

## **DevicesDotNow**

### **Step-by-step guide for Online Centre**

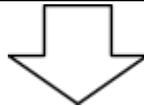
We are working with industry partners to get donations of devices with connectivity (e.g. tablet with a sim/mobile router or a laptop with a dongle) to vulnerable adults via Online Centres. We need your support to identify people most in need in your community, set up the devices with apps and the right settings, and deliver these devices safely in person to the recipient. We will also ask you to support those learners to use the device and stay in touch with them to see how they have used it and if they have had any issues. As part of the process, we will need you to complete some forms to let us know about the people who will receive the devices, how you are getting along with the process (e.g. received devices correctly), and to request some information about how the devices have benefited the recipients.

Below is a step-by-step guide to the process for Online Centres.

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#### **Expression of Interest**

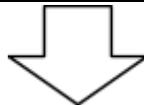
If you are interested in participating in the DeviceDotNow scheme then the first step is to complete an expression of interest. Click the link [here](#) to complete the form.



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#### **Good Things review expressions of interest**

Once we have received your expression of interest we will review it, and match the Online Centres to the devices that are available. Please bear with us whilst we do this.



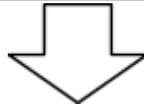
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### **Participation**

If we think that we are likely to be able to support your centre we'll ask you to complete the registration form. This will include collecting the details of the person who would be taking delivery of the devices, including their home address if the centre is closed or has limited opening times.

Registration doesn't guarantee that we will be able to provide you with devices, or that you will get the number requested, but having this information will be useful in the matching process.

We'll also provide you with the Heads of Terms and Terms and Conditions for the scheme at this stage.



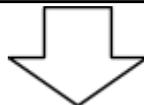
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### **Learner Data**

We need to know the details of the learners who will be receiving the devices, including confirmation that they are eligible for the scheme, and that they consent to Good Things Foundation holding their personal data. More information about holding personal data is available online.

We are asking that all learners are registered for Learn My Way and that their unique ID is provided at this stage.

You will be emailed with a link to the learner data form at this stage.

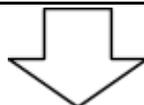


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### **Delivery**

Once Good Things has finalised your request for devices we will confirm this to you via email with the date and time of delivery.

**It is really important that you are there at the time of delivery because this is very difficult to rearrange.**



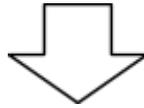
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### **Tracking Progress**

We will ask you to provide confirmation when specific activities or milestones are completed, e.g. that you have received the devices, that you have set up and delivered the devices to the recipients, etc. This allows us to track how the scheme is going and provide any additional support or guidance if needed.

You will need to complete a short form to tell us about the progress you are making. You can complete the form as many times as needed through each step of the process, from receiving the devices to completing the first call with the recipient.

The form is available [here](#).



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### **Follow up**

We will send you a Follow Up form to find out about the impact this project has had for the people who received devices, and about your experience as an Online Centre.

Good Things will also contact Online Centres to ask for potential case studies so that we can talk about this project more widely, and hopefully encourage more people to donate devices!

End