

Devices and Digital Skills: Community Partner Checklists

These checklists are designed to support your work. If printing out these checklists, you may need to refer to the digital version to access linked documents.

Identifying Beneficiaries

Identifying your beneficiaries is key to the success of this project. These two simple steps will help you meet their needs and gain their consent to take part.

Good Things Foundation is a GDPR compliant organisation. Beneficiary details will be kept securely.

Task	
<p>Identify learners in your community using the eligibility criteria for the project:</p> <ul style="list-style-type: none"> ● 18+ years old <p>AND</p> <ul style="list-style-type: none"> ● Live in East London, Bournemouth, Glasgow or Edinburgh ● Is from a low income household ● Is digitally excluded – this means they can't afford internet access and their own appropriate device ● Would benefit from digital skills learning to support employability skills and/or financial health 	
<p>Contact the learner by telephone to explain the project and gain their consent</p>	

The Device and Setting It Up

It is your role to ensure that devices are prepared well before delivery to the beneficiary. This will help smooth the process of learning for the recipient. The project requires some specific apps and documents to be installed besides ones you choose to support

your learners. The process must be done in a manner that protects the health of both the recipient and yourself.

Receiving Devices

Task	
Clean devices and packaging on receipt	
Keep all original packaging as the device will be returned to it	

Setting Up The Devices

Task	
Check the device for any damage	
Charge the devices fully (this may take several hours)	
Ensure device is connected to the internet (SIM, MiFi)	
<p>You must add the following Apps and documents to the home screen:</p> <ul style="list-style-type: none"> - Read Me file (edited appropriately to include correct details) - Learn My Way (bookmark or add shortcuts to useful modules, for example Online Safety or Online and Mobile Banking) - NHS.UK staying safe at home guidance - An appropriate video calling app 	
<p>Consider adding additional apps and documents. These could include:</p> <ul style="list-style-type: none"> - Make It Click (online training resources) - Library Online Resources - Youtube - Social Media - Supermarket home delivery account - Local Council Services 	
Clean the device, charger and connectivity equipment following public health advice	
Repack the equipment in its original packing and clean	

Create a Learn My Way account for your beneficiary (with their permission). Ensure you use your centre identification number when creating the account.	
Complete the baseline survey on CaptureIT based on your conversation with the beneficiary	

Delivering Devices

This is a checklist for safely delivering devices in the community during the covid19 pandemic. Steps in the process are designed to protect the health of staff and beneficiaries whilst distributing devices.

Delivering The Device

Task	
Double bag devices	
Consider safeguarding guidance in Terms and Conditions in relation to delivery of your devices.	
Confirm delivery time by telephone with the recipient	
Save this Letter to your phone before setting off if you are in area with local restrictions or if national restrictions are in place	
You may wish to consult the Delivering To Someone In Self Isolation	
Walk with the device to the recipients home	
Safely hand over the device keeping a minimum 2 meter distance.	

Supporting Learners

Good Things Foundation understands the support you give to different learners will vary depending on their needs and abilities. You are the best judge of how to time table the support you are providing as you know your learners best.

The following checklist sets out the processes required by the Devices and Digital Skills project.

Supporting The Learner

Task	
Telephone shortly after delivery to: <ul style="list-style-type: none">- check connection- talk through the Read Me document	
Support the learner to set up an email address	
Email any documents you believe will support the learner	
Complete a video call with the learner on your chosen appropriate platform	
You may wish to consult the Curriculum of Learning to help plan your support	
Provide ongoing support, guided by your own judgement and online centre practices	

Next Steps

Task	
Within a month of the beneficiary receiving the device, complete the CapureIT Impact survey	
The beneficiary has the option to consent to being contacted to be interviewed about the project. This would happen within 6 months.	