



**Digitally Agile CLD**  
**Future Fit**



# Digitally Agile National Principles

**Background:** We present the Digitally Agile National Principles, a national framework of guiding principles for the use of digital technology and social media in CLD. This was one of the outputs of the third phase of the Digitally Agile CLD project (DACLD), delivered in partnership by YouthLink Scotland, Learning Link Scotland and the Scottish Community Development Centre, supported by Education Scotland. The project and the National Principles have been informed by research conducted by DACLD. They also take account of the current policy contexts around CLD and Digital Participation including The Royal Society of Edinburgh's inquiry into digital participation and The Scottish Government's Framework - Digital Participation: A National Framework for Local Action.

For further background information and resources please consult the project website [www.digitallyagileclد.org](http://www.digitallyagileclد.org)

## **Purpose**

During the first two phases of the DACLD project we had consistent requests from practitioners and managers for national principles to inform and enable the sector to make best use of digital technology and social media consistent with the CLD approach, and for the

benefit of the young people, adults and communities we work with.

The Principles are intended to drive forward effective and safe use of digital technology and social media in CLD practice as part of a learning culture.

They contribute to the Digitally Agile project outcome, that:

Young people, adults and communities are better able to access and use digital technologies and social media as part of their individual learning journey and for social action, through the improved knowledge, confidence and competence of CLD practitioners.

# Digitally Agile National Principles

## 1. PRACTICE

**Our practice will be supported and enhanced through the effective use of digital technology and social media.**

### GUIDELINES

- We will share and learn from examples of the use of digital technology and social media in practice.
- We will celebrate relevant examples of good practice within our organisation and by others.
- We will participate in innovative testing of digital engagement methods and collect and use data to inform decisions where appropriate.
- We will be flexible and open to new opportunities presented by digital technology and social media.

## 2. POLICY

**Digital technology and social media will be embedded in our policy development and planning.**

### GUIDELINES

- We will ensure our policies incorporate digital considerations to complement our provision.
- Our policies will be designed to empower staff, individuals and communities to adapt to new trends and technologies.
- Our planning processes will be designed to make the most of existing skills within the workforce.

- We will ensure our policies take account of other national policies and standards.

## 3. PROFESSIONAL GUIDELINES

**Our professional guidelines for the use of digital technology and social media will be robust, transparent, and relevant.**

### GUIDELINES

- Our guidelines will be created through consultation with stakeholders.
- Our guidelines will be regularly reviewed.
- Our guidelines will be flexible to new technology developments and trends.
- Our guidelines will complement those for offline work.
- Our guidelines will support staff to understand ethical, safety and reputational considerations in the use of digital technology and social media.
- Our guidelines will acknowledge shared responsibility between individuals and organisations.

## 4. RESOURCE

**We will maximise the use of digital resources to deliver better outcomes for stakeholders and explore investment opportunities that enhance provision.**

### GUIDELINES

- We will encourage increased open access to resources throughout our organisation.
- Our resources will be optimised to meet stakeholder needs.
- We will have clear guidelines to support the effective use of organisational devices and personal devices where appropriate.
- We will encourage opportunities to share resource with partners.
- We will audit our resource regularly to ensure that it is fit for purpose.
- We will look for opportunities to further enhance our resource through partnership or funding.

## 5. INCLUSION

**Our use of digital technology and social media will be accessible and inclusive, driven by the needs of all learners and communities.**

### GUIDELINES

- Our work will put the needs of learners and communities at the core, using digital tools including assistive technologies to support those needs where appropriate.
- We will commit to being inclusive of hard to reach groups and target opportunities to access digital technology and social media.
- Our work will explore opportunities where our services can address the digital divide.

# A national framework of guiding principles for the use of digital technology and social media in Community Learning and Development

- Within the sector we will share trends in the needs and aspirations of marginalised groups in their use of digital technology and social media.

## 6. EVALUATION

**We will evaluate the impact of digital technology and social media on practice and use them as tools to enhance evaluation processes.**

### GUIDELINES

- We will be innovative in the way that we record and share the impact of our services with communities, influencers and funders.
- We will evaluate the impact of our digital services on learners and communities and use the results to plan and shape our provision.
- Within the sector we will share methods of evaluating digital engagement and impact.
- We will share the results of our evaluation to increase good practice within the sector.

## 7. DIGITAL LITERACY

**Our organisation will promote digital literacy with individuals, groups and communities.**

### GUIDELINES

- We recognise the importance of digital literacy as a key competence for individuals to develop.

- We will provide opportunities to improve digital literacy through engagement with those we work with.
- We will encourage digital literacy within our staff base to strengthen our own service provision.
- We will encourage the role of digital literacy as a key component in lifelong learning opportunities.
- We will share our experience and learning of digital literacy support with other organisations.

## 8. LEARNING AND DEVELOPMENT

**Our staff and volunteers will be encouraged and supported to keep their skills and knowledge current so they can embrace and promote the opportunities presented through digital technology and social media.**

### GUIDELINES

- We will ensure provision of learning opportunities for our staff and volunteers to improve their competence and confidence in using digital technology and social media.
- We will ensure all learning is up-to-date and relevant.
- We will explore and deliver shared development opportunities within the sector.
- Our organisation will collaborate with digital champions within the sector and beyond to deliver quality learning and development opportunities.

## 9. CO-PRODUCTION

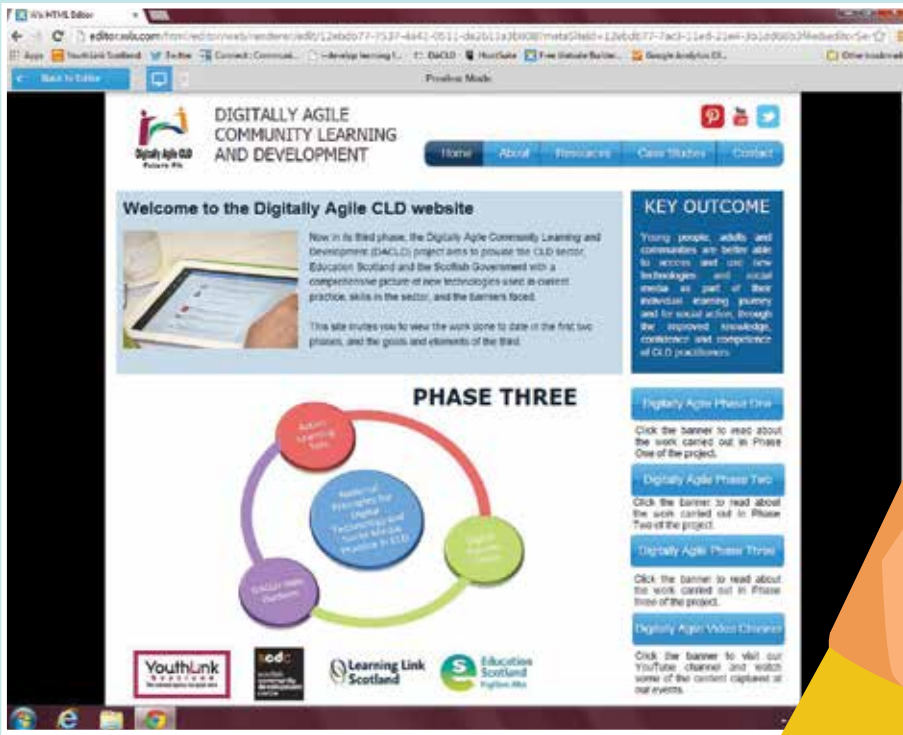
**We will utilise digital technology and social media to enhance the involvement of individuals, groups and communities in the development of our services and activities.**

### GUIDELINES

- We will make use of digital technology and social media as tools to facilitate the increased participation of communities in the design of our services or provision.
- We will encourage the use of digital technology and social media as an opportunity for communities to develop a stronger voice.
- We will work with individuals, groups and communities to ensure that wherever possible digital programmes and investment build on existing community assets.



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[www.digitallyagileclld.org](http://www.digitallyagileclld.org)

The Digitally Agile CLD website has further information and resources to support the use of digital technology and social media in Community Learning and Development practice.



### QR Codes



### Development Process

The Digital Futures Group (DFG) of key stakeholders was formed to oversee the development of National Principles:

- Development day with the Digital Futures Group exploring issues and opportunities that digital technology and social media present and that principles would support
- External consultant invited to produce the first draft of the document
- Full day consultation with stakeholders hosted by the Digital Futures Group
- Third meeting of the Digital Futures Group, to consider second draft

- Final edit by the online writers' sub-group and partner sign off

### Next Steps

This is a living document, which will be continually reviewed by the partners and Digital Futures Group. We will seek feedback and learn from the application of the principles within the CLD communities of practice, including with practitioners, employers, volunteers, young people, adults and communities.

Contact us at [www.digitallyagileclld.org](http://www.digitallyagileclld.org) or at YouthLink Scotland, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ. Tel: 0131 313 2488 Email: [info@youthlinkscotland.org](mailto:info@youthlinkscotland.org)