Digital Skills Guide

It's estimated that from 2020 90% of jobs will require digital skills, yet in the UK there are over 11 million people who lack basic digital skills, including over 5 million workers.

This guide will help you deliver digital learning in the workplace to help people build their digital skills and signpost members to additional online learning opportunities.

Running digital learning activity - tips

If you're working with members who have low levels of digital skills or digital confidence, remember that email and other digital communications often isn't the most effective way to reach them. UNISON have produced a range of learning surveys that focus on different digital skills you can print off and use when finding out what members would like to learn.

For some digital learning activity such as group workshops you might need to access a learning centre or training room with computers and WiFi access. Always check that if you are using workplace equipment, the sites you need to use aren't blocked by your employer before running a workshop.

Some people will prefer to carry out digital learning on their own devices and in their own time. To support learners with limited access to devices or WiFi, you can use Kickstart or Moving On funding to purchase tablets, laptops and other digital resources to use in your branches.

Also, our UNISON's bursary scheme also applies to members wanting to study digital courses with fees.

Digital Champions

UNISON Digital Champions are trained volunteers who can support colleagues learn new digital skills, gain digital confidence and overcome barriers to getting digitally active in the workplace.

Digital Champions could show someone how to book leave on the staff intranet and other digital tasks lots of us take for granted. When incorporated with the Union Learning Rep role, Digital Champions could deliver short digital learning courses and drop-ins for colleagues to help people develop their digital skills.

To find out more about setting up a Digital Champions project in your workplace or to register your interest, please email: dcn.admin@unison.co.uk or visit https://learning.unison.org.uk/branch-education-team/digital-champion/

Getting started with digital skills

Some people need the very basics when it comes to digital learning. Workplace Digital Champions or ULR's are perfect to support people take bite sized online learning designed to build essential digital skills.

Below are online resources and courses to help someone with the very basics of digital learning.

Digital Unite

From computer basics to protecting yourself online, Digital Unite has over 400 useful guides to help you find your way around the world of IT
https://www.digitalunite.com/technology-guides

Learn My Way

Free courses on using a computer, browsing the web, sending an email and finding work online
https://www.learnmyway.com/

Open University

Develop confidence and skills for online life by signing up to the OU's *Digital literacy; succeeding in a digital world* course
https://www.open.edu/openlearn/education-development/digital-literacy-succeeding-digital-world/content-section-overview

Skills Check

A tool to help engage with learners, providing an initial assessment and a way to encourage further learning.
https://www.unionlearn.org.uk/skillcheck

Face to face learning

Locally the WEA provide a range of digital courses ULR's can organise for their branches or across local areas. For more information speak to your local WEA coordinator or visit www.wea.org.uk

DIGITAL CHAMPIONS

Engaging in online learning

Learning online provides a great opportunity for members to learn in flexible and convenient ways that suit them. UNISON works with partners to provide free or discounted online learning covering a huge range of subjects. Below are organisations providing online learning activity.

Futurelearn
Provide a wide range of free professional and personal interest online courses to help you learn new skills, pursue your interests and advance your career
https://www.futurelearn.com/

Wranx
Bite sized e-learning modules which use spaced repetition covering key knowledge in function skills and GCSE English and maths, alongside specific workplace topics such as manual handling and mental health
https://www.unionlearn.org.uk/wranx

Pearl
An advice and guidance tool that supports adults returning to learn by signposting them to appropriate courses that meet their learning needs
http://pearl.open.ac.uk/

Openlearn
The Open University's free online learning site with over 1000 courses to study at on a broad range of topics
https://www.open.edu/openlearn/
Free Level 1 Everyday skills in maths and English
https://www.open.edu/openlearn/education-development/education/everyday-skills-maths-and-english
6 free courses covering topics such as caring for adults and practical healthcare
https://www.open.edu/openlearn/spn-courses

National Extension College
Distance learning college specialising in GCSE's and A-levels. UNISON members receive a 10% discount
https://www.nec.ac.uk/

e-Careers
Wide range of continuing professional development courses designed to help you advance your careers or support you to choose a new one. UNISON members receive a 10% discount by quoting 'UNISON10' in the checkout window
https://ecareers.unison.org.uk/

Citizen Maths
A free online course that uses practical exercises to introduce maths concepts which can then be applied to real life situations
https://www.citizenmaths.com/

For more information about UNISON's online learning offers visit
https://learning.unison.org.uk/learning-online/ or contact k.shaw@unison.co.uk

DIGITAL CHAMPIONS 👍