Digital Literacies Institutional Audit

This is a dissemination version of the audit that was used for the Learning Literacies in a Digital Age study, funded by the JISC. Please use the **guidance notes for auditors** to find out more about this audit and to help you carry it out successfully at your institution.

1. About you

This section is essential if you plan to share the outcomes of the audit with other institutions, e.g. via the JISC digital literacies pilot project. It can also be useful when approaching other people at your institution for information. You could write up this section as a short hand-out to accompany your request.

1.1 Your name: _____

1.2 Your institution: _____

1.3 Your job title: _____

1.4 Your service team, department etc: _____

1.5 Any special projects in learning or digital literacy you are involved with (please spell out any acronyms) and web site or other reference to help people find out more:

_____

_____

1.6 How the audit will be carried out at your institution, and how the information will be used:

_____

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2. Strategies and policies

2.1 What key strategic documents have something to say about digital literacies?	2.2 What *skills or attributes or learning experiences* does this document commit the institution to supporting?	2.3 *How* does the document say that support will be provided? *Who* will do *what* to support students?

Copy and continue this sheet if more strategies are relevant.

2.4 Describe any recent or proposed future changes to institutional strategies or priorities, which may not yet be reflected in formal documentation, which are relevant to digital literacies and their support

3. Support from central services

3.1 What *services* are involved in helping learners develop their digital literacies?	3.2 What *skills or attributes or learning experiences* are supported by staff in these services?	3.3 What *type(s) of support* are offered? How do learners access support?

3.4 How are any of these services changing their approach to supporting students to reflect changes needs, expectations or priorities related to digital literacies?
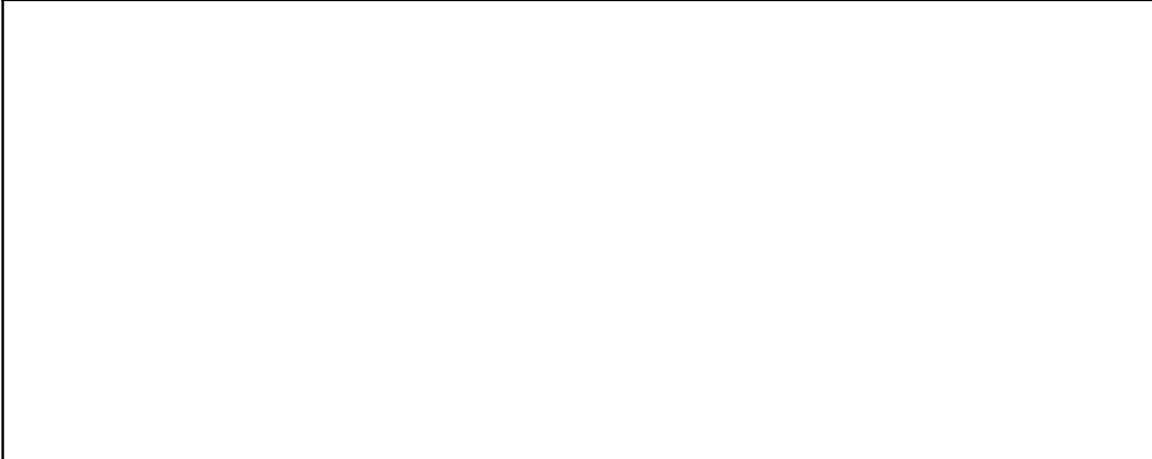
4. Special projects or initiatives

4.1 Are there any institutional *initiatives or projects* concerning digital literacies?	4.2 What s*kills or attributes or learning experiences* is this initiative concerned with?	4.3 What are the main *aim(s)* and proposed *benefits* of this initiative and how are these aims being progressed (*who* is doing *what)*?

Copy and continue this sheet if more initiatives are relevant.

5. Support in programmes of study

Thinking about how programmes of study are designed and/or (re)validated:	
5.1 Who besides academic teaching staff is typically involved in course design and/or (re)validation? How are they involved?	
5.2 What *digital skills or attributes or learning experiences* are required to be considered in programme design, if any?	
5.3 How in practice do subject teams interpret these requirements? Please give examples.	
Thinking about how programmes of study include support for digital, information and media literacies	
5.4 Are there modules or sessions within the curriculum devoted to digital, information or media literacies *in the context of that subject*?	
5.5 If so, who typically delivers such modules or sessions? Who typically assesses them (if they are assessed)?	
5.6 What opportunities are there for teaching staff to develop their own capacity to support learners' digital, information and media literacies?	

Reflecting on the diversity of practice at your institution:	
5.7 Thinking about a subject team that has done *most* to integrate digital literacies into the curriculum, what have they done? Why do you think they have been pioneers?	
5.8 Thinking about teams that have *not* engaged with digital literacy issues at all, what do you think have been their main barriers and concerns?	

6. Learner-centred provision

6.1 What opportunities (if any) do learners have to reflect on and plan their own skills development?	
6.2 What digital skills, attributes and experiences (if any) are learners expected to develop *without* institutional support?	
6.3 What do you think are the main resources used by learners to develop their digital literacies?	
6.4 What (if any) learner-led provision and support is available at your institution?	
6.5 To what extent can learners use their own technologies for learning?	

6.6 Please record any other evidence you have about learners' informal and peer-supported development of digital capability.

7. Reflections

7.1 Reflecting on all the terms for digital literacy that you have used so far in this audit (questions 2.2, 3.2, 4.2, 5.2 and 6.2, shaded), write a short definition of digital literacies that would be understood at your institution.

7.2 What do you think are the best aspects of your institutional provision and support?

7.3 What do you think are the significant gaps (if any) in your institution's provision and support?

7.4 Reflecting on the difference between the strategic documents you reviewed in Section 2 and the responses you gave in sections 3-6, what do you think are the most significant actions your institution should take to ensure its strategic commitments are being followed through in practice?

7.5 How has the provision you have told us about changed in the last 3 years, if at all?

7.6 How do you expect it to change in the next 3 years, if at all?

7.7 Please consider the following *drivers of change* in digital literacy provision and rank the top five in order of importance for your institution, with 1 being the most important.

	Ranking
Employability agenda	
Student expectations	
Staff champions on the ground	
Internal initiatives or projects	
External funding and policy drivers	
Dealing with a more diverse student population	
Changing technologies available	
Changing contexts for learning and teaching e.g. more blended learning	
Other (please give details)	

7.8 Your views
Is there anything that has not been covered in this audit which you think is important for understanding your institution and its support for learners in a digital age?

7.9 Next steps: priority actions
What should the institution prioritise in the next 3 months, year, and 3 years, to take forward digital literacy as an agenda?

7.10 Next steps: evaluating benefits
What would count as measures of success, in digital literacy provision, for your institution?