Organisational Self Assessment: Digitally Agile National Principles

This self-assessment tool is designed around Scotland's Digitally Agile National Principles and can be adapted to support practical engagement with a range of guidelines, standards and principles.

Digitally Agile National Principles

A national framework of guiding principles for the use of digital technology and social media in Community Learning and Development (CLD). They were developed with and for the sector in 2014 by YouthLink Scotland, Learning Link Scotland and the Scottish Community Development Centre with funding from Education Scotland. More information about the Digitally Agile CLD project is here.

How to use the self-assessment

This self-assessment tool is designed to help organisations form an understanding of how they are performing against defined standards for providing a positive and supportive environment to incorporate digital technology and media into youth work and community learning and development practice. The purpose is to generate realistic actions while engaging with principles or guidelines. This can help to avoid being overwhelmed, particularly where principles or standards are aspirational.

This tool can help to:

- Acknowledge progress already made
- Identify areas for development
- Plan your priority next steps
- Communicate a youth work team's needs more broadly within the organisation e.g. to IT teams

Top tips:

- Focus on the opportunities that enabling digital brings to youth work and CLD practice and the needs that young people have in a digitalised world, it can be easy to get bogged down in considering the risks.

- Conduct this self-assessment using a range of perspectives, as managers, practitioners and young people may have similar or different ideas of how your organisation measures up to the aspirations within the principles. Ask people working on different projects for their views. Make sure you consult with people who have been at the organisation for a longer and shorter period of time: their experiences of guidance and training may be different.

- Remember that your aspirations for the development of digital within your organisation may not be the same as others. This exercise can be a great way to open up discussions and work collaboratively on your vision for incorporating digital into practice.

- Use the self-assessment to celebrate progress made as well as to identify areas for development.

- Schedule in a review in 6 months or 1 year to repeat the self-assessment and reflect on progress made against your action plan and any changes to the context, as the digitalisation of society changes so quickly.

The training materials from all partners and more information about the project are available at www.digitalyouthwork.eu.

Organisational Self Assessment: Digitally Agile National Principles

Organisation: **Name of assessor:**   **Date:**

Principle	Where are we now?	Areas for Development	Action plan
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.			

Principle	Where are we now?	Areas for Development	Action plan
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.			

Principle	Where are we now?	Areas for Development	Action plan
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.			

Principle	Where are we now?	Areas for Development	Action plan
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.			

Principle	Where are we now?	Areas for Development	Action plan
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. - Within the sector we will share trends in the needs and aspirations of marginalised groups in their use of digital technology and social media.			

Principle	Where are we now?	Areas for Development	Action plan
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.			

Principle	Where are we now?	Areas for Development	Action plan
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.			

Principle	Where are we now?	Areas for Development	Action plan
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.			

Principle	Where are we now?	Areas for Development	Action plan
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.			