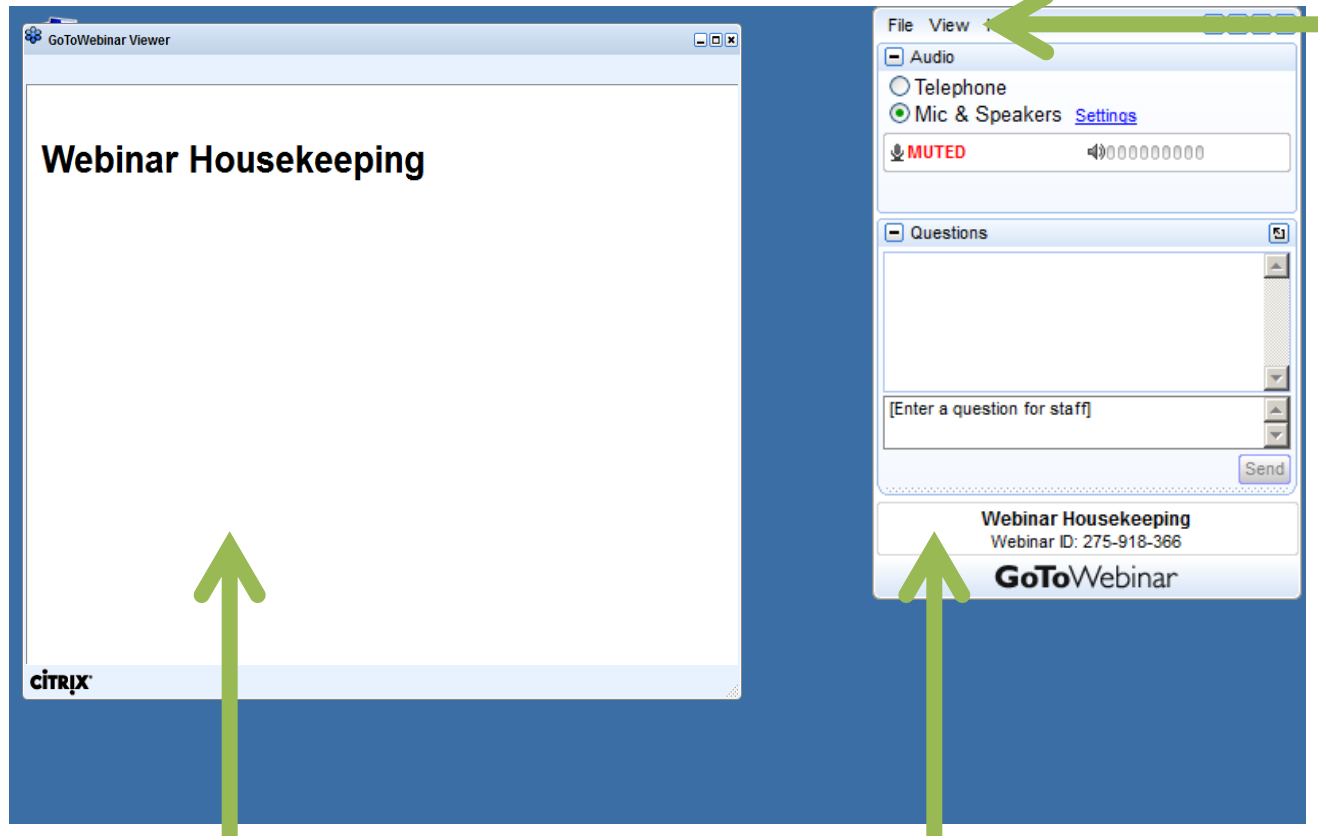


# WEBINAR HOUSEKEEPING TIPS



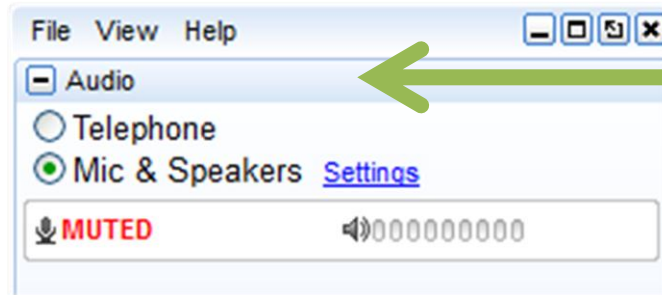
Your control panel may collapse automatically when you don't use it.

To keep it open, click the "View" menu and uncheck "Auto-hide Control Panel".

Webinar viewer

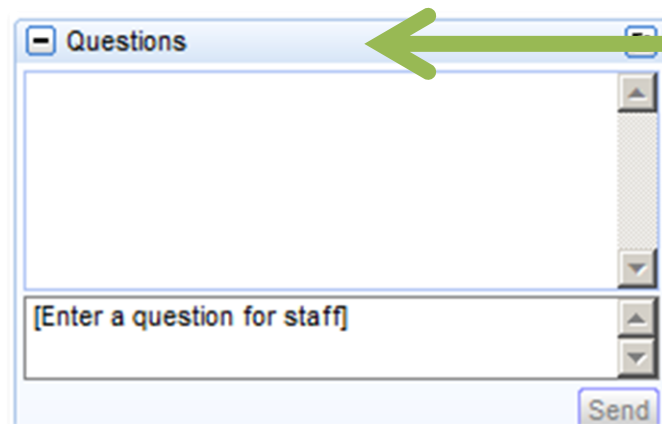
Your control panel

# WEBINAR HOUSEKEEPING TIPS



For audio, we choose “Mic & Speakers”. If you don’t have microphone you can simply listen in. The “Telephone” option is disabled.

**Note:** Your **audio will be muted** during the session.



You can submit questions and comments via the Questions panel or you can ‘raise your hand’ to be unmuted for verbal questions. There is no option to chat between participants.

**Note:** Today’s **presentation will be recorded**.

# ABOUT THE PRESENTER



- In the field for over 20 years
- Lately focusing on tech coaching
- Facilitates presentations and workshops on the practical application of digital technology for teaching and learning

**Maria Moriarty**  
**Information Resource Officer at AlphaPlus**  
**[mmoriarty@alphaplus.ca](mailto:mmoriarty@alphaplus.ca)**



# WEBINAR OVERVIEW

## Digital Skills – some working definitions

### Thinking About...

- Digital skills for employment

- Digital skills for further education

- Digital skills for everyday life

- How we build digital skills

### Thinking About...

- Information Literacy Skills

## Some resources to build digital and information literacy skills



# Digital Skills... working definitions

- *“I see three different skills area: the ability to use the tools (hard skills), the ability to understand the power and risks associated with a tool (critical thinking skills), the ability to innovate (confidence - self efficacy that will enable someone to try something new or use the old in a new creative way)” (GV – AlphaPlus)*
- Digital Skills Framework (U.K.)  
Information; Communicating; Transacting; Problem Solving; Creating
- ISTE Standards  
The 2016 ISTE Standards for Students emphasize the skills and qualities we want for students, enabling them to engage and thrive in a connected, digital world.”



# Digital Skills... working definitions

“...digital competence is not only knowledge and skills, but incorporates attitudes such as being confident and critical. It is about being competent to use technology in different situations (eg. work, leisure) and for different purposes (eg. learning, communicating, solving problems, online collaboration, building knowledge, creating and sharing” (European Commission 2012)

Digital Competence - elements

Information processing ; Communication; Content Creation; Safety; Problem solving (EU 2015)

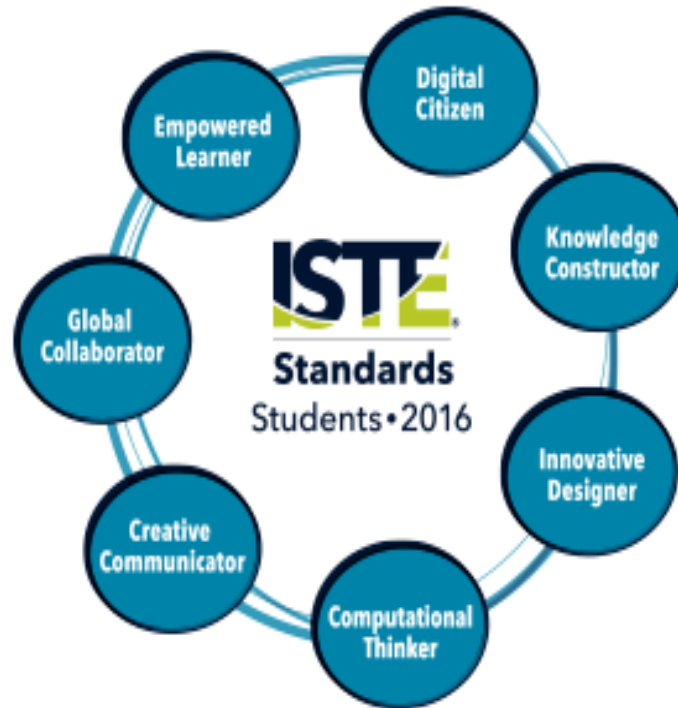
Essential Skills

Digital Technology is the ability to use information and communication technology. We use this skill when we use a smartphone, operate cash registers, use word processing software, send emails and create and modify spreadsheets. (Canada – HRSDC)

“



# What are “ Digital Skills”



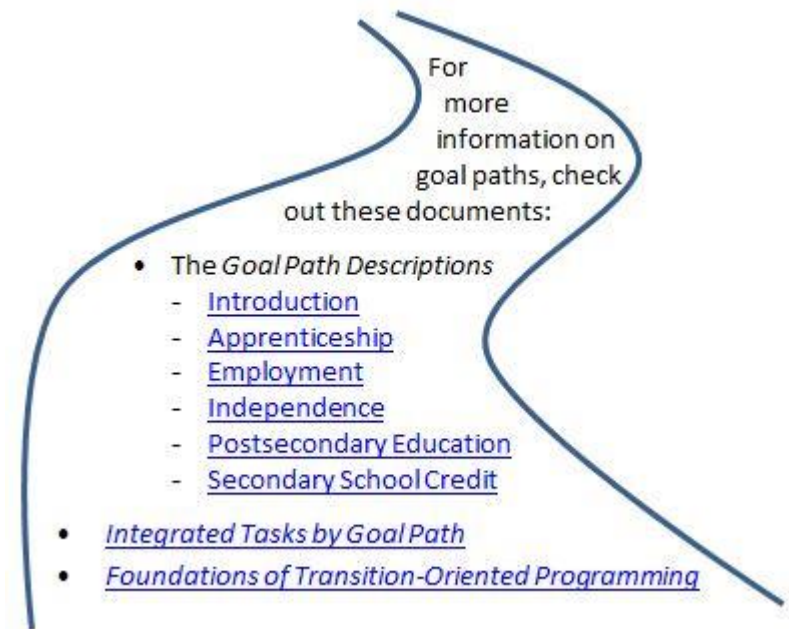
“

# Digital Skills on 3 Goal Paths

Employment

Further Education

Everyday Life/Independence



# Employment

“The direct result of companies keeping pace with technological advancements has meant that positions previously requiring low skills now demand solid digital skills: the ability to access, use, and interpret digital information in the workplace.”(Menial no More p.2)



# Employment

## The 8 core digital skills essential for the 21<sup>st</sup> century workforce



**A)** Working with documents



**B)** Project collaboration & management



**C)** Attention management



**D)** Communication



**E)** Digital etiquette



**F)** Search & research



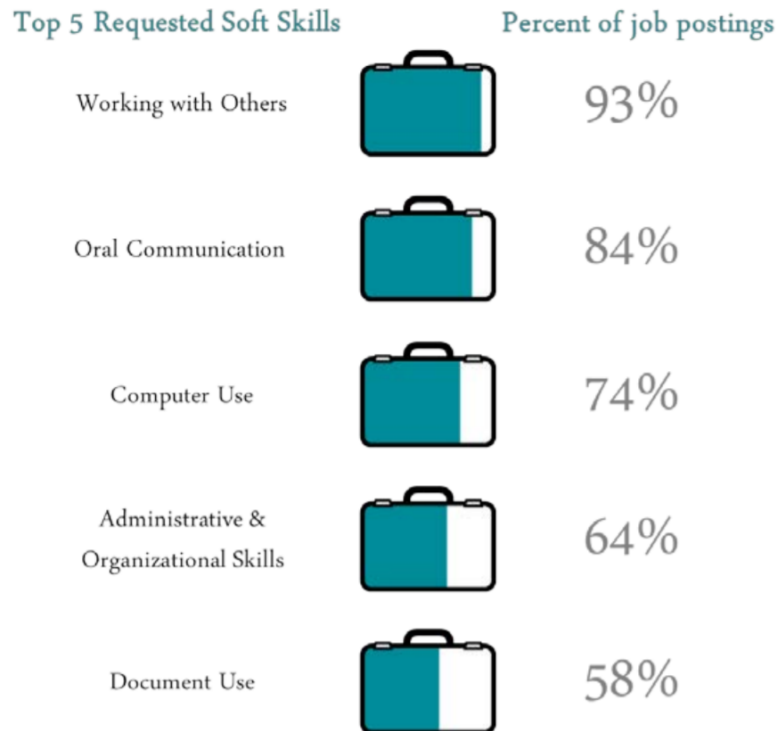
**G)** Platform flexibility



**H)** Security & privacy

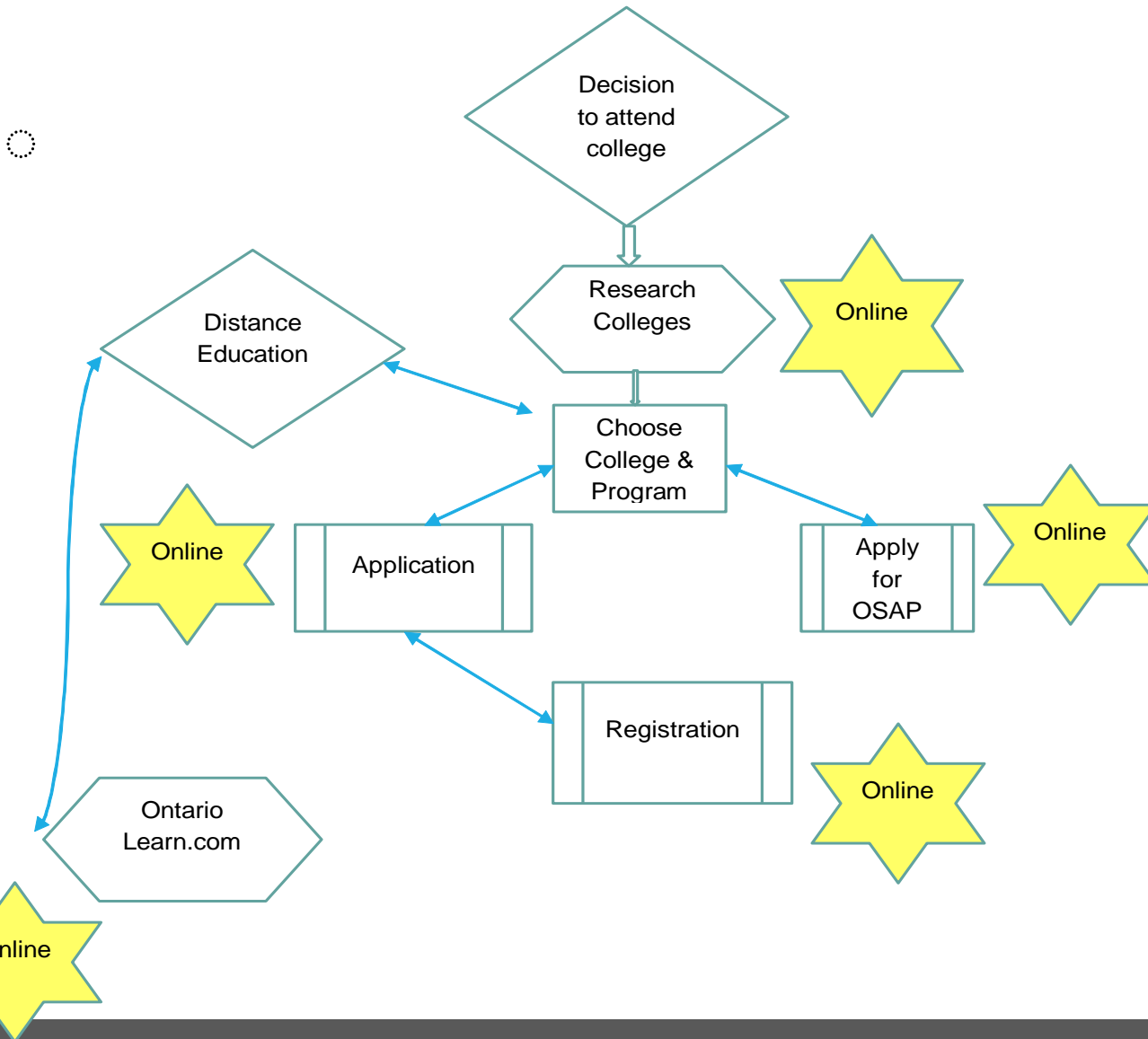
# Employment

Figure 10: Top 5 Essential Skills Measured by Percentage of Job Postings Requesting Skill



Higher Education Quality Council of Ontario

# Post-Secondary



# High School Credit

## Independent Learning Centre



- Course content is delivered using a variety of methods including:
  - Online, through My ILC
  - Blended, combination of online through My ILC and in print
  - Printed materials
- Course materials include readings, practice exercises, assignments and (depending on the course) other resources such as books, software and web-based practice tutorials.



# High School Credit

## Ontario eLearning Consortium

School Boards across the province providing  
Credit courses via e-learning for adults



# Every Day Life/Independence

Finding Information

Accessing Government Services

Banking

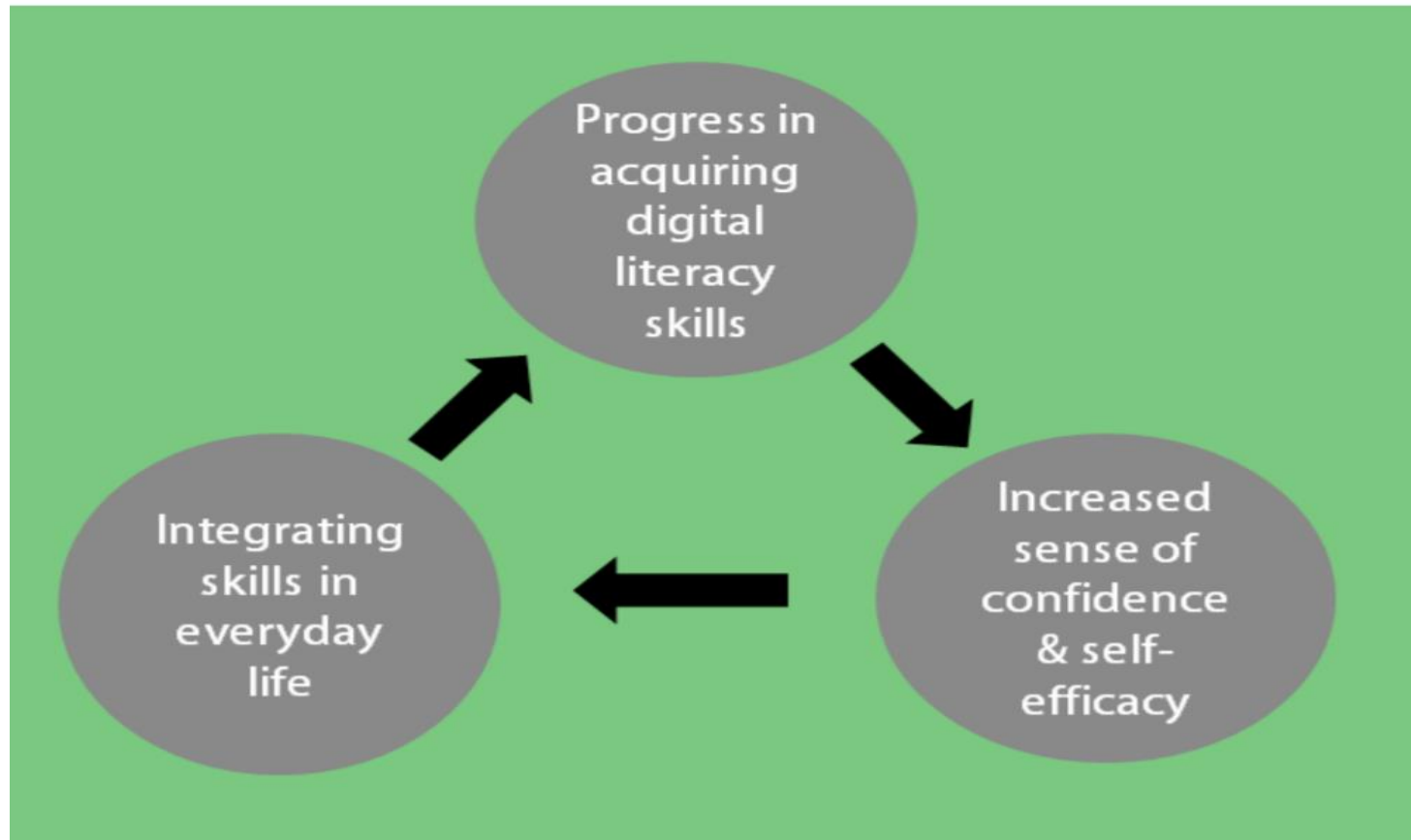
Social Media

Shopping

Using Digital Devices



# Computer Self-Efficacy



# Digital Skills- Employment

- Job Search ( Internet – Information Literacy)
- Job Applications (Online – Word processing)
- Onboarding/Training (Online Reading Comprehension – Navigation )
- Devices in the Workplace (Smartphones – Point- of Sale – Computers – Tablets – Interfaces)
- Communications ( Email – Texting)



# Digital Skills- Education

- Application ( Internet – Information Literacy)
- Registration (completing online forms)
- Receiving and submitting assignments (Word processing- Online Reading Comprehension – Navigation Uploading, Downloading)
- Library, Internet and Database Searching (Search Skills – Information Literacy Tablets – Interfaces)
- Communications ( Word Processing - Email – Texting)



# Digital Skills- Every Day Life/Independence

Finding Information ( Search Skills – Information Literacy)

Accessing Government Services ( Navigation – online reading  
comprehension – information Literacy)

Banking ( Navigation – privacy and security)

Social Media ( Safety, privacy and security)

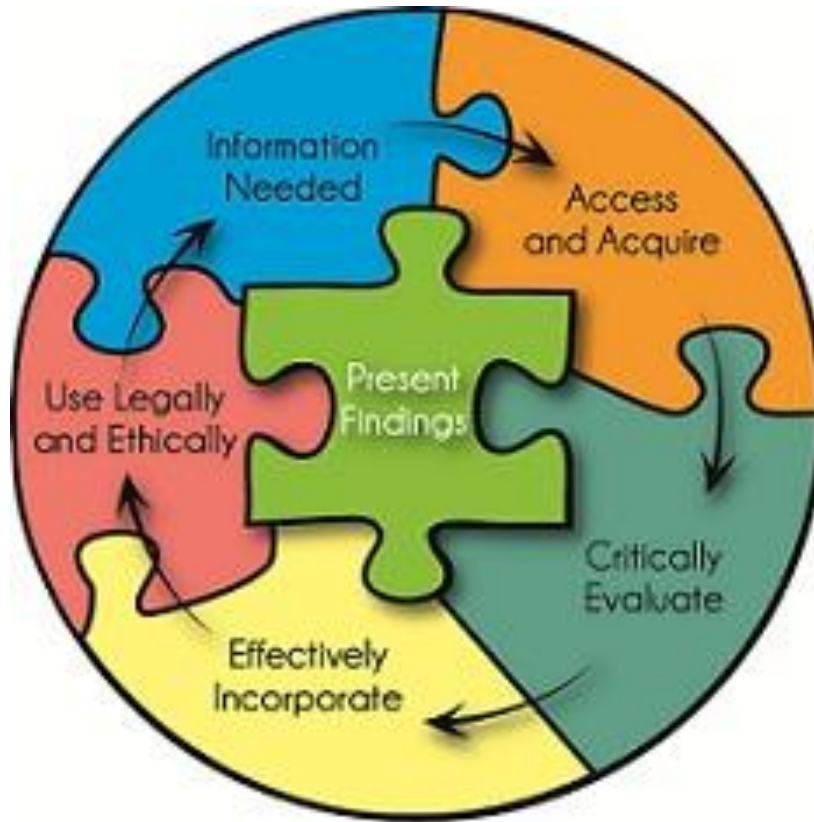
Shopping ( Navigation – privacy and security)

Using Digital Devices ( Self-Efficacy)



# Information Literacy

*Information literacy is knowing when and why you need information, where to find it, and how to evaluate, use and communicate it in an ethical manner.*



AccessEvaluateApply

# Acquiring and Building Digital Skills

**Practice ... Practice ... Practice**

**Online Practice Activities**

**Computer Self-Efficacy**

**Learning by doing**



# Resources

<https://sites.google.com/alphaplus.ca/digital-skills-resources/employment>



# Your Feedback

<https://www.surveymonkey.com/r/BJBKWDD>



UPCOMING WEBINARS

<http://webinars.alphaplus.ca>

