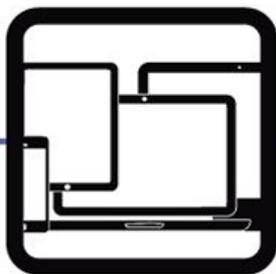


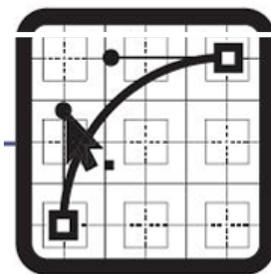
# Digital Learning Ambassadors Portfolio



< Develop  
Digital Skills >



< Build  
Confidence >



< Trial New  
Digital Tools >



< Co-create  
Resources >



< Train, Advise  
and Support >



< Collaborate  
and Share >

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## Introduction

### Aims of the Portfolio

- To provide a framework of information for you to develop
- To provide a greater understanding of your own personal development
- To provide you with an opportunity to record and realise your own success
- To provide you with a clear understanding of your own development needs
- To provide you with a framework to set, review and record your objectives

### Introduction

Your Personal Development Portfolio is your own record of your learning and development whilst on the Digital Learning Ambassador programme with PROCAT. The contents of your portfolio will be regularly reviewed as part of your ongoing assessment as a Digital Learning Ambassador – it is a requirement to pass the scholarship programme.

The information within the Personal Development Portfolio may seem extensive. It will provide you with comprehensive, written evidence of all your projects, your strengths, developmental goals, progress and achievements whilst on the scholarship. It is also a very useful discussion tool for assessment reviews, mentor sessions and finding full time employment.

The information gathered in your portfolio will be of great use to you when you come to apply for jobs and need to demonstrate your skills and experience at an interview.

You must regularly complete forms within your portfolio and add any supplementary information.



2. **Digital Learning Ambassador's relevant prior skills/experience, learning needs, and areas where special attention is necessary for this scholarship**  
(use Digital Learning Ambassador's application for focus of discussion):

3. **General scholarship details**  
(including days and hours to be worked, holiday periods and flexibility in these):

**4. Scholarship accountability**  
(including who has responsibility for particular roles, timing, length and frequency of planned sessions; personal development; allocation of work and review of work load, and identification of mentor):

**5. Resources available for the Digital Learning Ambassador**

**6. Dates for Reviews and Final Review:**

**Signed and dated:**

Digital Learning Ambassador

.....

Digital Learning Fellow

.....





## Self Assessment Tool

This form will be reviewed and completed with the Digital Learning Fellow at meetings and is ongoing throughout the programme. You will use this form to describe situations where you have demonstrated key skills, including how you felt you dealt with the situation and whether you learnt anything for the future

<b>Evidence Indicators</b>	<b>Example</b>	<b>Feelings towards the situations</b>	<b>Alterations for the future</b>
<b>PROBLEM SOLVING</b>			
Liaised with others to gain additional information to solve a problem			
Evaluated information to identify the best action to solve the problem			
Worked with others to identify, gather, analyse & understand information			
Assessed & recommended an appropriate creative course of action for a problem whilst on placement			
Worked with colleagues/ customer to avoid crisis situations and / or address problems			

Evidence Indicators <b>COMMUNICATION</b>	Example	Feelings towards the situations	Alterations for the future
Negotiated with others about specific requirements and appropriate course of action			
Discussed and reviewed the outcome of your decisions with your peers or other staff			
Developed & maintained relationships with your peers or staff members			
Worked with others to enable them to analyse, identify, clarify & express their strengths, expectations & limitations			
Developed a network of individuals at your campus or apprenticeship place of work (name and their responsibility)			
Regularly monitored, reviewed & evaluated behaviours/ practices			
Dealt constructively with disagreements & conflict within relationships			
Evaluated the effectiveness of the team			

Identified & agree the goals, objectives & lifespan of a team			
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Evidence Indicators	Example	Feelings towards the situations	Alterations for the future
<b>PLANNING</b>			
Prepared and produced a plan to be implemented within college or in your workplace			
Implemented, monitored and evaluated your plan			
Reviewed the effectiveness of the plan with the people involved with it			
Renegotiated & revised a plan to meet changing needs & circumstances			
Used technology to track and/or produce a plan			

<b>Evidence Indicators</b>  <b>ORGANISATION</b>	<b>Digital Learning Ambassador Self Assessment</b> <b>Start of Scholarship</b>	<b>How Experienced Achieved</b>	<b>Digital Learning Ambassador Self Assessment</b> <b>End of Scholarship</b>
Identified opportunities to form a focus group at work / college and created the group			
Chaired a focus group with the necessary individuals			
Helped the group to achieve planned outcomes evaluated the appropriateness of their work			
Disengaged from the group appropriately			

<b>Evidence Indicators</b>  <b>SELF MANAGEMENT</b>	<b>Digital Learning Ambassador Self Assessment</b> <b>Start of Scholarship</b>	<b>How Experienced Achieved</b>	<b>Digital Learning Ambassador Self Assessment</b> <b>End of Scholarship</b>
Managed & prioritised your workload			
Monitored & evaluated the effectiveness of your workload programme in meeting the requirements and your developmental needs			

Used technology to support and improve your learning and organisation of study			
Developed & maintained effective working relationships			

## Goal Review Form

To be completed during or after each goal. Once completed please arrange to discuss the information with the Digital Learning Fellow at the next review meeting.

Goal title .....

**1.What areas of the goal are of benefit to you, and how will you utilise this?**

**2.Do you feel there are areas of the goal that you need/want more information on? How will you obtain this?**

**3.What understanding of your strengths have you learnt that will benefit both yourself and others at college and/or work?**

**4.Is there any specific areas where you feel you can work upon to improve?**

**5.How can you use the information from this goal to develop and improve your skills in the future?**

**6.Which specific areas of the goal will you put into practice in the short term and long term?**

**7.What further experiences do you want/need to enhance, or add to your skill base, in order to achieve your long term goals?**

## Use of Technology / Digital Tool

To be completed at any point to record the use of technology or digital tool. You can use as many copies of this form, as required.

**Give an example of a situation where you used technology; explain what you did, state why you used this and outline its impact on the person/s using it.**

## Me, Myself and I

In the areas of your Digital Learning Ambassador role, and any other areas relevant to your scholarship:

**Outline your strengths – What are you good at and how can you further develop these strengths? For example are you good at supporting staff or students in using technology or enjoy doing presentations?**

**Do you identify any weaknesses? – What are you not so good at? Discuss with the Digital Learning Ambassador on how these can be addressed. For example, you might need some training in a particular skill.**

## Final Assessment Report

The final report is completed by the Digital Learning Fellow. The objective of the report is to provide feedback for both the Digital Learning Fellow, Teaching Staff and

**1. Please comment on the overall ability of the Digital Learning Ambassador, identifying the variety and complexity of work undertaken and if there were any difficulties during the scholarship.**

2. Please describe whether the Digital Learning Ambassador was able to achieve all their set objectives and if so the standard to which they were achieved. If unable to achieve their objectives please explain why not.

3. Please describe at least one competency/skill that you feel the Digital Learning Ambassador has developed during the scholarship.

4. Please comment on at least one area where you feel the Digital Learning Ambassador would benefit from further development.

5. Any further comments

Signed Digital Learning Ambassador .....

Signed Digital Learning Fellow .....