



Digital Capability Self Assessment guidance for delegates

1. Register

To access the Learning Portal, go to:

<https://www.dls.nhs.uk/home?action=login&app=lp¢reid=173>

Some users may already have a Digital Learning Solutions (DLS) registration for IT skills training. If you do, please proceed to SIGN IN

If you don't already have an account, please follow this guidance to Self-Register for a DLS account with your organisation:

Learning Portal

Login Register Recover

Email / User ID

Password

Remember Me **SIGN IN**

By logging in, I consent to my details being stored and processed in line with your [Privacy Notice](#) and agree to use the system according to the [Terms of Use](#).

Not yet registered? Forgotten password?

REGISTER RECOVER

Register to access Digital Learning Solutions learning content below.

First name Last name

Email

Password

Re-type Password

Account Type Delegate (learner) **Do not change**

Job Group Select your job group

Your organisations name **Ensure your organisation is selected**

Password should be at minimum of 8 characters and include a number and a symbol

I have read, understood and agree to abide by the Digital Learning Solutions [Terms and Conditions](#).

I'm not a robot reCAPTCHA

REGISTER



Complete the form and select **REGISTER**.

Following registration, you will be presented with a **Delegate User ID**, please make a note of this as you will need it later. Your registration may require approval. Once approved an email will be sent to notify you and you'll then be ready to take your self assessment.

2. Sign in

Access the self assessment by selecting the link:

<https://www.dls.nhs.uk/home?action=login&app=lp¢reid=173>

Click **LOGIN / REGISTER**



Sign in with your **User ID or email address** and the password you set up at registration.

Digital Learning Solutions

Login Register Recover

Email / User ID

Password

Remember Me **SIGN IN**

By logging in, I consent to my details being stored and processed in line with your [Privacy Notice](#) and agree to use the system according to the [Terms of Use](#).

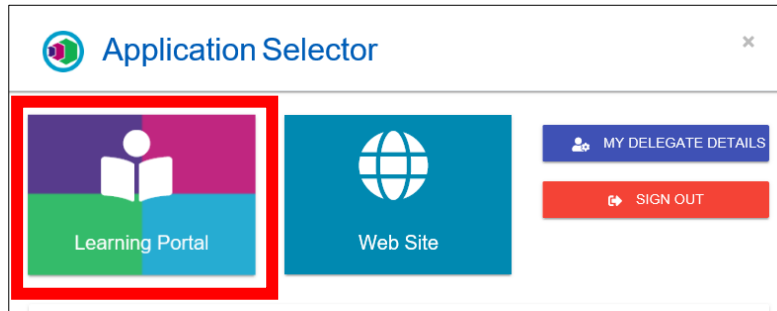
Not yet registered? Forgotten password?

REGISTER RECOVER



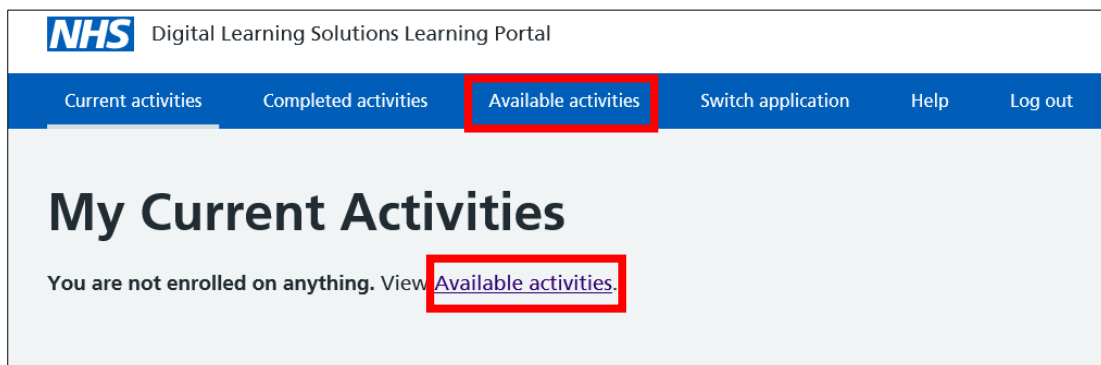
If you don't recall your password you can request a **Recover**, this will send a link to your email address and you'll be able to reset your password.

Select the **Learning Portal** tile.



3. Enrol

Select **Available activities**





From **Available Activities** select **Enrol** to the **Digital Capability Self Assessment**.
If you can't see the assessment use the **Search** field to filter the available activities.

The screenshot shows the 'Available Activities' page in the NHS Digital Learning Solutions Learning Portal. The page has a blue header with the NHS logo and the text 'Digital Learning Solutions Learning Portal'. Below the header is a navigation bar with links for 'Current activities', 'Completed activities', 'Available activities', 'Switch application', 'Help', and 'Log out'. The main content area is titled 'Available Activities' and includes a search field, a 'Sort by:' section with dropdown menus for 'Activity Name' and 'Ascending', and a list of activities. The first activity, 'Digital Capability Self Assessment', is highlighted with a red box. Below this activity is a green 'Enrol' button.



4. Start your capability assessment

To start your Digital Capability Self Assessment. Select **Go to Question 1**

NHS Digital Capability Self Assessment

[Current courses](#) > Self Assessment

Digital Capability Self Assessment

When thinking about your current role, for each of the following statements rate your current confidence level (Where are you now) and where your confidence level ought to be to undertake your role successfully (Where do you need to be). Once you have submitted your ratings they will be used to recommend useful learning resources. We will also collect data anonymously to build up a picture of digital capability across the workforce to help with service design and learning provision.

Once you have completed the self-assessment, your results will be submitted to a third party sign-posting tool which will intelligently recommend suitable learning resources.

Go to Question 1

[X Exit Self Assessment](#)

You will be presented with a range of capabilities, read the statement for each capability, then use the sliders (capability scores explained below) to self assess your current capability then self assess your required capability

Where are you now?

0-3 = this is very new and unfamiliar to me
4-6 = I can do this with help from others
7-9 = I can do this independently
10-12 = I could teach others how to do this

Data, information and content

I can find, use and store information that exists in different digital locations e.g. on a PC, shared drives, via the internet

Where are you now?
0-3 = this is very new and unfamiliar to me
4-6 = I can do this with help from others
7-9 = I can do this independently
10-12 = I could teach others how to do this

Beginner Very confident

0 0

Where do you need to be?

Beginner Very confident

0 0

Question 1 of 32

Save and continue

[< Go back](#) [Skip >](#)
[X Exit Self Assessment](#)

Data, information and content

I can find, use and store information that exists in different digital locations e.g. on a PC, shared drives, via the internet

Where are you now?
0-3 = this is very new and unfamiliar to me
4-6 = I can do this with help from others
7-9 = I can do this independently
10-12 = I could teach others how to do this

Beginner Very confident

3 3

Where do you need to be?

Beginner Very confident

9 9

Question 1 of 32

Save and continue

[< Go back](#) [Skip >](#)
[X Exit Self Assessment](#)



Save and continue to move to the next capability question

Save and continue

5. Navigation

[< Previous question](#)

[Skip >](#)

[X Exit Self Assessment](#)

Previous question: Throughout your assessment you can return to the previous questions at any time and edit your responses, remember to use **Save and continue** to record your new assessment answer.

Exit self assessment: This will save all responses to the point at which you exit. You can return later to complete the remainder of the assessment, when you return to the Learning Portal your Digital Capability Self Assessment will be available from your **Current courses**.

Skip: Will enable you to move to the next question, this will not save any response you may have made to the assessment question.

There are two general questions at the end of the assessment, you can use the slider to **Strongly disagree** through to **Strongly agree** or anywhere in between.



NHS Digital Capability Self Assessment

[Current courses](#) > Self Assessment

Digital Capability Self Assessment - Review

Check through your answers

- + Data, information and content**
Where are you now (average score): 2.8 / 10
Where do you need to be (average score): 6.6 / 10
- + Teaching, learning and self-development**
Where are you now (average score): 4.4 / 10
Where do you need to be (average score): 6.6 / 10
- + Communication, collaboration and participation**
Where are you now (average score): 3.8 / 10
Where do you need to be (average score): 4.8 / 10

You can use **Previous question** to navigate back through your answers, should you need to make any amendments. Once you are happy with your responses you can **Submit self assessment**

Submit self assessment

[< Previous question](#)

[X Exit Self Assessment](#)



There will be a short delay while your recommended learning resources are gathered.



7. Recommendations

The **Recommendations** are based on your self assessment and will be presented for each capability. A range of learning content may be available for example videos, online courses, articles, learning guides.

To explore your learning recommendations, select **View resource**.

NHS Recommended Learning Resources

[Current courses](#) > [Self Assessment](#) > Recommended Learning Resources

[< Back to Self Assessment](#)

Recommendations

Managing and storing information

Using Information Correctly
Online course | GCF LearnFree | 25 minutes
[View resource](#)

Cloud Storage
Online course | Digital Learn | 22 minutes
[View resource](#)

Introduction to Cyber Security
Online course | Future Learn |
[View resource](#)

Working together online
Video | Lloyds Bank Academy | 4 minutes
[View resource](#)

A guide to online file storage
Article | Digital Unite | 2 minutes
[View resource](#)

Sharing documents online
Video | Lloyds Bank Academy | 2 minutes
[View resource](#)



8. Launch

From the learning resource you can **Launch** the resource to start learning, **Bookmark** for later and when complete you can **Mark Complete**. When you mark complete, you'll be asked if the resource was useful:

- This was useful
- I knew this already
- This was not relevant

The screenshot shows the NHS Learning Resource interface. At the top, there's a blue header with the NHS logo and 'Learning Resource'. Below it, a breadcrumb trail reads: 'Current courses > Self Assessment > Recommended Learning Resources > Learning Resource'. A link '< Back to Recommendations' is visible. The main content area features the 'Future Learn' logo and the course title 'eHealth: Combining Psychology, Technology and Health'. An image shows a person in blue scrubs interacting with a tablet displaying various icons. To the right of the image, a short description asks 'How can technology make you healthy?' and lists course topics: 'Meaning and application of eHealth', 'Different domains of eHealth', 'Human Centered Design', 'Usability testing', 'Values and requirements', 'Behaviour change', 'Persuasive technology', 'Implementation of eHealth technology', 'Formative and summative evaluation', and 'Log data analysis'. At the bottom of the page, three buttons are highlighted with red boxes: 'Bookmark', 'Mark Complete', and 'Launch' (which has a green arrow icon).



NHS Recommended Learning Resources

[Current courses](#) > [Self Assessment](#) > Recommended Learning Resources

[< Back to Self Assessment](#)

Recommendations

Favourites

eHealth: Combining Psychology, Technology and Health

Online course | Future Learn | 18 hours

[View resource](#)

When you Bookmark a learning resource and go **Back to recommendations** the resource is available in your **Recommendations, Favourites** for later.

9. FEEDBACK and LOGOUT

When you've finished don't forget to return to your **Recommended Learning Resources** to complete the **Feedback** form at the bottom of your screen.

Feedback

Once you have explored some of your learning recommendations, please take a moment to provide some feedback:

[➔ Review the Digital Capability Self Assessment tool](#)

Then **X Exit Filtered Results**, to return to your **Current activities**, where you can **Log out**.

[X Exit Filtered Results](#)

[Current activities](#) [Completed activities](#) [Available activities](#) [Switch application](#) [Help](#) [Log out](#)

My Current Activities



You can return to your Digital Capability Self Assessment **Recommendations** at any time from your Learning Portal, simply click **Launch self assessment** and click the **Continue** button.

NHS Digital Capability Self Assessment

[Current activities](#) > Self Assessment

Digital Capability Self Assessment

When thinking about your current role, for each of the following statements rate your current confidence level (Where are you now) and where your confidence level ought to be to undertake your role successfully (Where do you need to be).

We will collect your response data anonymously to build up a picture of digital capability across the workforce to help with service design and learning provision.

Once you have completed the self-assessment, your results will be submitted to a third party sign-posting tool which will intelligently recommend suitable learning resources.

[Continue](#) [Go to Question 1](#)

[X Exit Self Assessment](#)



If you experience any difficulties with access to Digital Learning Solutions please contact the Training Team at :
itt@bhamcommunity.nhs.uk