

Digital Learning Framework

Sample Teacher Digital Skills Audit

Standard 3.1 : The teacher has the requisite subject knowledge, pedagogical knowledge and classroom management skills

Technical Skills

- I can confidently use a laptop/tablet in my daily teaching.
- I can troubleshoot basic issues (Wi-Fi, display, logging in).
- I can manage files, folders, OneDrive, and shared drives.
- I can install/use educational apps and software as needed.

Microsoft/Google Tools

- I can use Word, PowerPoint, and OneNote to create teaching resources/I can use Docs and Slides to create teaching resources.
- I can use Teams/Google Drive to communicate, share files, and collaborate.
- I can use Forms/Google Forms/Google Classroom to collect information or assess learning.
- I can use SharePoint/Google Drive confidently.

Digital Teaching & Learning Practice

- I am aware of our whole school goals set out in our Digital Learning Plan.
- I use digital tools to support literacy, numeracy, and other subject areas.
- I integrate digital tools into daily lessons in meaningful ways.
- I provide opportunities for pupils to create digital content.
- I can identify the best tools for specific learning intentions.

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Assessment & Feedback

- I use digital tools for assessment (Forms, Seesaw/Teams/Google Classroom assignments, digital quizzes and engagement tools etc.).
- I track progress digitally.
- I provide digital feedback to pupils.
- I support pupils in using digital portfolios.

Communication & Collaboration

- I collaborate with colleagues using Teams/SharePoint/Google Drive.
- I can share documents and collaborate on online materials.
- I can schedule and participate in online meetings.

Digital Citizenship & Online Safety

- I teach pupils about online safety and responsible use.
- I model positive digital citizenship practices.
- I am aware of the content of our Acceptable Use Policy.
- I can help students identify reliable online information.
(captions).

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Accessibility & Inclusion

- I use built-in accessibility tools (Immersive Reader, dictation, captions).
- I use digital tools to differentiate learning.
- I support learners who need assistive technology.
- I adapt tasks to ensure all students can participate.

Confidence & Professional Learning Needs

- I feel confident teaching using digital technology.
- I feel confident experimenting with new tools.

Training Priorities

- Basic device skills
- Microsoft 365 (Word, PowerPoint, Teams, OneNote) or Google Workspace (Docs, Slides, Google Classroom etc.)
- Assessment using digital tools
- Digital citizenship
- Assistive technology
- Creativity tools (Canva, Book Creator, coding tools)
- Classroom management with digital devices
- Other: _____