**Framework for Developing a Plan for Enhancing Staff Digital Competency**

**Support Document for ETB Schools**

**August 2020**

***Appendices***

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**Appendix 1 - Role and functions of DLT**

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| **Role and functions of Digital Learning Team** |
| **Role** | *To support Senior Management Team in devising and implementing an effective strategic plan to meet the digital needs of staff, and in turn students, to effectively progress the continuity of Teaching & Learning in the event of a Blended Learning scenario or Remote Teaching and Learning scenario.* |
| **Functions** | * **To conduct focus groups with students to gather data on teaching & learning during school closures 2020**
 |
| * **To collate and analyse data from student focus groups**
 |
| * **To collate and analyse data from Staff Digital Skills Audit**
 |
| * **To present data and findings to staff at initial staff meeting**
 |
| * **To facilitate interdepartmental workshops and gather feedback**
 |
| * **To facilitate staff review of Digital Learning Plan**
 |
| * **To redraft/update Digital Learning Plan based on findings from research and staff consultation**
 |
| * **To devise a schedule of internal and external professional learning to meet the digital needs of staff**
 |
| * **To evaluate progress made by staff and further implement more opportunities for professional learning for staff if needed.**
 |

**Appendix 2 - Digital Skills Competency Audit – Staff**

**Please tick the box most appropriate to your level**

***Guide 1= Yes/Very competent 5=No/Not competent***

***In the final column, tick the skills you would be comfortable demonstrating to other staff***

|  |  |  |  |
| --- | --- | --- | --- |
| **Access to digital devices** | **Yes** | **No** | **DEMO** |
| **I own my own device (tablet, laptop, other)** |  |  |  |
| **I have access to a school device that I can use at home** |  |  |  |
| **I can print at home** |  |  |  |
| **I can record videos at home** |  |  |  |
| **I can scan material at home** |  |  |  |
| **Access to Broadband/Wi-Fi** | **1** | **2** | **3** | **4** | **5** |  |
| **I have access to good quality broadband/Wi-Fi at home** |  |  |  |  |  |  |
| **I was able to connect with students during COVID** |  |  |  |  |  |  |
| **Digital Skills** | **1** | **2** | **3** | **4** | **5** |  |
| **I can send and receive emails** |  |  |  |  |  |  |
| **I can add an attachment to an email** |  |  |  |  |  |  |
| **I can use a virtual learning platform (e.g. Schoology, Edmodo, MS Teams etc.)** |  |  |  |  |  |  |
| **I can set up an online classroom for my students** |  |  |  |  |  |  |
| **I can use an online classroom for my students** |  |  |  |  |  |  |
| **I can share links with my students** |  |  |  |  |  |  |
| **I can run an online class** |  |  |  |  |  |  |
| **I can record an online class** |  |  |  |  |  |  |
| **I can pre-record a class for my students** |  |  |  |  |  |  |
| **I can prepare presentations for sharing with my students** |  |  |  |  |  |  |
| **I can add a voice-over to my presentations** |  |  |  |  |  |  |
| **I can record and edit audio clips** |  |  |  |  |  |  |
| **I can create and use a blog** |  |  |  |  |  |  |
| **I can create digital portfolios** |  |  |  |  |  |  |
| **I can create online assignments/assessments** |  |  |  |  |  |  |

**Appendix 3 – Subject Department Worksheet**

|  |
| --- |
| ***Experience of Remote Teaching and Learning March-June 202*0** |
| **DEPARTMENT: Coordinator:** |
| **Modes of Communication used to connect with students** |  |
| **Platforms used for uploading resources/assignments** |  |
| **Top five aspects of Teaching & Learning during school closures that were successful** |  |
| **Three professional learning opportunities on aspects of remote teaching that our department would like to receive** |  |
| **Digital skills our department would like to share with other departments** |  |
| **Any other points** |  |

**Appendix 4 – Presentation to Management & Staff - Guidance**

|  |
| --- |
| **Digital Competency Framework****Where we are – Where we need to be – How we will get there** |
|  | **Purpose of Digital Learning Plan*** Digital Learning Framework for Post Primary Schools
* Looking at Our School 2016 – A Quality Framework for Post Primary Schools.
 |
| **Findings from Staff Digital Skills Audit*** Positives
* Areas for further development
 |
| **Findings from Student Focus Groups*** Positives
* Areas for further development
 |
| **Strategy Plan*** Work within subject departments to ascertain needs of the group
* Work with other subject departments to share/learn new practices
* Staff consultation - Review existing Digital Learning Plan
* Redraft/Update existing Digital Learning Plan
* Programme of Professional Learning Opportunities
	+ In-house opportunities
	+ External opportunities
 |
| **Evaluation*** Review Progress
* Put measures in place for further development
 |

**Appendix 5 – Student Focus Group – Prompt Questions**

*Facilitating data gathering for the development of a positive digital learning policy*

|  |
| --- |
| **Students views on Digital Learning during COVID 19** |
| **Communication** | * How did teachers communicate with you during COVID?
* What method(s) did you find most effective? Why?
* How did the School communicate general messages?
* What method(s) did you find most effective? Why?
* How would you like to be communicated with in the future?
 |
| **Teaching & Learning** | * What digital tools did you find most helpful for your learning?
* Did you experience learning from live classes? Did you find these helpful? Why?
* Did you engage in group work online? How?
* How were resources shared with you by your teachers? What is your preferred method?
* What digital tools would you like your teachers to use to help your learning?
 |
| **Assessment & Reporting** | * How did you receive feedback from your teachers?
* How often did you receive feedback from your teachers?
* Is there anything else your teachers could do to help you to learn from feedback?
* What kind of tasks/assessments were set for you during COVID?
* What kind of tasks/assessments would you benefit from in the future?
 |

**Appendix 6 – External Resources**

**PDST – Technology in Education**

Promoting and Supporting the integration of ICT in Education

<https://www.pdsttechnologyineducation.ie/en/>

[***Data Protection in Schools***](http://www.dataprotectionschools.ie/en/)

The website offers sector specific guidance to assist schools in the area of data protection legislation and provides examples, model polices, codes of practice and useful links to other resources.

<http://www.dataprotectionschools.ie/en/>

[***PDST Digital Technologies***](https://www.pdst.ie/DistanceLearning/DigTech)

This page of curated content supports schools and teachers engaged in distance learning in order to provide continuity to pupils/students.

<https://www.pdst.ie/DistanceLearning/DigTech>

[***DL Planning***](https://www.dlplanning.ie/)

This website provides a range of resources including a dedicated video channel and an interactive version of the Digital Learning Framework.

<https://www.dlplanning.ie/>

[***Developing a Digital Learning Plan for your School (online course)***](https://www.pdsttechnologyineducation.ie/en/Training/Courses/Developing-a-Digital-Learning-Plan-for-your-School.html)

This course will help you to use the Digital Learning Framework to improve digital learning in your school, regardless of your stage on this journey.

<https://www.pdsttechnologyineducation.ie/en/Training/Courses/Developing-a-Digital-Learning-Plan-for-your-School.html>

[***Digital Learning Framework for Post Primary Schools***](https://www.pdsttechnologyineducation.ie/en/Planning/Digital-Learning-Framework-and-Planning-Resources-Post-Primary/Digital-Learning-Framework-for-Post-Primary-Schools.pdf)

The Digital Learning Framework supports the Digital Strategy for Schools and other Department policies in a number of key areas including curriculum reform and implementation, skills development, teacher education and learner outcomes.

<https://www.pdsttechnologyineducation.ie/en/Planning/Digital-Learning-Framework-and-Planning-Resources-Post-Primary/Digital-Learning-Framework-for-Post-Primary-Schools.pdf>

[***Digital Learning Planning Guidelines***](https://www.pdsttechnologyineducation.ie/en/Planning/Digital-Learning-Planning-Guidelines.pdf)

The Digital Learning Planning Guidelines (DL Planning Guidelines) provide guidance on how the DL Framework can support the creation of a Digital Learning Plan (DL Plan) for each school.

<https://www.pdsttechnologyineducation.ie/en/Planning/Digital-Learning-Planning-Guidelines.pdf>

[***Digital Learning Planning Template***](https://etbi365.sharepoint.com/%3Aw%3A/s/Corporate-ETBIWebsiteRedesign/EUcMsgKBi4RLuIX84xrZIh8B9p0mVCT0tCYuBgwZiwKVWg?e=bXL3CH)

<https://www.pdsttechnologyineducation.ie/en/Planning/Digital-Learning-Framework-and-Planning-Resources-Post-Primary/>

[***Scoilnet.ie – Tools for Teachers***](https://www.scoilnet.ie/scoilnet/tools-for-teachers/)

Online resources to support subject learning.

<https://www.scoilnet.ie/scoilnet/tools-for-teachers/>

[***Webwise***](https://www.webwise.ie/)

Provides advice and resources for parents and teachers on internet safety

<https://www.webwise.ie/>

*\*This list is not exhaustive*

 **APPENDIX 7 – PLAN TEMPLATE** (Adapted from the PDST Digital Learning Planning Template)

***Our Plan for Enhancing Staff Digital Competency 2020/21***

***As part of [School name] Digital Learning Plan***

***2020***

***[School name & logo]***

*Our Plan for Enhancing Staff Digital Competency 2020/21*

**Introduction:**

**Digital Competence** is defined *as the set of skills, knowledge and attitudes that enable the confident, creative and critical use of digital technologies to enhance teaching, learning and assessment*. (*Digital Learning Framework for Post-Primary Schools)*

**The dimensions and domains from the Digital Learning Framework being selected:**

**Post-Primary – teaching and learning.**

DOMAIN 3: TEACHERS’ INDIVIDUAL PRACTICE STANDARDS STATEMENT

DOMAIN 4: TEACHERS’ COLLECTIVE/COLLABORATIVE PRACTICE

**Post-Primary – leadership and management**

DOMAIN 1: LEADING LEARNING AND TEACHING

**Digital Learning Team:**

|  |  |
| --- | --- |
| **Chair:** |  |
| **Recorder:** |  |
|  |  |
|  |  |
|  |  |

1. **The focus of this Digital Competency Plan**
* Identify the digital skills strengths/needs of staff
* Identify digital learning opportunities,
* Develop a proposed schedule of Professional Learning
* Develop an evaluation plan

**The standards and statements from the Digital Learning Framework being selected (Refer to Pages 5 – 11 of *Digital Learning Framework for Post-Primary Schools See Appendix 6*)**

|  |  |
| --- | --- |
| **Teaching & Learning**  | **DOMAIN 3: TEACHERS’ INDIVIDUAL PRACTICE STANDARDS STATEMENT** |
| **Standard** | **Statement(s)** |
|  |  |
|  |  |
|  | **DOMAIN 4: TEACHERS’ COLLECTIVE/COLLABORATIVE PRACTICE** |
| **Standard** | **Statement(s)** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Leadership & Management** | **DOMAIN 1: LEADING LEARNING AND TEACHING** |
| **Standard** | **Statement(s)** |
|  |  |
|  |  |

1. **Data Gathering:**

**Plan for conducting audit:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Lead:** | **When?** | **How?** |
| **Individual Staff Audit** |  |  |  |
| **Student Focus Group** |  |  |  |
| **Subject Department Workshop** |  |  |  |
| **Data analysis** |  |  |  |
| **Report to Management and Staff\*** |  |  |  |

\*A template, offering guidance on the content of the report is included in **Appendix 4** of the Framework

**These are a summary of our general staff digital competency strengths**

 *(Informed by the data gathered through staff survey, student focus groups and subject department workshops)*

|  |
| --- |
|  |
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|  |

**These are a summary of our general staff digital competency needs**

 *(Informed by the data gathered through staff survey, student focus groups and subject department workshops)*

|  |
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|  |
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|  |

**3. Action & Implementation Planning:**

**We are going to focus on how to improve our digital competency needs by:**

The development of teacher skills, knowledge and attitudes that enable the confident, creative and critical use of digital technologies to enhance teaching, learning and assessment by:

1. Identifying digital learning opportunities for staff
2. Developing and implementing a schedule for Professional Learning

|  |
| --- |
| A range of opportunities will be explored and included in the proposed schedule, which could include some or all of the following:* Self-directed learning
* Inter-departmental upskilling
* At whole-school level
* Identify external agencies to provide learning opportunities at school level
 |

**Our Plan to enhance Staff Digital Competency 2020/21**

On the next page we have recorded:

* The **targets** for improvement we have set
* The **actions** we will implement to achieve these
* **Who is responsible** for implementing, monitoring and reviewing our improvement plan
* How we will measure **progress** and check **outcomes** (criteria for success)

**Our Plan to enhance Staff Digital Competency 2020/21**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Focus - What?** | **Success Criteria:** | **Target Audience**(Whole staff, Subject Departments, Individual staff members etc) | **When?** | **Where?** | **Facilitator?** | **Evaluation method(s)?** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Notice for Staff - Schedule of Learning Events - School Year 2020/2021**

|  |  |
| --- | --- |
| **Day/Month/Year:** | **Event:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Evaluation Plan**

|  |  |  |
| --- | --- | --- |
| **What?** | **How?** | **When?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Report - Evaluation Findings**

This tool can be used to assist the planning for the school year 2021/22.

|  |  |
| --- | --- |
| **Finding:** | **Proposed Action:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |