

ICT Competencies (version 01-08-08)

Please judge your level of achievement in the following competencies.

Choose the cell under the level which **best** reflects your current level and put an **X**.

Part A

Date used _____

Primary / Secondary / Both

Responses are anonymous.

1. Basic Computer Use				
Level 0	Level 1	Level 2	Level 3	Level 4
I do not use a computer.	I use the computer to run at least one programme.	I run two programmes simultaneously, and have several windows open at the same time.	I trouble-shoot successfully when I have problems with my computer.	I successfully help others solve problems with their computer.

2. File Management				
Level 0	Level 1	Level 2	Level 3	Level 4
I do not save any documents I create using the computer.	I select, open and save documents.	I create my own folders to keep files organized and understand the importance of back-ups.	I move files between folders and drives. I save, organize and back up files.	I assist others to manage, share and back up files on computers, networks and the Internet.

3. Word Processing				
Level 0	Level 1	Level 2	Level 3	Level 4
I do not use a word processing programme.	I occasionally use a word processing programme for simple documents.	I use a word processing programme for nearly all my written work. I include tables. Charts, drawings and graphics.	I integrate word processing programmes into student tasks when teaching.	I help others with advanced features in word processors (e.g. mail merge, tracking, layers).

4. E-mail				
Level 0	Level 1	Level 2	Level 3	Level 4
I do not have an e-mail account or have one but rarely use it.	I send messages using e-mail – mostly to colleagues, friends, and family.	I use e-mail regularly, attach files, maintain an address book and organize my mail folders.	I am a member of one or more email lists and collaborate on documents via e-mail	I successfully mentor others via e-mail lists. I can establish and manage an e-mail list.

5. Internet Use				
Level 0	Level 1	Level 2	Level 3	Level 4
I rarely use the Internet. I am unlikely to seek information when it is in electronic formats.	I access websites to retrieve information.	I use a range of search techniques to find quality Internet resources.	I teach students how to effectively find and use resources available on the Internet.	I help others with critical analysis and evaluation of Internet resources.

Document 3A

Part B

6. Spreadsheet				
Level 0	Level 1	Level 2	Level 3	Level 4
I do not use a spreadsheet.	I understand the use of a spreadsheet and can create simple spreadsheets and charts.	I use spreadsheets for a variety of record-keeping tasks. I use formulas and charts.	I teach students to use spreadsheets to improve their data keeping and calculation skills.	I assist others with analysis and problem solving using complex spreadsheets (e.g. lookup tables, advanced formulas).

7. Technology Presentation				
Level 0	Level 1	Level 2	Level 3	Level 4
I do not use computer presentation programmes such as Powerpoint.	I use templates or wizards to create a presentation.	I produce original presentations incorporating multimedia elements such as graphics, sound and video.	I integrate presentation skills into classroom tasks. I understand the importance of using original artwork and media elements.	I assist others to create original and effective presentations that model good design.

8. Graphics and Photography				
Level 0	Level 1	Level 2	Level 3	Level 4
I do not use graphics in documents, presentations or email.	I open, create, and place simple graphics or photos into documents using a programme or clipart.	I create, scan, edit and incorporate graphics and photos using a variety of tools and programmes.	I have students create and use graphics in a range of situations. I understand the importance of file types and compression.	I assist others to develop critical graphic techniques (e.g. creativity, file compression, colour, composition).

9. Desktop Publishing (to produce paper based publications)				
Level 0	Level 1	Level 2	Level 3	Level 4
I do not use a publishing programme.	I use templates or wizards to create a published document.	I create original publications from a blank page combining design elements such as columns, clip art, tables.	I design completely original and professional looking publications.	I assist others to create quality publications in a variety of formats to incorporate into lessons and use for other purposes

10. Digital Video (including animation)				
Level 0	Level 1	Level 2	Level 3	Level 4
I have never tried to make any kind of video.	I have used a video camera but never edited the film.	I have used a digital video camera and done some editing of video on computer.	I have completed digital video projects with my students.	I produce educationally valid video resources that are used by others.

Part C

11. Constructivist Learning				
Level 0	Level 1	Level 2	Level 3	Level 4
I'm not sure what a constructivist view of learning means.	I have read about constructivism and understand what it means.	I am trying out constructivist ideas with my students.	I use constructivist methods in a significant part of my teaching.	I help others to incorporate constructivist strategies into their everyday teaching.

12. Graphic Organisers (eg Inspiration, Kidspiration)				
Level 0	Level 1	Level 2	Level 3	Level 4
I don't use graphic organisers at all.	I use graphic organisers with paper and pencil.	I use graphic organiser software such as Inspiration or Kidspiration.	I use graphic organiser software regularly with my students.	I advocate the use of graphic organiser tools and assist others to use them.

13. Problem based Learning (WebQuests, Enquiry and other Rich Tasks)				
Level 0	Level 1	Level 2	Level 3	Level 4
I am not sure what a WebQuest or rich task is.	I have looked at some Webquests or other rich tasks but never used them with my students.	I have reviewed a number of WebQuests or other rich tasks and used at least one with my students.	I have written my own WebQuest or similar learning material and used it with my students.	I know what to look for in reviewing a WebQuest or rich task and help others in developing them.

14. Web Publishing on the Internet or an intranet (including web pages, blogs and wikis)				
Level 0	Level 1	Level 2	Level 3	Level 4
I have not created any kind of hyperlinked document.	I have created a few simple pages with text, graphics and hyperlinks.	I have created a multi page website and used it on a local area network or the Internet	I create, maintain and upload my own website (inc blog or wiki) with regular updates and extensive links.	I assist others in creating web pages. Other educators use my web pages.

15. Multi media projects (including audio or video podcasts)				
Level 0	Level 1	Level 2	Level 3	Level 4
I have never worked on multi media projects	I have worked on projects involving media such as sound, photographs or video.	I have worked on projects involving more than one media such as sound, photographs or video.	I use multi media projects in a significant part of my teaching.	I help others in creating multi media projects.