

Self-Assessment

Participant to complete **before** training programme

*The data below is collected to help the programme provider capture baseline data and results, and to help the Department of Internal Affairs, as the funder, to evaluate the quality and effectiveness of the programme. Data collected from participants will be aggregated and provided to the Department of Internal Affairs anonymously.*

Name:

Gender: Male [ ]  Female [ ]  Non-binary [ ]  Prefer not to say [ ]

Ethnicity: [ ]  African [ ]  Asian [ ]  Continental European [ ]  Latin American [ ]  Middle Eastern

I want to learn Foundation/Basic skills [ ]

*(tick one or more* Skills to carry out online activities and access services [ ]

*boxes)* Social connection skills [ ]

 Skills to be safe online [ ]

 Knowledge to increase motivation in using digital technology [ ]

 Knowledge to increase trust in the internet and online services [ ]

Please indicate if you have the following digital skills *(Participants can indicate “N/A” in other skill sections if the content is not covered by the programme they are enrolled in)****:***

**Foundation/Basic skills**

|  |  |  |  |
| --- | --- | --- | --- |
| I can turn on a device and log in to any accounts/profiles I have | Yes | No | N/A |
| I can connect a device to a Wi-Fi network | Yes | No | N/A |
| I can find and open different applications (App) or programmes on a device | Yes | No | N/A |
| I can use the different menu settings on a device to make it easier to use (for example change the font size to make it easier to read) | Yes | No | N/A |
| I can organise my information using files and folders | Yes | No | N/A |
| I can use bookmarks to save and retrieve websites and information | Yes | No | N/A |

**Skills to carry out online activities and services**

|  |  |  |  |
| --- | --- | --- | --- |
| I can manage my money and transactions online securely, via websites or apps (for example bank account) | Yes | No | N/A |
| I can buy and/or sell goods or services online account  | Yes | No | N/A |
| I can access and register services online including filling in forms, particularly government services | Yes | No | N/A |
| I can access and manage health services online (for example booking appointments or online consultation) | Yes | No | N/A |
| I can use the Internet to find information that helps me solve problems for example use search engines | Yes | No | N/A |
| I can use online tutorials, web chat, Frequently Asked Questions (FAQs) and forums to solve problems | Yes | No | N/A |

**Social connection skills**

|  |  |  |  |
| --- | --- | --- | --- |
| I can communicate with others digitally (for example email, or Messenger) | Yes | No | N/A |
| I can speak to others through video tools (for example FaceTime, Zoom or Skype) | Yes | No | N/A |
| I can interact and/or post content on social media platforms (for example messages, photographs, video etc.) | Yes | No | N/A |
| I can use the Internet to stream or download entertainment content (for example films, music, games or books) | Yes | No | N/A |
| I can set privacy settings on my social media and other accounts | Yes | No | N/A |

**Skills to be safe online**

|  |  |  |  |
| --- | --- | --- | --- |
| I can keep the information I use to access my online accounts secure, by using different and secure passwords for websites and accounts | Yes | No | N/A |
| I can respond to requests for authentication (for example reactivate an account when I've forgotten my password) | Yes | No | N/A |
| I can assess the risks and threats involved in carrying out activities online and act accordingly, including: | Yes | No | N/A |
| * recognising and avoiding suspicious links in emails, websites, social media messages and pop ups, and know that clicking on these links is a risk
 | Yes | No | N/A |
| * updating my computer security systems when necessary to prevent viruses and other risks
 | Yes | No | N/A |
| * identifying secure websites by looking for the padlock and ‘https’ in the address bar
 | Yes | No | N/A |
| I make sure not to share or use other people's data or intellectual property without their consent | Yes | No | N/A |
| I am careful with what I share online as I know that online activity produces a permanent record that can be accessed by others | Yes | No | N/A |

**Motivation in using digital technology**

|  |  |  |  |
| --- | --- | --- | --- |
| I see value in using the internet | Yes | No | N/A |
| I am aware of a range of information and activities that are valuable to me on the internet | Yes | No | N/A |

**Trust in the internet and online services**

|  |  |  |  |
| --- | --- | --- | --- |
| I can confidently do all that I want to do online | Yes | No |  |
| I understand what steps to take if I face significant challenges (e.g. losing my password or my password is stolen) | Yes | No | N/A |
| I retain the same level of confidence on the internet after facing significant challenges (e.g. losing my password or my password is stolen) | Yes | No | N/A |