# Digital Skills Survey Template

Thank you for completing our digital skills survey.

We use digital tools and platforms to:

* connect and communicate
* access and deliver services
* exchange information

Our aim is for everyone in [insert name of your organisation] to feel confident in their digital skills. This survey will help us support you in developing your digital skills and confidence.

Individual results will not be shared so please provide honest answers. That way we can provide training and support that’s more likely to help you.

## Information

|  |  |
| --- | --- |
| Name: |  |
| **Job title or role:** |  |
| **Team:** |  |

## Rate your digital skills

|  |  |
| --- | --- |
| **On a scale of 1-5 how would you rate yourself in terms of digital skills?** |  |
| **[insert your own scale to replace the example below]**  1 = Digital scares me  2 = Digital just isn’t for me  3 = Digital is useful, sometimes  4 = Digital is exciting  5 = Digital is just how I roll |  |

## Your feelings about digital training

|  |  |
| --- | --- |
| **Use the scale below to tell us how you feel about digital training and support.** |  |
| **[insert your own scale to replace the example below]**  1 = I don’t really want to/I don’t have time for it  2 = I’m not very confident about digital tasks and I’m nervous about doing more  3 = I like learning new things and this sounds interesting  4 = I’m ready to learn more digital skills and influence others to try digital |  |

## Role information

|  |  |
| --- | --- |
| **Which digital tasks do you carry out as part of your role? Rate all that apply to your role using the 1 - 5 scale below**. (1 = unable to complete this type of task. 5 = confident, skilled, and able to help others.)  **[insert your own list of digital tasks to replace the example below]** | |
| Managing emails |  |
| Formatting and sharing documents |  |
| Updating website copy |  |
| Using digital tools like social media to promote our work |  |
| Agile project management |  |
|  |  |

## Barriers or missed opportunities

|  |  |
| --- | --- |
| **Is there anything that’s making it harder to use digital in your work?** |  |
| **[replace the choices in the example below with your own]**  I don’t have the skills or confidence to use certain digital tools  I don’t have time to learn how to use the digital tools  I’m not very interested in using digital tools  There’s nothing stopping me and I feel confident when using digital tools  Other (please specify) |

## Learning styles

|  |  |
| --- | --- |
| **How do you prefer to learn? Select all that apply.**  **[insert your own learning options to replace the example below]** | |
| Classroom learning |  |
| Discussion based learning |  |
| Reading documents |  |
| Watching videos |  |
| Trying and experimenting |  |

## Other comments

Do you have any comments, questions or concerns about digital tasks or training? Tell us here.

|  |
| --- |
|  |

Use this template alongside our [guidance for creating digital skill surveys](https://beta.ncvo.org.uk/digital-technology/).