Planning and self-evaluation template

This template can be used by teams and organisations to self-reflect. It can you to plan digital incorporation within your current practice.

# Features of effective digital practice within CLD

| **Component and description** | **What are we doing?** | **How well are we doing it?** | **What can we improve?** |
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| Planning A Digital tools are used to allow teams to coordinate with one another efficiently and effectively. |  |  |  |
| Planning B Practitioners are confident in utilising software packages to improve the development, organisation and implementation of work, while reflecting on practice. |  |  |  |

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| Practice Sharing Practitioners can gather and share emerging practice from their context through digital means. |  |  |  |
| Delivery A CLD practice delivery has digital elements embedded into its core. |  |  |  |
| Delivery B Digital means are utilised to make delivery approaches more accessible for learners. |  |  |  |
| Engagement A Consultation with learners is conducted by practitioners utilising a range of digital mechanisms. |  |  |  |
| Engagement B Digital approaches promote inclusion for learners, actively removing barriers. |  |  |  |
| Empowerment Practitioners support the improvement of digital literacy within learners they work with and their willingness to utilise it. |  |  |  |
| Capacity Building Practitioners actively look to increase the knowledge that learners and services users have surrounding digital, using place based and inclusive approaches. |  |  |  |

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| Practitioner Development Regular and meaningful digital upskilling opportunities are offered to practitioners. These are accessible and engaging in origin, while also being based on need. |  |  |  |
| Awareness Raising Practitioners regularly utilise social media and online platforms to promote the work within their setting and increase their own awareness. |  |  |  |
| Accreditation Provision of accreditation opportunities, guidance and the way which evidence is gathered, utilise digital means where appropriate. |  |  |  |

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| Recording and reporting A Reports on impact can be developed and published via different digital mechanisms. |  |  |  |
| Recording and reporting B Partnership and collaborative approaches have established digital systems. |  |  |  |
| Evaluation Effective evaluation includes digital approaches to guarantee a wide range of feedback from learners and partners. |  |  |  |