

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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> updating my computer security systems when necessary to prevent viruses and other risks 	Yes	No	N/A
<ul style="list-style-type: none"> 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

