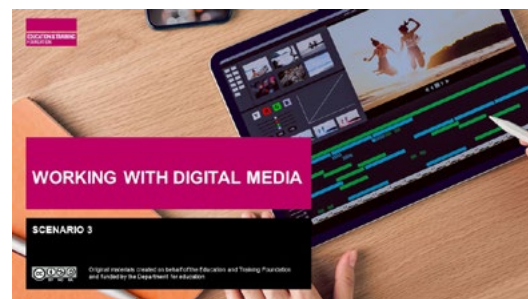
**Related modules:** Finding and evaluating information



### Scenario 2: Searching and evaluating returns

**Skills Area:** Using Devices, Being safe and responsible

**Related modules:** Managing and storing information, Protecting privacy, Protecting data, Digital wellbeing



### Scenario 3: Working with digital media

**Skills Area:** Creating & editing

**Related modules:** Creating and editing documents, Creating and editing digital media



### Scenario 4: Devices - planning for efficiency, managing problems

**Skills Area:** Using Devices

**Related modules:** Using Devices, Identifying and solving technical problems



### Scenario 5: Communicating and Sharing online

**Skills Area:** Using Devices

**Related modules:** Communicating and sharing online, Creating and editing digital media



### Scenario 6: The digital footprint and online identity

**Skills Area:** Being safe and responsible

**Related modules:** Managing traceable activity online, Protecting privacy, Behaving responsibly online



### Scenario 7: Use and interact with online services

**Skills Area:** Transacting

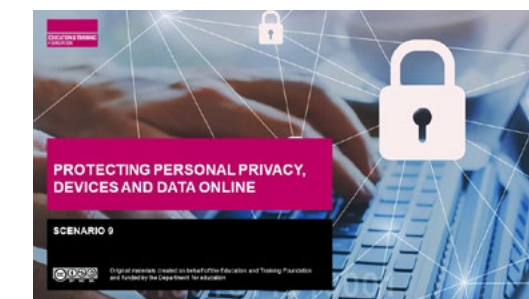
**Related modules:** Using online services



### Scenario 8: Transacting and buying online

**Skills Area:** Transacting

**Related modules:** Buying online I, Buying on line II



### Scenario 9: Protecting personal privacy, devices and data online

**Skills Area:** Being safe and responsible

**Related modules:** Protecting privacy, Protecting devices and data



### Scenario 10: Promoting wellbeing in using technology

**Skills Area:** Being safe and responsible

**Related modules:** Digital wellbeing

# SCENARIOS

## Sample scenario

Typically a scenario has the following elements:

- ▶ Tutor-led introduction about the topic
- ▶ Tutor-led input with accompanying teaching tips
- ▶ A learning activity in which learners will then apply the learning, as a group, or individually, or both, under supervision
- ▶ A summary discussion of everyone involved that revisits the experiences of learners in completing the activities
- ▶ An extension learning task that is optional
- ▶ Further resources which can be substituted or added to by teacher preferences as suits the circumstance

The idea is to provide something you can easily assimilate into a lesson plan and also to provide a model for you to construct your own scenarios.

## Walkthrough video guide

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### SEARCHING AND EVALUATING RETURNS

Scenario 1

◀ ▶

1. [CONTENTS](#)
2. [INTRODUCTION](#)
3. [MAKING EXCELLENT SEARCH ENQUIRIES](#)
4. [EVALUATING RETURNS](#)
5. [SUMMARY](#)
6. [EXTENSION](#)
7. [FURTHER RESOURCES](#)
8. [APPENDICES](#)

## Boolean searching

**How searches are worded provides for a widening of information of the topic or a narrowing.**

- Broadening a search requires fewer and more general terms to be used.
- Narrowing a search requires more precise terms and words that will form part of the return.
- Boolean terms are used in capitals, for example, AND or OR.

✎
TEACHING TIP

**Different Browsers may follow slightly different conventions and a search on Boolean for each browser to get and accurate set might be advisable.**

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8

# LEARNING GUIDES

Note: The learning guides are now hosted on the ETF website: <https://www.et-foundation.co.uk/professional-development/edtech-support/essential-digital-skills-eds-cpd-programme/>

## Overview

During the prior research for this programme, four groups were identified who would need additional support either because of the particular needs associated with the learners in question or the constraints of the learning environment, or both, namely:

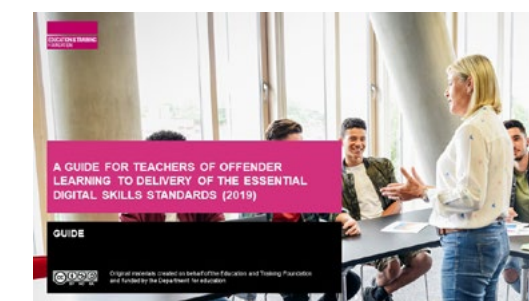
- ▶ ESOL
- ▶ Offender Learning
- ▶ Preparation for Life and Work
- ▶ SEND

We have therefore created four Learning Guides to address these contexts which:

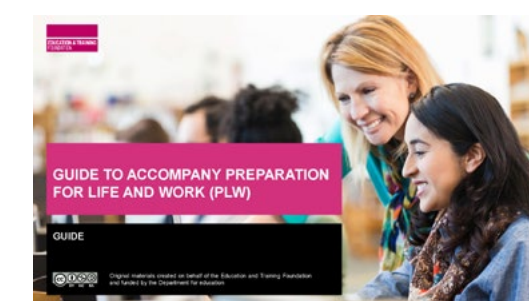
- ▶ Identify parts of the national standards and elements of the online training modules that are particularly appropriate for the learner group, as well as those that are challenging and, in some cases, those that cannot readily be delivered in the particular context
- ▶ Suggest teaching approaches and identify materials and resources that are effective for this context
- ▶ Foster discussion amongst practitioners which can be supported through the online EDS Community of Practice



**ESOL Learning Guide**



**Offender Learning Guide**



**Preparation for Life and Work (PLW) Learning Guide**



**SEND Learning Guide**

# TRAINING EVENTS

## Overview

In Phase 2 of the programme, which launched in August 2020, a rich and diverse programme of training and professional development has been designed including the following core elements:

### Training:

- ▶ Understanding the EDS CPD programme for teachers/managers
- ▶ EDS for leaders (Training the trainers)
- ▶ Exploring EDS pathway-specific delivery: ESOL, Offender Learning, Preparation for Life and Work and SEND
- ▶ Skills-focused sessions covering the five skills areas in the national standards

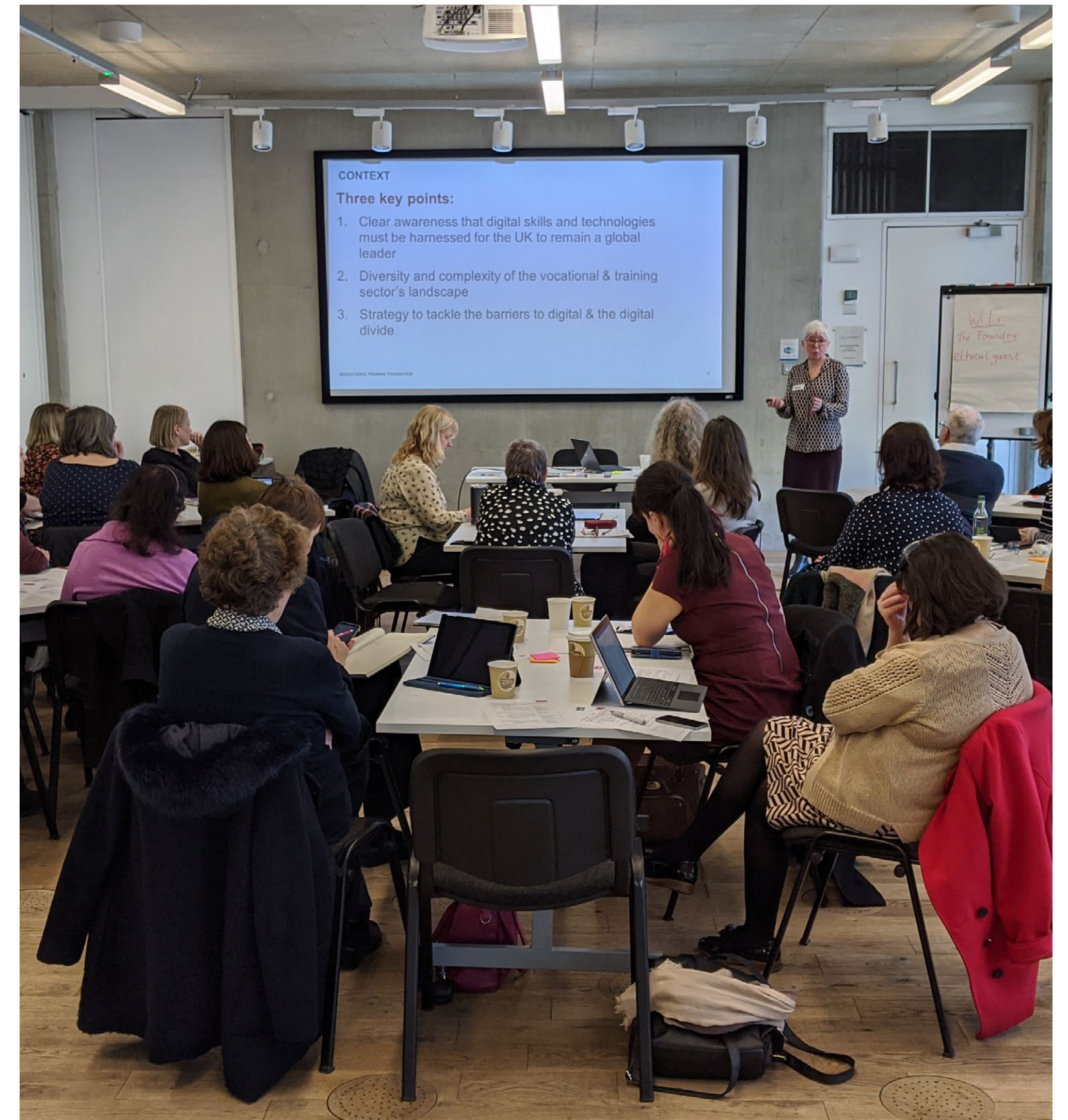
### Community of practice:

- ▶ Animating an online EDS community of practice
- ▶ Engaging expert contributions including for pathway-specific areas
- ▶ Running a number of live exchanges addressing Q&A topics

### Pedagogy and evidence-based practice programme:

- ▶ Roundtable discussions and associated 'thought pieces' to foster discussion
- ▶ Case studies to illustrate pedagogy and effective delivery of EDS
- ▶ Pathway specific meetups for people working in ESOL, Offender Learning, Preparation for Life and Work and SEND contexts

All events are being hosted online in light of restrictions imposed by the Covid-19 pandemic.



# COMMUNITY OF PRACTICE

## Overview

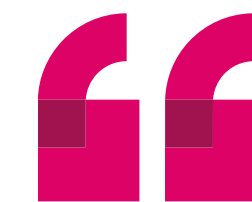
The aim of the online community of practice is to provide peer support as you participate in the Essential Digital Skills professional development programme.

It provides a space for follow up from the training sessions, as well as from undertaking the learning modules; a place for reflection, discussion and sharing whilst on your learning journey.

We anticipate that a number of communities of practice will develop for different teaching contexts – ACL, ESOL, Offender Learning, SEND etc – and that you will use the online community for:

- ▶ Problem solving, e.g. discussion of what progress has been made back at base, any issues encountered and how you overcame them
- ▶ Requests for information, e.g. where can I find more information on being safe online?
- ▶ Seeking experience, e.g. has anyone dealt with delivering online with a poor connection

**Note: We no longer facilitate a  
Community of Practice**



**“Our vision is for the Further Education and Training workforce to become digital citizens, confident in using technologies safely, collaboratively and constructively to learn, live and work in a global society. To this end we facilitate communities of practice led by practitioners for practitioners. We believe peer-support is the best way for us to minimise workload duplication, avoid pitfalls and benefit from each other’s experience, skillset and knowledge – especially in relation to different learning contexts. We hope that practitioners will connect with each other discuss, develop and share their pedagogic approaches to teaching Essential Digital Skills in these diverse contexts.”**

VIKKI LIOGIER, NATIONAL HEAD OF EDTECH AND DIGITAL SKILLS,  
THE EDUCATION AND TRAINING FOUNDATION



# COMMUNITY OF PRACTICE

## How to use the online community of practice

The online community of practice for the EDS CPD programme can be accessed on the Enhance Digital Teaching Platform. It can be found in the EDS menu on the top navigation bar.

- A. You will see a number of conversation threads. Click on a conversation thread to see the conversation and add your comment or query.


When you first visit, please introduce yourself by replying to the following thread:  
**Welcome to the EDS community of practice – introduce yourself**

- B. You can start a thread of conversation by clicking the blue Actions button in the right hand corner and selecting 'Add a thread'.
- C. Please note that your full name will appear from your profile when you post on the community of practice. This reflects our philosophy of open forums to encourage authentic and transparent conversations.

Respect for others will be the guiding principle of the online community of practice at all times.

**A**


**Normal Threads**

 **Exploring the online modules** Latest:  
Angela Sanders @ 12/02/2020 14:15  
Good point - and also not knowing...

Angela Sanders @ 29/01/2020 14:49

Views: 101 | Replies: 14

[UNWATCH](#)

 **Awarding bodies** Latest:  
Sandra Smith @ 11/02/2020 17:27  
Coventry Adult Education Service...

Sarah Gibson @ 29/01/2020 15:00

Views: 29 | Replies: 5

[WATCH](#)

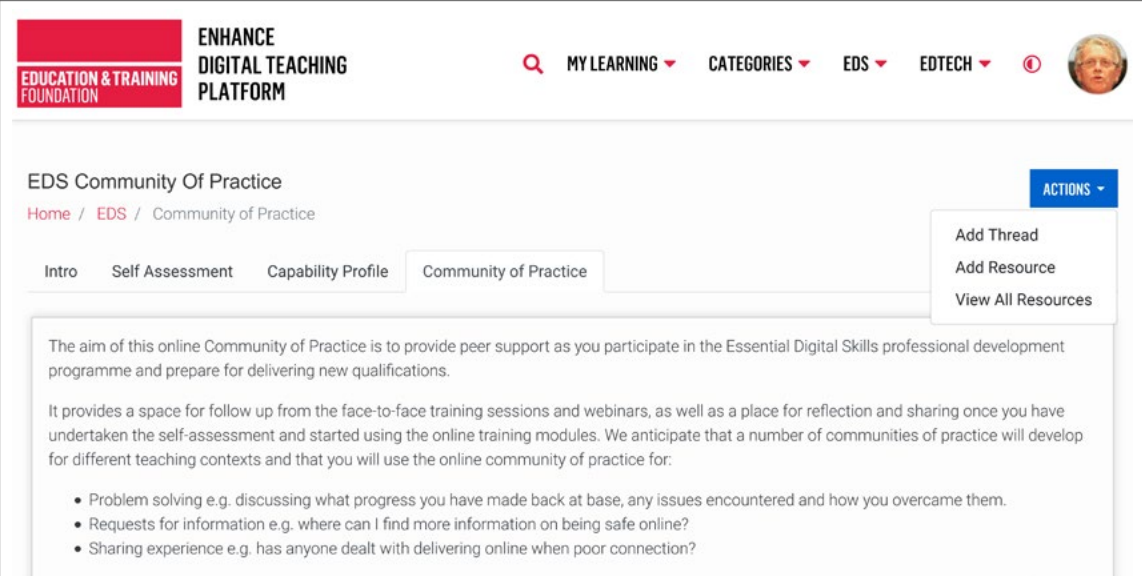
**B**

[ACTIONS](#)


Add Thread

Add Resource

View All Resources



**C**



**Angela Sanders**  
29/01/2020 14:49  
Posts: 3  
Likes: 3

After exploring the modules what activities were you inspired to develop?

Sophia Harty, Vikki Liogier liked this.

[REPORT](#) [LIKE](#) [REPLY](#)

# COMMUNITY OF PRACTICE

## How to upload a resource

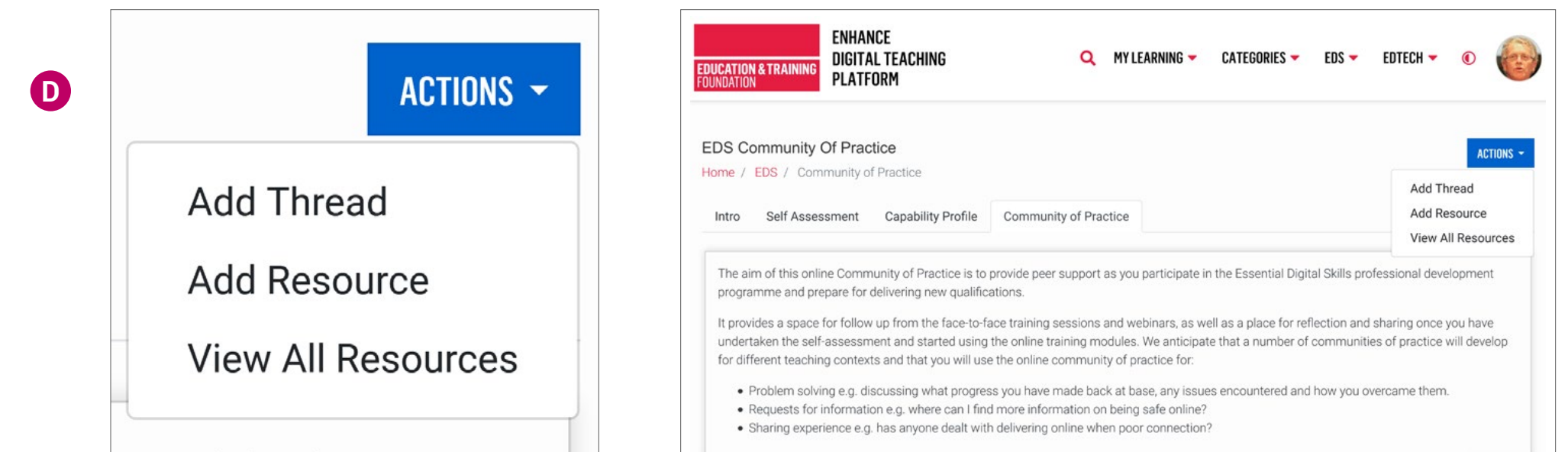
You may want to share a resource that you have found useful for delivering this type of training.

We are aware that many practitioners will already be covering significant expanses of the new Essential Digital Skills framework so will already have built up valuable experience. Alternatively, you may be developing new resources for the new qualifications which could be helpful for colleagues or have come across something relevant you wish to share.

The EDS online community of practice offers a shared community resources repository.

- D.** To upload a resource, please click the blue Actions button in the right hand corner of the community of practice home page and click on the button 'Add a resource'.
- E.** This will bring up a screen where you can add key information about the resource: resource type, label, notes and tags.
- F.** You can provide a link for a resource or a file itself.

## Walkthrough video guide



The image shows the 'Add Resource' form. It starts with a breadcrumb trail: 'Home / Forums / EDS Community Of Practice / Add Resource'. The form includes the following fields:
 

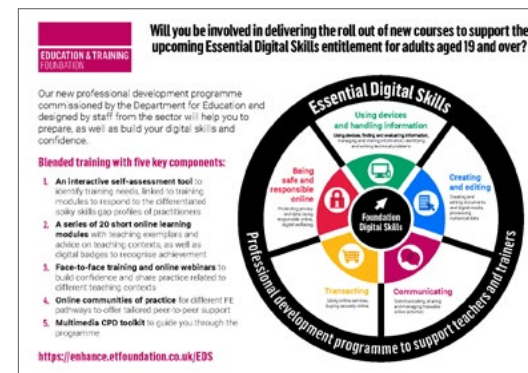
- Resource Type \***: A dropdown menu currently showing 'Link'.
- URL \***: A text input field with a placeholder: 'The full url to the resource e.g. https://www.et-foundation.co.uk/about-us/'.
- Label \***: A text input field with a placeholder: 'How you want the resource to be shown to others. E.g. Activities to support and challenge learners'.
- Notes**: A large text area with a placeholder: 'Any explanatory notes about the resource, such as how you used it, scenarios in which it was useful, etc.'.
- Tags**: A text input field.

 A green 'SAVE' button is located at the bottom of the form.

# COMMUNICATION TOOLS

The following tools are intended to help you communicate about the Essential Digital Skills professional development programme in your organisation.

## Flyer



EDS professional development programme flyer

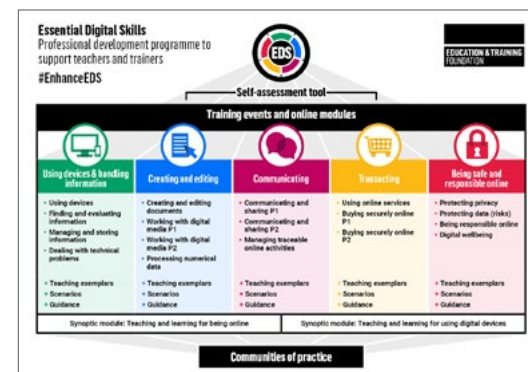
[Download flyer](#)

## Infographics



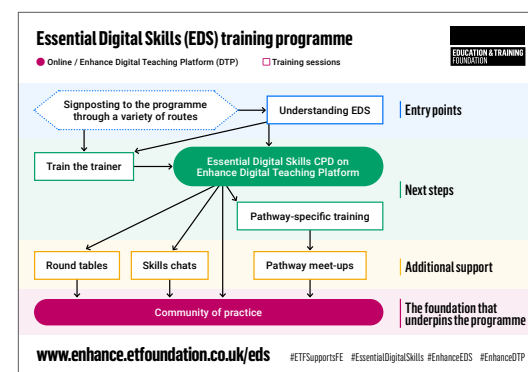
EDS professional development programme infographic – overview

[Download infographic](#)



EDS professional development programme infographic – detailed including 20 module headings

[Download infographic](#)



EDS professional development programme infographic – Phase 2 training programme

[Download infographic](#)

## Text to promote the CPD offer to staff:

### Free support to develop your skills and confidence for the new digital entitlement

The Department for Education (DfE) has introduced a new **essential digital skills (EDS) framework** and associated **national standards**. As of September 2020, adults aged 19+ with no or low digital skills are now entitled to take EDS qualifications free of charge under the Adult Education Budget, in line with existing entitlements for English and maths. Demand is expected to be high. The new standards cover five areas:

- ▶ Using devices and handling information – using devices, finding and evaluating information, managing and storing information, identifying and solving technical problems
- ▶ Creating and editing – creating and editing documents and digital media, processing numerical data
- ▶ Communicating – communicating, sharing and managing traceable online activities
- ▶ Transacting – using online services, buying securely online
- ▶ Being safe and responsible online – protecting privacy and data, being responsible online, digital wellbeing.

Free support is available to help you build your skills and confidence to deliver courses for the new entitlement and your own digital skills. The Department for Education has commissioned the Education and Training Foundation (ETF) to deliver a blended CPD programme, which includes:

- ▶ An interactive self-assessment tool with links to relevant training
- ▶ A series of short, online training modules with digital badges to recognise achievement
- ▶ Free online training and CPD events to build confidence and share practice related to different teaching contexts
- ▶ An online community of practice to offer peer-to-peer support

These can be found on the ETF's Enhance Digital Teaching Platform. To start your training and gain recognition for your skills and confidence to deliver the new entitlement, visit:

[www.enhance.etfoundation.co.uk/eds](http://www.enhance.etfoundation.co.uk/eds)

# GUIDELINES FOR PRACTITIONERS

The ETF's Essential Digital Skills professional development programme outlined in this toolkit has been developed primarily to support practitioners to deliver the new Essential Digital Skills entitlement.

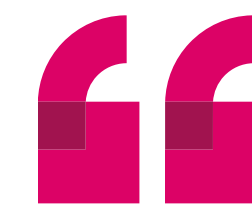
It can also be used by practitioners who wish to review and develop their digital skills but the main focus is on delivery of the entitlement. We understand that new qualifications to support the entitlement will be available to teach from August 2020. These qualifications will be based on the national standards launched in April 2019 (see Introduction). Further information about these emerging qualifications can be obtained from the Awarding Organisations.

You can prepare to deliver the new entitlement by:

1. Familiarising yourself with the national standards.
2. Using the Essential Digital Skills self-assessment tool to identify areas where you need to build your skills and confidence.
3. Completing the online training modules provided through this programme which cover the five skills categories outlined in the national standards. Completing may mean just taking the online assessment quiz at the end of each module if you are already very familiar with a particular skills area.
4. Referring to the teaching exemplars in the training modules and the links to further resources to gain ideas for practical applications of the training.
5. Using the learning scenarios which provide extended examples of how to apply ideas from the training to help you build your own lesson plans.
6. Gaining context-specific advice from the learning guides which can help you if you are teaching ESOL learners, or learners with SEND, or on a Preparation for Life and Work course, or in Offender Learning.
7. Engaging with the online community of practice for the Essential Digital Skills CPD programme, where you can learn from other practitioners including colleagues working in specific contexts.

To show that you are ready to teach courses for the new entitlement, you can gain an overall digital award badge for completing this programme. To do so, you will need to complete all of the 20 online training modules and gain the five skills category badges – but remember that completing may only mean taking the final quiz for each module if you are confident in that particular skills category.

***Please note,** we will update this section with further guidance as the professional development programme progresses.*



**“This has been excellent. I have really enjoyed it and have already learnt more skills.”**

PARTICIPANT IN THE ONLINE WEBINAR



**“Incredible resources; very exciting. Have joined the communities of practice and will look forward to contributing.”**

PARTICIPANT IN THE ONLINE WEBINAR

# LINKS

## Reference resources

### Essential Digital Skills national standards

<https://www.gov.uk/government/publications/national-standards-for-essential-digital-skills>

### Essential Digital Skills framework

<https://www.gov.uk/government/publications/essential-digital-skills-framework>

### Essential Digital Skills teacher/trainer self-assessment tool

<https://learning.etfoundation.co.uk/>

### Essential Digital Skills interactive training module framework

<https://learning.etfoundation.co.uk/>

### Essential Digital Skills teacher/trainer scenarios

All scenarios can be found at: <https://www.et-foundation.co.uk/professional-development/edtech-support/essential-digital-skills-eds-cpd-programme/>

### Essential Digital Skills teacher/trainer learning guides

All learning guides can be found at: <https://www.et-foundation.co.uk/professional-development/edtech-support/essential-digital-skills-eds-cpd-programme/>