

ICT SKILLS AUDIT

Dear Tutor

To give the Service a view of current ICT Skills to plan for future staff development and to gauge whether there are significant variations across curriculum areas will all tutors **please circle/highlight level of confidence** and return the form below to **ICT Curriculum Leader Bev Bawden** at

NAME.....
 TEACHING SUBJECT
 CENTRE.....

(1 being lowest - 5 being highest level)

Description	Level of Confidence				
	1	2	3	4	5
▪ Basic use of word processing including manipulating text (adding/deleting, bold, etc)					
▪ Exploring the Internet to search for information					
▪ Creating a power point slide show					
▪ Taking still images with a Digital Camera					
▪ Recording moving images using a Digital Video Recorder					
▪ Connecting a digital camera to a computer					
▪ Using a Digital Voice recorder or MP3 Player					
▪ Transferring images from an external device such as a camera or video recorder to a computer					
▪ Manipulating downloaded images from a digital camera or recorder by enhancing, adding effects etc					
▪ Using Interactive whiteboards					
▪ Using USB Keys (Memory sticks)					
▪ Connecting a laptop to a data projector					
▪ Overall confidence in introducing aspects of ILT into your lesson					