



One Digital – What you need to know!

We're excited that you're thinking of joining the One Digital programme. Here's what you need to know to help inform your decision.

How is One Digital different?

There's lots of digital participation work taking place across Scotland and you or your organisation may have already benefited from this. A lot of this work has focused on specific Digital Skills training for end-users or staff. So how is One Digital different?

One Digital is aiming to develop the Basic Digital Skills of third sector organisations through **Digital Champions**. There are two types of support available, and you can choose the one that is most relevant to you:

1. **Making Digital Work** – this is designed to help you change the way your organisation uses digital
2. **Making Digital Everyday** – this will help you to support your end users to change their behaviour and start using digital as part of their day to day

One Digital aims to create a model of continuous Basic Digital Skill sharing that will reach far and wide across the sector, will be driven from within and will help to improve your services longer-term. You can find out more about our definition of Basic Digital Skills [here](#).

What training and support is available and what will it involve?

There are two opportunities available depending on your level of Basic Digital Skills.

	Content	Example	Who should join
Making Digital Work	This training and ongoing support will help you to make a difference to the way your organisation uses digital to deliver its mission.	A befriending project recognise that their clients are isolated for most of the week. They want to improve the service by setting up an online community offering peer support.	This is for you if you want to make a change in your organisation and have a basic understanding of how digital could help. Before signing up check that your organisation will support you to make a change once you feel ready.
Making Digital Everyday	This training will help you to pass on Basic Digital Skills to your clients /end-users through everyday interactions.	A support group for people with MS wants to help users to book their GP appointments online but the users are not interested. With this training staff learn new techniques to help users see the benefits of the internet and change their behaviour.	This is for you if you regularly work with clients and end users, and know they would benefit from using digital more. You should have basic digital skills yourself, but are not expected to be an expert.

Both opportunities will involve:

- A 1 day face-to-face training session (expected to be from 9.30am until 4.30pm). As part of this training you will develop an action plan for applying your Basic Digital Skills training back into your organisation or with your clients as a Digital Champion.
- You'll then undertake an online training module to build on your face-to-face training and have access to a digital community with further support and resources.

As part of both training opportunities we will ask you to complete a short Basic Digital Skills audit about you and your organisation at the start and end of the project. This will allow us to measure how effective the different training approaches have been.

Each organisation must select either **Making Digital Work** or **Making Digital Everyday** to take part in. If you're unsure which training is best for your organisation please see our criteria for participants below.

What criteria do participating organisations / participants need to meet to take part?

All participants must:	Making Digital Work:	Making Digital Everyday:
<ul style="list-style-type: none">✓ Have their organisations permission to take part✓ Have their organisations support, for example, allowing time to undertake all training and support action plan delivery.	<ul style="list-style-type: none">✓ Participants should have an existing level of Basic Digital Skills.✓ Participants should be in a role that allows them to take action within their organisation following the training, for example, this may be an administrator or development focussed role.	<ul style="list-style-type: none">✓ Participants should have an existing level of Basic Digital Skills.✓ Participants should be staff and/or volunteers who come into regular contact with your clients / end-users.

How many participants from each organisation can take part?

Once you have selected which training you want your organisation to take part in you can select up to 2 members of staff and/or volunteers to participate. Please see our criteria for participants above for guidance on who you should put forward.

We're looking for 10 organisations to take part in **Making Digital Work** and 10 different organisations to take part in **Making Digital Everyday**. With each organisation putting up to 2 staff and/or volunteers forward, each training session will have up to 20 participants allowing you to make great links with a wide range of third sector organisations in your area.

How much will it cost to take part?

The One Digital training opportunity is **FREE!**

We'll provide a training venue, trainers, refreshments and ongoing resources for free. All we ask in return is your commitment to fully participate – attending the training, joining the One Digital network, sharing details of the changes you are making with our team over the course of 2016.

Where and when will the training take place?

The training will take place in a venue within your Local Authority area, in a central location with good transport links. We'll confirm the exact location of the training venue to all participants as soon as possible.

We'll be rolling out our face-to-face and online training courses between February and May 2016 with ongoing support following this. We'll announce the exact dates of the training shortly.

What are the benefits to taking part?

There are several benefits to taking part including:

- Becoming an accredited Digital Champion
- Learning how to share digital skills within your organisation and to those you support
- Improving your services through digital
- Taking part in a community that will build a more digitally resilient third sector in your area

Where can I find more information?

You can find more information about the One Digital Project and our Team [here](#).