Government CAMPUS

Basic Digital Skills

The digital world and the real world are now inextricably linked. Our information, communication and entertainment requirements are increasingly delivered by computers, smartphones, tablets and the internet. Being comfortable with this requires digital literacy and an understanding of how to operate within an online environment. This means developing skills which are equally useful at home and in the workplace.

Description

To become more efficient, the Civil Service is embracing more and more digital services and communications. This topic is designed to equip you with the basic digital skills that are required to work in such an environment. These transferrable skills will allow you to work more collaboratively with your colleagues as well as improving your job mobility prospects within the Civil Service.

A large number of subjects are covered within this topic, ranging from how best to search the internet through to understanding what 'the cloud' is. You'll learn about email and other online communications tools and how to conduct online transactions. You'll even have the chance to improve your typing skills and find out about keyboard shortcuts.

What does it involve?

This topic comprises a dozen online learning activities, none of which last more than 15 minutes. All activities can be done at your own pace and scheduled to fit in with your work commitments. You can revisit the activities too, should you wish to refresh your memory in the future. Completing all of them will take just over 2.5 hours.

Afterwards, you will be encouraged to create an action plan for embedding what you have learned. You will also identify your nearest Civil Service Digital Champion, who can provide further support as required.

What's the outcome?

Completing this topic will mean learning new digital skills, filling in any knowledge gaps you may have and improving your all-round digital confidence. From being able to define common digital terms through to making better use of the internet's functionality, you'll develop skills to make you more efficient in your job. This will translate into increased productivity as you navigate your digital tasks with greater speed.