



National College for  
Teaching & Leadership

# **Information and communication technology (ICT) skills audit for returning teachers**

**Please rate your ICT skills using the following values:**

- 1 I have no knowledge at all of this area of ICT**
- 2 I have a small amount of knowledge, but would not feel confident in using this in my work**
- 3 I have a workable knowledge of the skill, but require further practice to ensure I am completely confident**
- 4 I am confident in this skill area and need no additional support**

To help you assess your ICT skills, we have marked each question with an E (Essential), D (Desirable) or N (Nice to have) for your return to teaching. This scale should give you some indication of how vital the gaps in your knowledge are.

### **Section 1 – basic skills (please circle as appropriate)**

It is important that you have a basic grasp of using ICT before embarking on a return to the classroom. Candidates who do not feel confident in many of the areas of this section of the audit should refer to the ICT fact sheet for further advice as to basic computer courses.

#### **Using the computer**

- |   |         |
|---|---------|
| 1. Turning the computer on and off (E)                      | 1 2 3 4 |
| 2. Opening and closing applications and programmes (E)      | 1 2 3 4 |
| 3. Using the mouse to select and move items on a screen (E) | 1 2 3 4 |
| 4. Printing out documents (E)                               | 1 2 3 4 |
| 5. Saving and filing a document (E)                         | 1 2 3 4 |
| 6. Setting up ICT equipment including projectors (D)        | 1 2 3 4 |

#### **Word processing**

7. Using word processing programmes (e.g. Microsoft Word) to create new documents (E)  
1 2 3 4
8. Using basic Word functions (e.g. Spell Check) (E)  
1 2 3 4
9. Using the tool bar for editing documents by selecting font size and style, etc (E)  
1 2 3 4
10. Using programmes to design layouts for a poster or flyer (D)  
1 2 3 4
11. Creating cells and tables to display information within a document (D)  
1 2 3 4
12. Adding links to internet pages and websites within a document (D)  
1 2 3 4
13. Incorporating data or charts into a document (D)  
1 2 3 4
14. Saving a document or file in different formats (JPEG etc.) (N)  
1 2 3 4

### **Spreadsheets and databases**

- |   |         |
|---|---------|
| 15. Creating a spreadsheet (e.g. Microsoft Excel) (E)           | 1 2 3 4 |
| 16. 16. Entering numerical data into cells (E)                  | 1 2 3 4 |
| 17. 17. Using Excel tools to add up totals on a spreadsheet (D) | 1 2 3 4 |
| 18. 18. Creating and entering formulas within a spreadsheet (N) | 1 2 3 4 |
| 19. 19. Using Excel to create graphs and charts (N)             | 1 2 3 4 |
| 20. 20. Using a spreadsheet to create a database (N)            | 1 2 3 4 |
| 21. 21. Using filters to display data within a spreadsheet (N)  | 1 2 3 4 |

### **Handling files**

- |   |         |
|---|---------|
| 22. Creating and managing files and folders (E)                     | 1 2 3 4 |
| 23. Copying and moving files into different folders for storage (E) | 1 2 3 4 |
| 24. Locating a file or folder (E)                                   | 1 2 3 4 |
| 25. Storing information on a CD or DVD (E)                          | 1 2 3 4 |
| 26. Storing files using a USB device or a memory stick (E)          | 1 2 3 4 |

### **Creating presentations**

- |  |         |
|--|---------|
| 27. Creating slides for a presentation using PowerPoint (E)                                    | 1 2 3 4 |
| 28. Using a computer connected to a digital projector to deliver a PowerPoint presentation (E) | 1 2 3 4 |
| 29. Using an overhead projector to deliver a presentation (D)                                  | 1 2 3 4 |

### **Using the internet**

- |   |         |
|---|---------|
| 30. Logging onto the internet (E)                                     | 1 2 3 4 |
| 31. Searching for information using search engines such as Google (E) | 1 2 3 4 |
| 32. Downloading files from the internet (E)                           | 1 2 3 4 |
| 33. Organising websites, bookmarks and favourites (E)                 | 1 2 3 4 |
| 34. Composing, sending and receiving e-mails (E)                      | 1 2 3 4 |
| 35. Using your address book and contacts list (E)                     | 1 2 3 4 |
| 36. Adding attachments to an e-mail (E)                               | 1 2 3 4 |
| 37. Navigating local intranet sites to access information (E)         | 1 2 3 4 |
| 38. Communicating with others via discussion forums and blogs (D)     | 1 2 3 4 |

### **Section 2 – working with mixed media (please circle as appropriate)**

- |  |         |
|--|---------|
| 39. These skills will come into use on your return to teaching in relation to using and creating resources for your teaching practice. | 1 2 3 4 |
| 40. Planning and preparing a lesson to be delivered on an interactive whiteboard (E)   | 1 2 3 4 |
| 41. Using an interactive whiteboard to deliver a lesson (E)  | 1 2 3 4 |

42. Using a digital camera to take photographs (E)  
1 2 3 4
43. Transferring images from a digital camera to a computer (E)  
1 2 3 4
44. Using a digital video camera for filming and recording (E)  
1 2 3 4
45. Incorporating the use of television, VCR and DVD into a lesson (E)  
1 2 3 4
46. Using a scanner to transfer images to a computer (D)  
1 2 3 4
47. Creating and editing movies via computer programmes (D)  
1 2 3 4
48. Using audio recording devices (D)  
1 2 3 4
49. Transferring sound files from a recording device to a computer (D)  
1 2 3 4

**Section 3 – using ICT in teaching and learning (please circle as appropriate)**

50. These skills focus on ICT specifically for classroom use.  
1 2 3 4
51. Using ICT in lesson planning and preparation (E)  
1 2 3 4
52. Using ICT in administrative tasks such as pupil registration (E)  
1 2 3 4
53. Using IT for monitoring, recording, and assessing pupils' attainment, progress, and needs (E)  
1 2 3 4
54. Using correct procedures and terminology during lessons (E)  
1 2 3 4
55. Teaching whole class lessons using ICT (E)  
1 2 3 4
56. Using CD-ROMs to deliver a lesson (E)  
1 2 3 4
57. Evaluating the content of ICT resources in relation to age ranges, ability, and social background of pupils (E)  
1 2 3 4
58. Accessing current health and safety legislation relating to the use of computers (E)  
1 2 3 4
59. Setting up computer login details and passwords for pupils (D)  
1 2 3 4
60. Setting up and monitoring e-mail accounts to help pupils communicate and with other schools (D)  
1 2 3 4
61. Using computer generated visual images to enrich and enhance learning in the classroom (D)  
1 2 3 4

**Section 4 – additional ICT skills (please circle as appropriate)**

62. Loading and running new software onto a computer (D)

1 2 3 4

63. Compressing large files using a zip programme, and being aware of different formats when saving files (JPEG etc.) (N)

1 2 3 4

64. Creating and maintaining web pages/a website (N)

1 2 3 4

65. Managing large databases (N)

1 2 3 4

66. Setting up a computer network (N)

1 2 3 4

**Please mention any other ICT skills you have which have not been noted above**

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**Please use this space to note any areas of concern or development needs that you have that have not been noted in the above audit**

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