



## Digital1 Programme

### **What is Digital1?**

Digital1 is a new bespoke training package to help to develop RCT staff and members digital skills. It is a voluntary programme, hosted by the Digital Skills, Adoption and Enablement Team within the DIO, tailored to individual needs and is non-accredited.

Programme delivery consists of six consecutive week sessions (if you are ill or unable to attend, we are unable to add this week on at the end due to waiting lists), lasting one hour each time on an individual or small group basis depending on need.

### **Who can benefit from Digital1?**

The anticipated audience for this programme includes those with:

- No or limited digital/IT experience
- Low confidence in their digital skills
- Ad hoc low/medium level digital skills gaps who need more support than Bitesize sessions
- Additional learning needs who may struggle to learn in group settings, work place environments or self-directed courses.

### **How will the programme be managed?**

Sessions will be delivered one to one or in small groups

Face to face (office or community venues) or virtual depending on ability. (Home locations not an option)

Up to 6 sessions, 1 hour per week

Rolling programme with regular entry points as capacity allows

Limited spaces so a waiting list will hold any referrals above programme capacity.

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### **What happens after Referral?**

A colleague from the Digital Skills, Adoption and Enablement Team will meet you to discuss your goals and assess your needs. This will be documented in an Individual Development Plan so that you can refer back to at the end of the six weeks.

Once this is complete, you will be assigned a tutor who will work with you for those six weeks. If you have a work laptop, you will need to bring it. For those without work devices, we have a Lend and Learn scheme.

### **What happens at the end of 6 weeks?**

You will have a short re-assessment to measure learning and document goals achieved.

Depending on individual, we will either:

- Close involvement
- Re-refer to learn other digital skills or reinforce current learning
- Signpost to further digital skills providers for higher level courses e.g. ICDL

### **How to Refer?**

Please ask a member of the Council Business unit to refer on your behalf or for details of the form to be completed.