

Digital Literacy Certification

A QUICK OVERVIEW

FDNS

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What is Digital Literacy

“Digital literacy are those capabilities which fit an individual for living, learning and working in a digital society.” (Jisc 2010)

Why Now?

- ▶ COVID created a scenario of working, living and playing that required digital literacy to survive.
 - ▶ Order food on line
 - ▶ Tele-health
 - ▶ Communicating with friends and family
 - ▶ Working from home
- ▶ Those becoming isolated were lacking in technology or digital literacy knowledge

Funding Partners

- ▶ UFV
- ▶ CASE
- ▶ Community Futures South Fraser
- ▶ Community Futures Ventures (Yorkton, SK)
- ▶ Entrepreneurs with Disabilities Program (BC Community Futures)



Process

- ▶ Environmental Scan
- ▶ Needs assessment
- ▶ Topic generation
- ▶ Focus Group to confirm topics
- ▶ Creation of material (UFV)
- ▶ Pilot trainers
- ▶ Revise material as needed
- ▶ Launch

Course Structure

- ▶ Train the trainer process
- ▶ Placement Assessment- free, either on-line or on paper
- ▶ Three Modules- approximately 10 hours each, certificate or letter of completion for any modules attained
- ▶ Module one in person
- ▶ Module two and three on LMS through CASE
- ▶ Currently in pilot trainer mode

Module One

- ▶ Module One- Getting Started
 - ▶ Start in person until successful on zoom
 - ▶ Topics include;
 - ▶ Netetiquette
 - ▶ Parts of the computer
 - ▶ Trouble shooting
 - ▶ Spam
 - ▶ Internet Skills
 - ▶ Learning
 - ▶ E-safety

Module Two

- ▶ Module Two- Personal Life
- ▶ Self-directed study with support of trainer
- ▶ Course on LMS through CASE
- ▶ Topics include:
 - ▶ On-line banking
 - ▶ Shopping on line
 - ▶ Social media platform connections and participation
 - ▶ Deeper dive into using apps
 - ▶ Collaborating and sharing
 - ▶ Protect your privacy
 - ▶ Protect devices from viruses and malware

Module Three

- ▶ Module Three- For The Workplace
- ▶ Self-directed study with support of trainer
- ▶ Course on LMS through CASE
- ▶ Topics include:
 - ▶ Aspects related to working virtually
 - ▶ Physical work space set-up
 - ▶ Managing time
 - ▶ Prioritizing projects
 - ▶ Research skills, find and select information
 - ▶ Email and text competency
 - ▶ Sourcing labour market information for application
 - ▶ Applying on-line
 - ▶ Virtual interview skills
 - ▶ Introduction to basic MS Office software (Word, Excel, Outlook)

How to Access

- ▶ Details are still being worked out
- ▶ Desire is to make it easy for trainers to be trained and to support those that they serve to become digitally literate in order to participate in community as they choose