

## 2. How do we prepare staff to learn in digital settings?

- » Before they arrive, staff know how digital technologies will be used in their learning and how they can best prepare for this (with their own devices, skills and services).
- » The induction process includes mandatory training in all the organisational and work related systems staff will have to use.
- » We identify staff who will need additional support to learn in digital settings, assess their access needs and provide targeted solutions.
- » Staff have training in the safety and ethical issues involved in participating online eg privacy, data protection, intellectual property rights and copyright, 'flaming' and bullying.
- » Fully or partly online courses have a clear process to ensure learners are up to speed technically and understand the demands of working independently.
- » Early learning and development tasks make use of digital devices/resources and introduce digital ways of working.
- » Learners' digital capabilities are assessed and progressed throughout their learning in the organisation eg via specific learning programmes; using an online journal or eportfolio to reflect and gather evidence.
- » Questionnaires, quizzes or other diagnostic tools help learners to understand their own digital needs and preferences: they receive personal feedback and signposting to support.

Enhancing the digital learner experience: a self-assessment framework



notes:

benefits:

