



CLB Stage I

Digital means you can find, understand, and share information and ideas using computers and devices.

☐ I can... use and talk about devices.

For example...

- ☐ Describe a technical problem with a device to a repair person.



☐ I can... use devices and programs to communicate with others and get things done.

For example...

- ☐ Receive, open, read and reply to a short email or a text message from a co-worker to arrange a lunchtime meeting.



☐ I can... find and organize simple information online and on a device.

For example...

- ☐ Use the calendar on a mobile phone to record appointments and work schedules.



☐ I can... use online tools to share simple information and get things done.

For example...

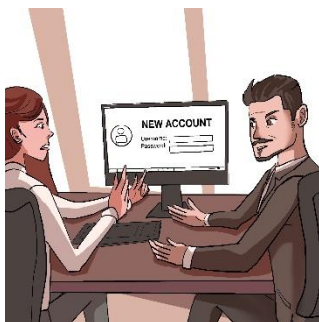
- ☐ Receive, open, read, and reply to an email from a supervisor inviting staff to a training session.



☐ I can... practise safe and appropriate basic online habits and use.

For example...

- ☐ Explain to a co-worker how to make and store a secure password for online accounts.



☐ I can... learn new digital skills when needed.

For example...

- ☐ Follow simple, step-by-step instructions for using a new device at work, such as a printer or time clock.





CLB Stage II

Digital requires finding, interpreting, and conveying information and ideas via digital technology.

- ☐ **I can... understand the functions of common devices.**

For example...

- ☐ Give a detailed description of a technical problem to a technology specialist in an email or online ticketing system.

- ☐ **I can... navigate digital content to find relevant and reliable information.**

For example...

- ☐ Find a specific company policy (e.g. dress code, vacation scheduling procedure) in a digital employee handbook.

- ☐ **I can... protect my identity, personal information, and my devices from online risks.**

For example...

- ☐ Evaluate an email message to determine whether it is fraudulent.

- ☐ **I can... select the appropriate device or tool for the task.**

For example...

- ☐ Create and present a short PowerPoint presentation about a work project or previous work experience.

- ☐ **I can... use online tools to share information safely, attend presentations, and get things done.**

For example...

- ☐ Create and share an event or advertisement on a social media platform for a charity fundraiser hosted in the workplace.

- ☐ **I can... use new digital skills to find information.**

For example...

- ☐ Follow an instruction manual to set up, install, and use a new piece of equipment at work.



CLB Stage III

Digital requires finding, interpreting, and conveying information and ideas via digital technology.

- ☐ **I can... use and understand the correct terminology when using digital devices.**

For example...

- ☐ Record a screencast that provides detailed instructions on the set-up, maintenance and operation of equipment.

- ☐ **I can... find and organize information online or on a device and evaluate the relevance and reliability of the information.**

For example...

- ☐ Locate and listen to a series of podcasts to understand and compare different points of view on a particular topic, such as tipping and wages in the hospitality sector.

- ☐ **I can... keep up to date on security issues, troubleshoot and apply fixes as needed.**

For example...

- ☐ Compare various cybersecurity solutions for a company and select one that best suits the needs and type of transactions taking place online.

- ☐ **I can... select the appropriate device or tool to enhance accessibility and user experience.**

For example...

- ☐ Use word processing software to write and format a clear language or accessibility adaptation of a user guide for a piece of equipment.

- ☐ **I can... give detailed presentations and train others using online tools.**

For example...

- ☐ Facilitate a training webinar, design effective visuals, and utilize features of the platform (e.g. whiteboard, chat, or breakout rooms) to meet trainees' needs.

- ☐ **I can... upgrade digital skills as needed and demonstrate these skills to others.**

For example...

- ☐ Research various online tutorials and use a training manual to implement a new software solution and provide a demonstration to staff on the features of the software, responding to questions and providing instructions for incorporating its use.