



Digital ACE Policy

Presenters:

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1

1

Go to Webinar Housekeeping Attendee Participation

Issue: You can hear audio, but not see the presentation.

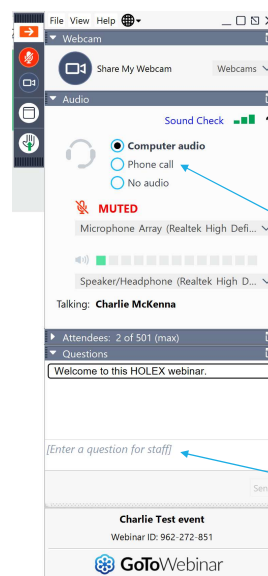
Possible resolution: if you have downloaded the Go to Webinar software, the application might be minimised.



If this is the case, you may see a 'daisy' symbol on your taskbar at the bottom of your screen. If you see the daisy and click on it, the presentation should open.

Issue: You can't see any menu options.

Possible resolution: you may see a small set of icons as below. If so, click on the orange arrow. This will expand the icons to reveal the Go to Webinar menu pane.



Issue: You can see the presentation, but not hear audio.

Possible resolution: although it is recommended to use 'Computer audio' as this is at no charge to you, you are able to switch to 'Phone call'. This will enable you to listen to audio via your telephone. Note that you may be charged for the call.

Issue: How to pose questions.

Resolution: You can enter a question for the webinar organisers via this question panel.

2

2

Digital Ace Project

Digital ACE has been designed to support ACE providers on the next stage of their technological journey and help them develop their digital capability so that they can enhance their offer to learners, while still maintaining their learner centred and high quality approach to adult learning.

3

3

Purpose of the Webinar

- ☐ To review the main elements of policy for your digital provision
- ☐ To explore how to review your current policies
- ☐ To provide advice to the sector from the sector

4

4

Poll

Development of a digital policy- what stage are you at:

- Not used or developed a digital policy
- Started to think about the digital policy issues
- Developed some digital policy documents
- Confidently implemented digital policies for some years

Tick just one

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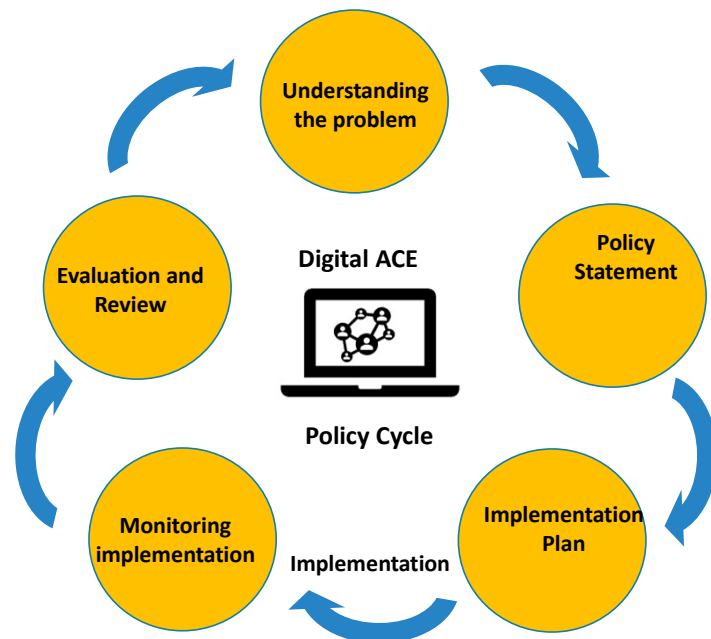
Development of the strand

- ☐ Working Group
- ☐ Research of existing advice and materials
- ☐ Case studies

6

6

Overview of strand: Policy development



7

Overview of strand: Digital policy areas

- ☐ Technology and equipment
- ☐ Staffing and staff capabilities
- ☐ The curriculum
- ☐ Providing a healthy and safe learning environment
- ☐ Support for learners

8

8

Scope and Limitations

- ❑ How to use this guidance document
- ❑ Adopt and adapt the examples
- ❑ Approval from authorising organisations
- ❑ Possible implications of online provision – fees, hidden costs etc.

9

9

Developing your digital policy (1)

- Start with a needs analysis
- Ensuring that staff are supported to deliver online learning
- Ensuring that learners are supported to participate in online learning
- Setting the values and expectations
- Consider the minimum standards
- Include your partner providers or subcontractors

10

10

Developing your digital policy (2)

Questions to ask as you develop your digital policy:

- Are there any corporate decision-making protocols to follow?
- Does the digital training policy cover everyone?
- Have we considered additional safeguarding and Prevent risks?
- How well does it tackle digital exclusion?
- How are we going to monitor it?

11

11

Poll: Developing your digital policy

What approach do you think you will take for your digital policy?

- A stand-alone overarching digital policy (with sub-sections for staff training, supporting learner, providing a healthy and safe online learning environment etc.)
- Add a digital section to our relevant existing policies.
- A mixture of the two – A standalone digital policy plus amendments to relevant existing policies for reinforcement.

Tick just one

12

12

Tackling the elephant in the room

Case study:

Gillian Forrester,
Newcastle City
Learning



13

13

Top Tips

1. Don't over complicate your policies. They should be user-friendly, useful and used.
2. Don't feel you have to start from scratch
3. You can always add a digital subsection to your existing policies
4. Liaise with your authorising body to approve or sign off your policies
5. Communicate your digital policy to staff and learners
6. Make sure your policies don't overlap
7. Learn and adapt. Your policy should be a living document and not a dogmatic code.
8. Review your policy cycle and evaluate what is working and what isn't
9. Post key policy measures in FAQ on your website
10. Seek peer support and best practice

14

14

Useful Resources

JISC

<https://www.jisc.ac.uk/blog/how-the-samr-learning-model-can-help-build-a-post-covid-digital-strategy-12-aug-2020>

Department for Education - GOV.UK

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

<https://www.gov.uk/government/publications/face-coverings-in-education>

Ufi VocTech Trust

<https://www.ufi.co.uk/blog/reducing-risks-when-moving-training-online>

<https://www.ufi.co.uk/blog/four-common-pitfalls-online-training>

Nesta | The Innovation Foundation

https://media.nesta.org.uk/documents/nesta_playbook_for_innovation_learning.pdf

15

15

Any questions?

16

16

Feedback

The Webinar survey will now appear on your screens after we close the webinar.
Your completion would be greatly appreciated.

Please note on the scores that **1 = Poor and 5 = Excellent**

1	2	3	4	5
☹️	☹️		😊	😊



17

17



Thank you for participating

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18

18