

## Staff ICT Skills Audit

When completing this questionnaire please note the following guidelines.

For recording your level of confidence against the items on the following questionnaire would you please use the 1-5 scale provided.

Examples of typical responses at each level are given below.

- 1** I am not aware of this application/function/operation.
- 2** I am aware of this function/operation but not experienced in using/implementing it.
- 3** I have used/done this occasionally but need further practice/training to be confident.
- 4** I am a regular and confident user of this application/operation.
- 5** I am fully competent with this application/operation and could confidently explain it to others.

N.B. Please tick the empty box at the far right column of each question if the task is not relevant to you.

1. Not aware 2. Little experience 3. Occasional usage 4. Regular user 5. Confident and could explain function to others  
 As well as answering please also tick the box headed NR if the task is Not Relevant to you

NAME: \_\_\_\_\_

## Staff ICT Skills Audit General ICT knowledge and skills

Please circle your level of confidence along a scale of 1 – 5 (please refer to separate guidelines) and tick under 'NR' if not relevant to your position

### Computer management

						NR
• locate and run a programme (software application)	1	2	3	4	5	<input type="checkbox"/>
• organise your electronic files into folders	1	2	3	4	5	<input type="checkbox"/>
• search for files on the computer system	1	2	3	4	5	<input type="checkbox"/>
• move/copy files between drives (e.g. from C: to D:)	1	2	3	4	5	<input type="checkbox"/>
• backup files onto various media types (CD-RW, USB Hard drive etc)	1	2	3	4	5	<input type="checkbox"/>
• print to various networked printers	1	2	3	4	5	<input type="checkbox"/>
• delete files/programs	1	2	3	4	5	<input type="checkbox"/>

Comments

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### Computing hardware and environment

						NR
• connect up the computer and its peripherals (mouse, keyboard, monitor, iPad etc.)	1	2	3	4	5	<input type="checkbox"/>
• use a scanner for copying images	1	2	3	4	5	<input type="checkbox"/>
• use a digital camera for capturing images and upload	1	2	3	4	5	<input type="checkbox"/>
• use a digital camera for capturing moving images and upload	1	2	3	4	5	<input type="checkbox"/>
• am aware of Health and Safety issues relating to the computing environment	1	2	3	4	5	<input type="checkbox"/>

Comments

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### Word Processing (e.g. Microsoft Word and Pages)

						NR
• use simple editing e.g. bold, italics, centring, font size etc	1	2	3	4	5	<input type="checkbox"/>
• use a spellchecker	1	2	3	4	5	<input type="checkbox"/>
• import text and images into a word processed document	1	2	3	4	5	<input type="checkbox"/>
• include tables in a document	1	2	3	4	5	<input type="checkbox"/>
• insert a hyperlink	1	2	3	4	5	<input type="checkbox"/>
• alter the layout and positioning of text and images	1	2	3	4	5	<input type="checkbox"/>
• use templates for standard documents	1	2	3	4	5	<input type="checkbox"/>
• create new document templates	1	2	3	4	5	<input type="checkbox"/>
• divide the page layout into columns	1	2	3	4	5	<input type="checkbox"/>
• use headers and footers	1	2	3	4	5	<input type="checkbox"/>
• use the drawing tools to create shapes and Autosshapes	1	2	3	4	5	<input type="checkbox"/>
• mail merge	1	2	3	4	5	<input type="checkbox"/>
• print a document (change colour options, page size, layout etc)	1	2	3	4	5	<input type="checkbox"/>
• save a document in various file formats	1	2	3	4	5	<input type="checkbox"/>

Comments

1. Not aware 2. Little experience 3. Occasional usage 4. Regular user 5. Confident and could explain function to others  
 As well as answering please also tick the box headed NR if the task is Not Relevant to you

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**Spreadsheets (e.g. Microsoft Excel and Numbers)**

NR

- |   |   |   |   |   |   |                          |
|---|---|---|---|---|---|--------------------------|
| • input data in rows and columns              | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • auto filling series                         | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • sort data                                   | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • input formulae                              | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • replicate formulae along rows/columns       | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • produce charts and graphs for data analysis | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • add headers and footers                     | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • print a selected area                       | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • password protect a spreadsheet              | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |

Comments

**Presentation (e.g. Microsoft PowerPoint and Keynote)**

NR

- |   |   |   |   |   |   |                          |
|---|---|---|---|---|---|--------------------------|
| • create a basic presentation package           | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • add clipart to slides                         | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • modify colours of text, background, lines     | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • change the layout of slides                   | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • introduce animation onto slides               | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • add sound to slides                           | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • insert a hyperlink                            | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • modify transition between slides              | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • edit a master slide                           | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • incorporate a data chart or graph             | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • rearrange slides within a presentation        | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • change slide timings and presentation options | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • produce appropriate handout formats           | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |

Comments

**Smart Notebook**

NR

- |   |   |   |   |   |   |                          |
|---|---|---|---|---|---|--------------------------|
| • insert a new page   | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • re-order pages  | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • search for resources within Notebook                      | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • use the screen shade/screen capture tools                 | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • insert a table (Smart 10 only)                            | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • change pen/line/shape size/colour/shape/transparency      | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • draw shapes   | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • insert pictures/animations                                | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • change page background                                    | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • use the infinite cloner                                   | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • change the level of objects                               | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • lock objects in place                                     | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • use shape recognition tool (Smart 10 only)                | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • use magic pen tool (Smart 10 only)                        | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |
| • use tablet input to recognise handwriting (Smart 10 only) | 1 | 2 | 3 | 4 | 5 | <input type="checkbox"/> |

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- use the recording tool 1 2 3 4 5

Comments

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### Using the Interactive Whiteboard

NR

- Orient/align the whiteboard 1 2 3 4 5
- Alter the settings e.g. pen size/colour/rubber size 1 2 3 4 5
- Use the keyboard function 1 2 3 4 5
- Use the right mouse button function 1 2 3 4 5

Comments

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### Using the Internet

NR

- access an Internet site via its website address 1 2 3 4 5
- use search engines to find information 1 2 3 4 5
- use safe searching options 1 2 3 4 5
- save/use bookmarks / favourites for marking sites 1 2 3 4 5
- download files from the internet 1 2 3 4 5
- save text and images from web pages 1 2 3 4 5

Comments

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### E-mail

NR

- send and receive e-mail messages 1 2 3 4 5
- attach files to outgoing e-mails 1 2 3 4 5
- open and save files attached to incoming e-mails 1 2 3 4 5
- forward emails to selected contacts 1 2 3 4 5
- create new contacts in address book 1 2 3 4 5
- create a distribution list of contacts 1 2 3 4 5
- sort messages and file in created folders 1 2 3 4 5

Comments

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### iPads

NR

- connect an iPad to a computer to transfer images and videos 1 2 3 4 5
- use iTunes to backup an iPad 1 2 3 4 5
- use iTunes to add and remove apps on an iPad 1 2 3 4 5
- use Settings to connect an iPad to a wireless network 1 2 3 4 5
- use Settings to set the side switch to lock the screen rotation 1 2 3 4 5
- use Settings to set Accessibility options 1 2 3 4 5
- arrange apps on the screen and move apps into folders 1 2 3 4 5
- use the camera app to take pictures and shoot videos 1 2 3 4 5
- use iBooks to read an eBook 1 2 3 4 5
- use Book Creator to make an eBook 1 2 3 4 5
- use iMovie to edit video 1 2 3 4 5
- use Garageband to record sound from the microphone 1 2 3 4 5

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- use Pages to create a basic document with pictures and text 1 2 3 4 5
- use Numbers to make a simple spreadsheet 1 2 3 4 5
- use Keynote to make a simple presentation 1 2 3 4 5
- use Explain everything to record a simple animation 1 2 3 4 5
- connect an iPad to a projector/TV using a cable 1 2 3 4 5
- connect an iPad to a projector/TV using Airplay 1 2 3 4 5

Comments

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**Hwb**

NR

- use discussion and blog tools on hwb+ 1 2 3 4 5
- use hwb+ and wiki tools 1 2 3 4 5
- create a survey using hwb+ 1 2 3 4 5
- embed web 2.0 tools e.g. online videos, maps, presentations, collaboration tools etc. 1 2 3 4 5
- customise hwb+ 1 2 3 4 5
- use homework dropbox on hwb+ 1 2 3 4 5
- access Office 365 1 2 3 4 5
- use and organise OneDrive area 1 2 3 4 5
- create Sway presentations 1 2 3 4 5
- access and use Yammer 1 2 3 4 5
- use OneNote collaboratively 1 2 3 4 5
- create a Class Notebook 1 2 3 4 5
- use Planner app 1 2 3 4 5
- create a playlist 1 2 3 4 5

Comments

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**Please write down any other questions or areas where you would like support or where you think you have a particular skill that you would be willing to share;**

1. Not aware 2. Little experience 3. Occasional usage 4. Regular user 5. Confident and could explain function to others  
 As well as answering please also tick the box headed NR if the task is Not Relevant to you

### Staff ICT Skills Audit ICT Curriculum Planning and Delivery

Please circle your level of confidence along a scale of 1 – 5 (please refer to separate guidelines) and tick under 'NR' if not relevant to your position

<b>Lesson Planning</b>						<b>NR</b>
• understand advantages and disadvantages of using ICT	1	2	3	4	5	<input type="checkbox"/>
• compare different software packages for a specific purpose	1	2	3	4	5	<input type="checkbox"/>
• research for teaching materials using CD-ROM or the Internet	1	2	3	4	5	<input type="checkbox"/>
• prepare presentations and handouts using PowerPoint or Smart notebook	1	2	3	4	5	<input type="checkbox"/>
• use graphical images in lesson preparation	1	2	3	4	5	<input type="checkbox"/>
• plan progressively more difficult ICT activities/differentiate ICT	1	2	3	4	5	<input type="checkbox"/>
• prepare the classroom/computer suite for an ICT lesson	1	2	3	4	5	<input type="checkbox"/>
Comments						

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<b>Teaching and Delivery</b>						<b>NR</b>
• teach ICT skills to students	1	2	3	4	5	<input type="checkbox"/>
• organise and manage the use of ICT in the classroom	1	2	3	4	5	<input type="checkbox"/>
• teach whole class lessons using ICT	1	2	3	4	5	<input type="checkbox"/>
• extend children's learning in a subject through the use of ICT	1	2	3	4	5	<input type="checkbox"/>
• incorporate ICT links across the curriculum	1	2	3	4	5	<input type="checkbox"/>
• pose questions to stimulate students and direct them when they are using ICT	1	2	3	4	5	<input type="checkbox"/>
• provide a list of relevant web sites for topic areas	1	2	3	4	5	<input type="checkbox"/>
• include Internet sites in learning activities	1	2	3	4	5	<input type="checkbox"/>
• encourage students to use the learning platform for lessons/homework	1	2	3	4	5	<input type="checkbox"/>
Comments						

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**Please add any other questions or skills you would like to learn, or ideas that you would like to share related to planning and delivering the ICT curriculum;**