

# Essential Digital Skills Checklist.

This checklist has been designed to help you measure your Essential Digital Skills to identify what you are good at, and also any areas you might need to develop with some support.

But first - can you:

1. Turn on your computer?
2. Update your password?
3. Connect a phone to Wi-Fi?
4. Contact friends and family online?

If you are unable or struggle to do these things then you may need to build up your Foundation Digital Skills, before moving on to Essential Digital Skills.

If you are able to do these tasks then you have Foundation Digital Skills and can now find out about your Essential Digital Skills. Please read the instructions below and start the checklist when you are ready. It should take around five minutes to complete.



There are five sections to the checklist, each containing some examples of digital tasks relating to the section headings. You will be asked if you feel you are able to complete these tasks or not.

## Communicating

1/5

Life Skills	Answer (please tick where appropriate)
I can communicate using tools like Email, WhatsApp, FaceTime or Messenger.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can post on social media platforms e.g. Facebook or Instagram.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can keep my emails and social media accounts safe.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
Workplace Skills (Optional)	Answer (please tick where appropriate)
I can use online tools, systems and apps e.g. Outlook, Skype or Yammer to communicate within my workplace.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can log in remotely to my email and other work-related communication tools.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>

## Handling information & content

2/5

Life Skills	Answer (please tick where appropriate)
I can save information find it again from a different computer, tablet or phone.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can use the internet to access entertainment legally e.g. Spotify, Netflix or BBC iPlayer.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can check if online information is true or false.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
Workplace Skills (Optional)	Answer (please tick where appropriate)
I can follow my organisation's IT policy when sharing, storing and handling information.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can organise, store and share work-related information on different computers, tablets or phones.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>

## Transacting

3/5

Life Skills	Answer (please tick where appropriate)
I can buy things online and know how to check if a website is safe.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can use the internet for online services e.g Universal Credit or uploading passport forms.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can use online banking websites and apps.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
Workplace Skills (Optional)	Answer (please tick where appropriate)
I can view my payslips, submit holiday and sickness e-forms and make online expense claims.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I am able to book transport and accommodation online.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>

## Problem solving

4/5

Life Skills	Answer (please tick where appropriate)
I can use online chat to ask for help with a website or app.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can use the internet to find out how to do something online.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
Workplace Skills (Optional)	Answer (please tick where appropriate)
I can use the internet to find solutions to work-related problems.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can present and analyse information.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>

# Being safe & legal online

5/5

Life Skills	Answer (please tick where appropriate)
I understand the importance of using, changing and not sharing passwords.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I can recognise suspicious weblinks.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I understand how to use privacy settings to control what people see.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
Workplace Skills (Optional)	Answer (please tick where appropriate)
I can identify and report suspicious communications.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>
I follow my organisation's IT and data protection policies e.g. GDPR.	I can do this <input type="checkbox"/> I can't do this <input type="checkbox"/> I want to learn how to do this <input type="checkbox"/>