



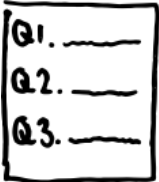











Devices and Digital Skills: Roles and Responsibilities

This document provides a brief overview of the roles and responsibilities of partners involved in the Devices and Digital Skills Project.

Good Things Foundation	
	Work with the funder - JPM. Keep JPM informed about progress. Make sure the funds are used properly.
	Draw on our experience and knowledge of similar projects and partnerships, to deliver the best possible outcomes for partners and beneficiaries.
	Create procedures and guidance documents to support community partners and beneficiaries in the project.
	Run an application process to find the best partners to deliver the project. Dispatch devices and connectivity to the successful community partners, so they can distribute them to beneficiaries they support.

	<p>Oversee the data being collected by community partners, and report to the funder (JPM) on lessons learned and impact.</p>
	<p>Process and pay restricted grants for community partners following successful completion.</p>
<p>Community Partners</p>	
	<p>Identify beneficiaries in your local community that match the eligibility criteria, and gain their consent to take part in the project.</p>
	<p>Join the Online Centres Network and accept your contract.</p> <p>Register the beneficiaries on Learn My Way to gain their 'Learner ID' number.</p> <p>Complete the baseline survey for/ with the person on the CaptureIT system.</p>
	<p>Receive devices and ensure hygienic handling throughout.</p>

	<p>Set up / prepare the devices with the required connectivity, apps, documents and accessibility adjustments. This includes adding their Learn My Way account.</p>
	<p>Deliver devices safely to beneficiaries.</p>
	<p>Support beneficiaries to use devices on an ongoing basis, in line with their personal goals.</p> <p>Share information with beneficiaries about staying safe online.</p>
	<p>Complete an impact survey on CaptureIT with and for all beneficiaries approximately 4 weeks after giving them their device and connectivity.</p>
<p>The Project Beneficiaries</p>	
	<p>Consent to taking part in the project and sharing limited personal information.</p>



Engage with support from community partner staff.



Own and use the device as they wish.