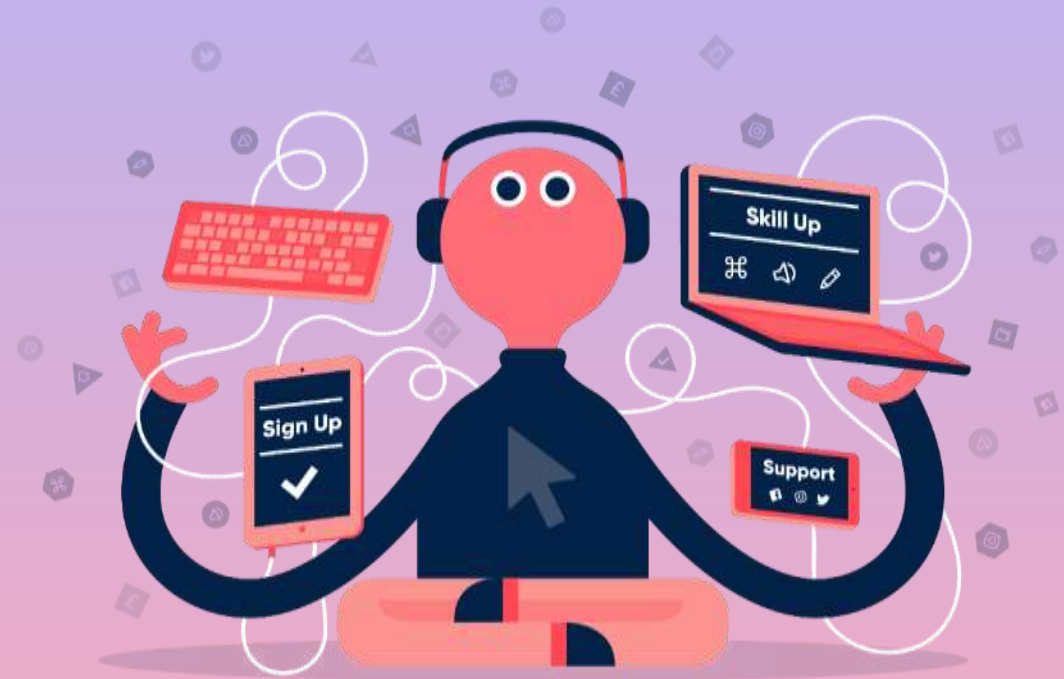


# Workforce digital skills

David McNeill  
Digital Director



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Tweet: @digiscot

# The digital skills spectrum

Digital  
muggle

It may as well be  
magic

Digital  
citizen

Use technology  
confidently and  
purposefully

Digital  
worker

Evaluate,  
configure and use  
more complex  
systems

Digital  
maker

Developing digital  
products &  
services

# Essential Digital Skills



DIGITAL

PARTICIPATION

CHARTER

# Essential Digital Skills Toolkit

## Essential Digital Skills Checklist.



## Handling information & content

2/5

Life Skills	Answer (please tick where appropriate)
I can save information find it again from a different computer, tablet or phone.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can use the internet to access entertainment legally e.g. Spotify, Netflix or BBC iPlayer.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can check if online information is true or false.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>

Workplace Skills (Optional)	Answer (please tick where appropriate)
I can follow my organisation's IT policy when sharing, storing and handling information.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can organise, store and share work-related information on different computers, tablets or phones.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>

# Sign the Charter

When you sign Scotland's Digital Participation Charter, we ask you to commit to five key pledges - allowing Scotland to work together and skill up our digital nation.

- 1 Skill Up  
Ensure staff & volunteers have the opportunity to develop basic digital skills
- 2 Support staff  
To help others learn basic digital skills and embrace digital tools
- 3 Collaborate  
Contributing resources and practical support for Scotland in whatever ways you can
- 4 Focus on the essentials  
Support a common language based on essentials digital skills
- 5 Come together  
Share what you are doing and its impact



**Find out more...**

digitalparticipation.scot

@digiscot

