

# ICT PROFICIENCY



Here are some tips for developing your digital or technical skills and how best to manage them

## Proficiency Levels

Digital (or ICT) proficiency is at the heart of our digital skills development. It can include the ability of how to use and organise digital tools and technologies, and understanding what software or platform to use for collaboration or coursework. More advanced ICT skills include coding, building a website or how to create an app. Start with the basics, but whatever your level of skill always keep wanting to learn and improve!



## New Tech

You can gauge and track your digital proficiency by using the Jisc Digital Discovery Tool. Don't be afraid to try out new and different technologies as your digital confidence will grow. Working across devices and a keenness to try something new is a good core skill and will help you prepare for the digital work place.

## Storage, Sync and Security

Use digital apps and tools that will help organise your learning and everyday life. File synchronisation allows you to back up your data and access files remotely. Try platforms such as OneDrive and Google Docs that allow real-time sync. Keep your files secure. The digital world can be a dangerous place so stay safe and vigilant!



## Support and Training

The IT Service Desk is the central point of contact for students seeking help, advice and support. Be open to boost your digital proficiency skills with training and resources that are available. Signing up to a course on Office 365 or how to use Canvas is a good place to start!

## Troubleshooting

Learning how to troubleshoot or provide digital solutions when you have a problem or digital issue (such as WIFI networks) will help your confidence and build your digital proficiency. Being able to monitor and manage these issues will be important in the digital work place. Helping others will also help you learn. Technology never stands still so it is good to be adaptable and be open to explore all possible solutions.



Explore more resources and training opportunities at the University to develop your ICT proficiency and productivity