

Digital Skills Assessment

Digital skills are vital for life and work. Your National Careers Service Adviser will support you to complete this assessment, so you can review your strengths and areas of development.

Foundation Skills

Digital Skills		Agree	Disagree
1	I can use a computer correctly (e.g. power up/shut down and use a keyboard)		
2	I can create a document using Word		
3	I can connect to the internet		
4	I can use a search engine (e.g. Google) to look for information online		
5	I have an email account		
6	I have and can use a smartphone		
7	I know how to stay safe online		

If you are comfortable with most of the skills listed here, move on to the next set.

Intermediate Skills

Digital Skills		Agree	Disagree
8	I can format text (e.g. size, bold, font, cut and paste, use bullet points)		
9	I can do a spell and grammar check on a document and use 'undo'		
10	I can write and send an email		
11	I can reply to an email		
12	I can attach a document to an email		
13	I can find a website and save it to Favourites		
14	I can use job search websites and sign up for vacancy alerts		
15	I know how to upload a CV to a job site		
16	I can complete an online application		
17	I can use digital government or banking services securely		

If you are comfortable with most of the skills listed in here, move on to the next set.

Advanced Skills

Digital Skills		Agree	Disagree
18	I can use appropriate software to present information to others (e.g. Excel; PowerPoint etc.)		
19	I can use professional online networks and communities (e.g. LinkedIn)		
20	I can manage my personal identity online		

Now you have completed the assessment, your adviser will be able to support you with the next steps of your digital journey.