

DIGITAL LITERACY SKILLS FRAMEWORK

(For Basic School Teachers – Upper Primary & JHS)

Purpose: To guide teachers in building ICT competence for effective lesson delivery.

Target Group: Basic School Teachers in [Upper Primary & JHS] in Offinso North for 2025/2026 Academic Year

Teachers can use this framework to identify their current level and aim for the next stage.

Level	Description	Skills
BEGINNER (Getting Comfortable) 1 ST TERM	Learning to use ICT tools for basic tasks	<ul style="list-style-type: none"> • Switch computer on/off properly • Use mouse, keyboard & shortcuts • Open, save & retrieve files • Type lesson notes in Word/Docs • Search online for lesson resources • Play short educational videos in class
INTERMEDIATE (Integrating ICT) 2 ND TERM	Actively using ICT to enhance lessons	<ul style="list-style-type: none"> • Design PowerPoint with animations • Create charts in Excel • Design posters in Canva/Publisher • Create audio/video lesson resources • Use Kahoot, Quizizz for quizzes • Share materials via Google Drive/email
ADVANCED (Innovating with IT) 3 RD TERM	Designing creative digital learning experiences & Mentoring others	<ul style="list-style-type: none"> • Manage online classrooms (Google Classroom, Moodle) • Assign & grade digital homework • Create interactive lessons (Genially, Sway) • Develop basic apps or Scratch projects • Analyse data with Excel pivot tables • Mentor other teachers & lead ICT events

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