

E-SKILLS	YES	NO	COMMENTS
GENERAL SKILLS			
I am able to use a telephone to make and receive calls and share information			
I am able to use Short Message Service (SMS) to share information			
I am able to use a printer			
I am able to preview a document in print view, select correct printer settings including page range and print document			
I am able to use a photocopier			
I am able to send and receive emails			
I am able to send, receive and save email attachments safely			
I am aware of basic copyright law relating to text, images, video, sound recordings, artistic works and music			
I know where to access information to ensure copyright law as it relates to text, images, video, sound recordings, artistic works and music			
I am able to create a digital signature using a standard program such as Adobe Reader IX			
I can apply a signature to PDF documents such as Pre-accredited Moderation Summary or a work contract			
I am able to create and manage files and folders on my computer			
I can recognise a range of different file formats			
I am able to copy and move files into different folders for storage			
I am able to locate a file or folder For example: files on networked drive, or in a file repository on your computer or a website such as Dropbox			
I am able to store information on a portable storage device, for example: A USB Flash drive or DVD			
I am able to conduct effective internet searches for learning materials such as videos or links to learning sites			
I am able to search for Creative Commons Licensed Materials such as Worksheets, or images			
I have a good understanding of Employability Skills			
I can match employability skills to learning activities			
WORD PROCESSING SKILLS			
I am able to use a word processing program such as Microsoft Office Word			
<i>I can confidently use the following word processing functions:</i>			
Cut, copy and paste text and images			
Access and change page layout settings			
Use spell check			
Access and change font size, style and colour settings			
Create tables to display information within a document			
Add data to a standard template			
Add images to a document			
Add links to internet pages and websites to a document			
I am able to save a document in different file formats for example: Portable Document Format (PDF)			
REPORTING AND MODERATION SKILLS			
I am aware of the PQF A-Frame documents			
I know where to access the latest versions of the PQF A-Frame documents			
I am able to complete the A-Frame Course Overview			
I am able to complete the A-Frame Session Planner			
I am able to complete the Session feedback on the Session Planner			

E-SKILLS	YES	NO	COMMENTS
I have participated in a course moderation process			
I am able to complete the section of the moderation summary document			
I am able to reflect upon or review my teaching experiences			
WEB IN THE CLASSROOM SKILLS			
I am able to connect a computer to a projector, smart TV, or interactive whiteboard			
I am able to access settings on a projector, smart TV or interactive whiteboard to change screen resolution, improve presentation output quality, size or focus			
I am able to access settings on a computer to change screen resolution, improve presentation output quality, size or focus			
I am able to present information through a projector, smart TV, and / or interactive whiteboard for example: videos (YouTube and DVD's), slideshows, or web pages			
WEBINARS / VIRTUAL CLASSROOM SKILLS			
I have a basic understanding of video conferencing software			
I have participated in an online classroom			
I have facilitated or co-facilitated an online session or meeting			
I have a basic knowledge of how bandwidth affects audio and/or video quality			
I am able to access and make changes to my computer audio settings			
I am able to set up and use a headset with my computer			
I have a basic understanding of online etiquette			
I am able to			
LEARNER MANAGEMENT SYSTEMS SKILLS			
I have a basic understanding of Moodle			
I have participated in Moodle as a learner			
I have participated in Moodle as a teacher			
I am able to lead a discussion forum			
I am able to moderate a discussion forum			
I am able to construct a basic quiz			
I am able to prepare learning activities			
I am able to upload learning content into Moodle			
I am able to use a basic html editor to upload content such as a YouTube video			
I am able to provide online feedback to learners			