

Appendix 2. Facilitator Companion to the Self-Assessment Tool

		Digital Skills Category						Digital Life Spheres				Statement	Example - Brief	Example - Extended
		Photo-visual	Reproduction	Branching	Information	Socio-emotional	Real-time	Friend/Family	Worker	Consumer	Citizen			
Personal Devices												I can use a mobile phone to make voice calls	Smart phone or older style mobile phone.	Use a smart phone to make or receive voice calls.
												I can use a digital camera to take photos	Dedicated digital camera or a camera on a smart phone or tablet	Use the digital camera to take images and then move the images to another device, like a computer.
												I can use pay tv or an internet connected tv to watch programs	Foxtel, free to air channels made available through pay service	Use a pay tv service, including streaming services like Netflix or Stan; use an app on an internet connected tv to watch streaming services like ABC iView or SBs on Demand.
												I can use a mobile phone or tablet to use email	Gmail app; Mail app.	Use an app on a smart phone or tablet to send and receive emails.
												I can use the help functions on my mobile phone	Siri, Google Now, Cortana	Ask Siri, Google Now or Cortana for help with using features on a phone.
Everyday Software												I can use a mobile device or tablet to send text messages	iPhone Messages, Facebook Messenger, Android Messages, We Chat, WhatsApp	Use a messaging app to send and receive 'text' messages.
												I can use a tablet to make voice calls	Facetime; Skype	Use an app on a smartphone or tablet to make a video or voice call.
												I can use a mobile phone or tablet to look up information	Google maps, Google search,	Use Google search to look up information of interest. Access a map app such as Google maps to find directions.
												I can access entertainment on a mobile phone or tablet	YouTube; news online; iView, SBS On Demand	Use an app like YouTube or iView to watch entertainment and information.
												I can use a mobile phone or tablet to play games	Candy crush; Words with Friends; Minecraft, Pokemon Go	Find and open a game app on a phone or tablet.
												I can download apps on a mobile phone or tablet	App Store (Apple), Google Play (Android)	Access app store to find an app and then download it.
												I can use a laptop or desktop computer to send emails and share files	Any windows, apple, or google chromebook laptop or desktop computer	Create email, attach a document or image and send it to someone. Or receive an email and open an attached file.
												I can use a laptop or desktop computer to make video calls	Skype on a laptop or desktop computer.	Open Skype (or similar e.g. Zoom) on a laptop or desktop, and use the software to speak with someone on video.
												I can use the help function in simple software	Find the 'help' icon on an app or website.	Ask Siri a question; Use 'OK Google'.
Digital Platforms - Simple Tasks												I can use a mobile phone or tablet to access social media	Facebook, Twitter, Instagram, Snapchat	Open a social media app and use it to read other people's messages and post your own.
												I can use a laptop or desktop computer to look up information	Search engines (Google, Bing)	Open a web browser (Internet Explorer, Safari, Chrome, Mozilla), go to search engine, and find contact details for an organisation.
												I can use a laptop or desktop computer to use government services	MyGov; Medicare.	Access a government website on a laptop or desktop computer and log in to use its features.
												I can use a laptop or desktop computer to play games	Solitaire; minesweeper	Purchase and play a puzzle-platform game such as Portal.
												I can fix simple technical problems	Modem loses its connection; An app stops working or crashes	Identify the simple problem and use a simple technique to fix it - 'force quit' a program and restart it; Check the connections on a modem and restart it.
												I can use a mobile phone or tablet to take photos or video	iPhone; Android smart phone; iPad.	Open the camera app to take a photo or a selfie, or take video footage.
												I can use a gaming console to play games	Playstation; Xbox; Nintendo Switch.	Turn on and connect console to internet, then open and play the game.
												I can use a laptop or desktop computer to share photos and videos	Email; Dropbox; Flickr; Skype	Upload photos/videos from desktop file to a cloud-based platform

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Statement														
Online Consumption, Rights, Protection, and Privacy	I can create a secure password				■				■	■	■		Email password; banking password	Create a secure password that has more than eight characters, or contains letters, numbers and/or special characters.
	I can judge the quality of apps				■					■	■		Understand the 5 star rating method	Review items on iTunes or Google play using 5 star rating and comments.
	I can make purchases online						■	■		■	■		Download apps; pay bills; purchase something on Etsy.	Order groceries online.
	I can use a mobile phone or tablet to conduct internet banking			■	■		■			■	■		Check account balance; pay bills; transfer funds.	Use app to find nearest ATM.
	I can understand mobile phone and internet plans				■			■	■	■	■		Find and read terms and conditions on provider's website.	Compare plans based on cost, data limit, download speed, etc.
	I understand the risks of my data being stored online				■			■	■	■	■		Personal information is collected by social media platforms (e.g. Facebook)	Data on MyGov can be shared amongst health professionals.
	I can use a mobile phone or tablet to access government services			■	■						■	■	Locate website via browser or download government apps.	Submit a Centerlink claim.
	I can protect my privacy online			■			■		■	■	■		Social media settings.	Select who can see my newsfeed in Facebook.
	I can protect a mobile device or computer from viruses			■	■			■	■	■	■		Anti-virus software (e.g. Norton)	Identify and delete spam emails.
Digital Platforms - Complex Tasks	I can use a mobile phone or tablet to edit photos	■	■			■	■		■	■			Facebook; Instagram; Snapchat; Whatsapp	Use a filter on a photo taken with phone, and share on Facebook.
	I can use a mobile phone or tablet to play games socially online	■				■	■		■	■	■		Words with Friends; Minecraft	Invite another person to play Words with Friends or Scramble with Friends
	I can use a mobile phone or tablet to conduct social networking for organisation and promotion	■		■	■	■			■	■	■		Facebook; LinkedIn	Use social networking to organise events or promote for a product or service; locate a work colleague and make a connection online.
	I can use a laptop or desktop computer to play games socially online	■				■	■			■	■		Minecraft; Fortnite; MOORPGs (Massively multiplayer online role-playing games)	Play a role-playing game online with others, such as World of Warcraft.
	I can use a game console for multiple purposes	■	■	■	■	■	■		■	■			Watch TV, download apps.	Access a streaming service such as Netflix.
	I can use a gaming console to play games socially online	■				■	■		■	■	■		Playstation; Nintendo Switch; Xbox.	Locate friends within the game; play as a team; track own progress against others.
Creative and Workplace Software	I can use a laptop or desktop computer to create documents or slide shows		■		■				■	■			Microsoft Word; Apple Pages; Powerpoint; Adobe Spark	Use Microsoft Word to create a resume, or write a letter.
	I can use a laptop or desktop computer to create a spreadsheet		■	■	■				■	■		■	Microsoft Excel; Apple Numbers	Create a spreadsheet for basic budgeting.
	I can use a laptop or desktop computer to edit photos	■	■						■	■			Apple Preview	Use sophisticated software such as Adobe Photoshop, Adobe Lightroom, Apple iMovie
	I can create documents or slide shows online	■	■	■					■	■			Google Docs; Google Slides	Create a slideshow for a work presentation.
	I can use a mobile phone or tablet for basic coding		■	■	■				■	■			Swift Playground; Wordpress	Create a Wordpress page and populate it with content
	I can use a laptop or desktop computer to produce multimedia	■	■	■	■		■			■	■	■	PowerPoint; Prezi	Create and publish content that combines text, audio, images, animations and video.
	I can use a laptop or desktop computer to edit and create video	■	■						■	■	■		Final Cut; iMovie	Import video into editing software; modify the nature and order of audio and visual elements
	I can create content using online editing software	■	■	■	■	■	■			■	■	■	Blogs	Edit or create wikipedia pages.
	I can fix more difficult problems using the internet to look up information			■	■					■	■		Google search	Look up an error message and interpret the instructions on how to fix. E.g. 'Error 404'.
Creative and Workplace Devices	I can synchronise multiple devices			■	■		■			■	■		Android; Apple	Synchronise Apple iPhone and iPad; Pair speaker to a smart phone.
	I can use a drone	■		■			■	■	■		■		DJI; Parrot.	Use the drone interface (e.g. controller or phone/tablet) to pair the drone and fly it.
	I can use a 3D printer	■	■	■	■				■	■	■		Makerbot	Print models downloaded from the internet on a library 3D printer.
	I can use a digital camera to create videos	■	■				■			■	■		Canon; Nikon	Use the functions on a digital SLR camera to frame and shoot an object or person.
	I can use a laptop or desktop computer to write code for a specific purpose		■	■	■		■			■	■	■	PHP, Powershell, C++, Java, Swift	Use PHP language to create a dynamic website.