APPRENTICESHIP
WORKFORCE DEVELOPMENT

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FUNDED BY Department for Education

EAT Digital
A Guide for Practitioners

Nourishing Minds, Shaping Futures

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Introduction

Welcome to the **EAT Digital Guide**, a comprehensive roadmap designed to support practitioners in the apprenticeship sector as they navigate the complexities and opportunities of digital education.

Purpose

This resource is designed to complement the content of the AWD course 'Integration of on-the-job and off-the-job learning/training', 'Planning the integration of on and off-the-job training', 'Improving curriculum design for apprentice success', 'Planning Effective Curriculum Design' and 'Planning and maintaining high quality and effective teaching and training'. It can, however, also be used as a stand-alone resource if you haven't yet attended the courses.

How to use

Use as part of your integrated curriculum design or review to think about the methods you will rely on to allow apprentices to apply and reflect what has been learned. It promotes further thinking on how digital technology can aid learning in many ways using appropriate pedagogies.

In a world where technology evolves at an unprecedented pace, the ability to integrate digital tools effectively into vocational training has become essential. This guide introduces the three core **EAT Digital Principles**: (1) Ethical Digital Engagement (E), (2) Adaptive and Inclusive Digital Learning (A), and (3) Transformative Digital Education for Empowerment (T) - each designed to address distinct aspects of digital pedagogy and practice.

Through a blend of digital competencies and essential soft skills, this guide offers practitioners a holistic approach to creating engaging, inclusive, and impactful learning experiences. It details the **Apprenticeship Learning Journey**, highlighting key stages

where digital strategies can enhance the learning process, from onboarding to industry and employer collaboration.

To complement this guide, there is the **EAT Digital Self-Assessment**. It is a supportive and user-friendly questionnaire that integrates the stages of the apprenticeship learning journey with the EAT Digital Principles, allowing practitioners to evaluate their digital literacy, confidence, and competency levels comprehensively. Each question is meticulously cross-referenced to the **EAT Digital Competencies**, providing practitioners with a clear path for self-reflection and identifying areas for professional development.

A **Further Resources** section in Appendix A provides access to a range of tools, learning content, and platforms to support practitioners in implementing these principles effectively.

While the main body of the guide focuses on actionable strategies and insights, we also acknowledge the importance of a theoretical foundation. The alignment with the IDEAL Framework in Appendix B, offers a broader perspective on digital competencies. This appendix provides a deeper dive for those interested in the theoretical underpinnings and additional context of our digital principles.

Whether you're looking to refine your current digital teaching strategies or seeking to build your digital competency from the ground up, the EAT Digital Guide is here to support you on this journey.

Three Principles for Digital Competencies in Apprenticeship Education

1. Ethical Digital Engagement (E)

Ethical Digital Engagement focuses on individual behaviours and interactions within the digital world, aiming to cultivate a responsible, respectful, and secure online environment. This principle is crucial for practitioners and apprentices alike, as it underscores the importance of digital literacy, ethics, and wellness in professional and personal contexts. **(IDEAL equivalent to Managing the Digital Environment).**

2. Adaptive and Inclusive Digital Learning (A)

Adaptive and Inclusive Digital Learning shifts the focus to the design and delivery of training, advocating for learning spaces and content that are accessible and responsive to the diverse needs of all apprentices. It speaks directly to practitioners in the apprenticeship sector, emphasising the need to harness digital tools to create personalised and inclusive learning experiences. **(IDEAL equivalent to Using Digital Resources).**

3. Transformative Digital Education for Empowerment (T)

Transformative Digital Education for Empowerment, as a bridging principle, embodies the overarching goal of leveraging digital education for empowerment. It combines elements of ethical digital engagement and adaptive, inclusive learning to highlight the potential of digital technologies to transform lives. This principle encapsulates the vision of a digital education ecosystem that not only equips individuals with the necessary skills and knowledge for the digital age but also fosters a culture of lifelong learning, collaboration, and innovation. **(IDEAL equivalent to Professional Development).**

Together, these principles provide a comprehensive framework for practitioners in the apprenticeship sector, guiding the integration of digital technologies in a way that is ethical, inclusive, and transformative. By adhering to these principles, practitioners can ensure that their digital education practices not only meet the immediate learning needs of apprentices but also contribute to their long-term personal and professional development.

Competencies

Ethical Digital Engagement (E)

Ethical Digital Engagement (E) is a cornerstone principle for practitioners, especially in the digital age where the boundaries between technology and education continue to blur.

This principle emphasises the importance of **fostering a responsible, respectful, and secure digital environment for all user**s. Here are the key areas to consider under Ethical Digital Engagement and the aligned digital competencies, soft skills, and actionable insights for each of the seven key areas that is aimed at embedding this principle through specific actions and tools.

E1. Digital Literacy and Ethics

- **Description**: This area focuses on educating apprentices about the ethical use of digital resources, including understanding copyright laws, recognising and respecting privacy rights, and engaging in honest and responsible communication online. It also involves teaching apprentices how to critically evaluate information for accuracy and bias. This is about **Being Kind and Fair Online.**
- **Digital Competency**: Understanding and teaching the ethical use of digital content, including copyright laws, fair use, and citing sources.
- **Soft Skills**: Integrity, respect for intellectual property.
- **Actionable Insights**: Use tools like Turnitin to teach about plagiarism and good referencing, as well as Creative Commons for sourcing and attributing copyright-free resources. Conduct workshops on ethical online behaviour and copyright laws.

E2. Online Safety

- **Description**: Ensuring that practitioners and apprentices are aware of and can navigate the potential risks associated with digital activities. This includes cyberbullying, exposure to inappropriate content, and online scams. Developing strategies to mitigate these risks is essential, as is promoting an understanding of digital footprints and their long-term implications. This is about **Staying Safe and Keeping Private Things Private.**
- **Digital Competency**: Implementing strategies to ensure personal and apprentices' safety online.
- **Soft Skills**: Vigilance, empathy, and proactive communication.

- **Actionable Insights**: Educate on the use of privacy settings on social platforms and the importance of strong passwords. Run a session on creating strong passwords. Use examples to show what makes a password strong (like using a mix of characters, numbers and symbols) and introduce the concept of passphrase (a sequence of words or a sentence) for easier recall. Discuss the importance of not sharing passwords. Hold regular sessions on recognising and responding to cyberbullying and online harassment.

E3. Privacy and Security

- **Description**: Addressing the protection of personal information online through the understanding and application of security measures. This encompasses the use of strong passwords, the understanding of social manipulative tactics, and the application of privacy settings on social media and other online platforms to control the visibility and sharing of personal information. This is about **Being a Good Digital Neighbour.**

- **Digital Competency**: Securing personal data and training apprentices on data protection practices.

- **Soft Skills**: Responsibility, confidentiality.

- **Actionable Insights**: Guide apprentices through checking and updating their privacy settings on popular social media platforms. This can be a classroom activity where everyone reviews their own settings and learns how to limit what information they share online. Host an interactive workshop where you show examples of phishing emails and teach apprentices how to spot them. Discuss the common signs of phishing, such as urgent language, unexpected attachments, or links that don't match the supposed sender's website.

E4. Digital Citizenship

- **Description**: Encouraging responsible participation in digital communities. This involves teaching apprentices how to engage constructively in online discussions, understand the impact of their words and actions on the internet, and contribute positively to digital spaces. It also includes understanding the rights and responsibilities of digital citizens. This is about **Understanding What We See and Share.**

- **Digital Competency**: Cultivating a positive digital footprint and understanding the impact of one's actions online.

- **Soft Skills**: Accountability, community awareness.

- **Actionable Insights**: Projects on creating a positive online presence, using platforms like LinkedIn or personal blogs. Discuss real-life case studies of digital footprints impacting personal and professional lives. Incorporating lessons on writing professional emails, participating constructively in online discussions, and understanding the nuances of digital communication tones. Promoting healthy digital habits, including discussions on screen time management and the psychological impacts of social media.

E5. Ethical Decision-Making in the Digital World

- **Description**: Developing the ability to make informed and ethical choices regarding the use of digital technology and data. This area encourages critical thinking about the moral implications of digital actions and the consideration of fairness, respect, and empathy in digital interactions. This is about **Building a Friendly Online Community.**
- **Digital Competency**: Applying ethical frameworks to evaluate digital dilemmas and make informed decisions.
- **Soft Skills**: Critical thinking, ethical reasoning.
- **Actionable Insights**: Facilitate debates or role-play scenarios on digital ethics dilemmas, such as privacy vs. security or the ethics of AI use in workplaces. Use ethical decision-making models and frameworks in class discussions.

E6. Critical Thinking and Information Evaluation

- **Description**: Fostering the skills to critically assess the reliability and credibility of online information. This includes identifying bias, distinguishing between facts and opinions, and evaluating the sources of information for their legitimacy and intent. This is about **Making the Digital World Open to Everyone.**
- **Digital Competency:** Evaluating the credibility of online information and sources.
- **Soft Skills:** Analytical thinking, discernment.
- **Actionable Insights:** Teach how to use fact-checking sites (e.g., Snopes, Full Fact) and scholarly databases for research. Engage in activities that involve comparing information from multiple sources for reliability and bias.

E7. Sustainability and Environmental Stewardship

- **Description**: Foster responsible technology use with an eye toward environmental sustainability. This involves deepening our understanding of technology's ecological footprint - from energy consumption to electronic waste - and actively pursuing practices that mitigate these impacts. Embrace strategies such as efficient energy use, supporting green technology initiatives, and properly recycling or repurposing electronics to promote a healthier planet. This is about **Caring for Our Digital Planet.**
- **Digital Competency**: Promoting the responsible use of digital technologies with an emphasis on sustainability.
- **Soft Skills**: Environmental consciousness, innovation.
- **Actionable Insights**: Educate about and implement energy-saving settings on all devices used in the classroom, like dimming screens, using sleep mode, and shutting

down equipment when not in use. Transition to digital document management systems to reduce paper use. Use common platforms like Google Drive or Microsoft OneDrive for storing and sharing teaching materials and student submissions. Hold a class discussion on the concept of a digital footprint and its environmental impact. Explore topics like the energy cost of data storage and the benefits of streaming vs. downloading content. Lead a session on the smart usage of devices, including properly maintaining devices to extend their lifespan and the importance of updating software for security and efficiency.

By focusing on these key areas, Ethical Digital Engagement aims to cultivate a digital ecosystem that is respectful, secure, and conducive to learning and personal growth.

By focusing on these competencies, soft skills, and actionable insights, practitioners can fully embrace and embody the Ethical Digital Engagement principle. This structured approach not only helps in nurturing responsible digital citizens but also prepares apprentices for the complexities and ethical considerations of the digital world they will navigate in their personal and professional lives.

For practitioners it is about committing to regularly refreshing our knowledge on digital rights, privacy, and ethics to lead by example and offer informed guidance to apprentices. This is about upholding and modelling high standards of digital conduct and responsibility.

As practitioners we play a pivotal role in guiding apprentices to navigate digital spaces thoughtfully and ethically, preparing them not just for the digital economy, but for a society where digital interactions increasingly shape our understanding of the world and each other.

Adaptive and Inclusive Digital Learning (A)

A1. Personalised Learning Environments

- **Description**: Leverage digital tools to craft learning experiences that adapt to the individual apprentice's pace, interests, and learning needs. By using data analytics and adaptive learning technologies, practitioners can create a more engaging and effective learning journey for each apprentice. This is about **Making Learning Fit for Everyone.**

- **Digital Competency:** Designing and implementing learning paths that cater to individual apprentice needs, interests, and abilities.

- **Soft Skills:** Empathy, adaptability.

- **Actionable Insights:** Use adaptive learning platforms like Moodle or Canvas, which offer extensive customisation and flexibility to create personalised learning experiences. These platforms support the integration of various plugins and tools that can adapt to the specific needs, interests, and abilities of each apprentice, making them suitable for the diverse demands of apprenticeship and FE sectors.

A2. Universal Design for Learning (UDL)

- **Description**: Apply the principles of UDL to ensure that learning materials and practices are accessible and beneficial for all apprentices, regardless of ability or

background. This approach emphasises providing multiple means of engagement, representation, action, and expression to support diverse learning needs.
This is about **Teaching in a Way that Works for Everyone.**

- **Digital Competency:** Applying UDL principles to create accessible and engaging learning materials that accommodate diverse apprentices

- **Soft Skills:** Creativity, inclusivity.

- **Actionable Insights:** Use multimedia resources to offer information in a variety of formats, such as text, audio, video, and infographics, catering to diverse learning needs. Make use of platforms like Kahoot! or Quizlet to create engaging and interactive activities that encourage active participation and provide multiple ways for apprentices to demonstrate their understanding.

A3. Accessibility and Assistive Technologies

- **Description**: Commit to ensuring digital content and platforms are accessible to apprentices with disabilities by incorporating assistive technologies and adhering to web accessibility standards. This not only enhances learning opportunities for those with specific needs but also improves the overall learning experience.
This is about **Making Sure No One is Left Behind.**

- **Digital Competency:** Integrating assistive technologies and accessibility features into digital learning resources.

- **Soft Skills:** Awareness, problem-solving.

- **Actionable Insights:** Ensure digital content is readily accessible and provide training on the use of assistive technologies that enhance digital experiences. Check that digital content is compatible with screen readers (e.g., JAWS, NVDA) and provide alternatives for auditory and visual content. Raise awareness among apprentices about digital accessibility tools that can be valuable in their personal and professional lives, such as text-to-speech for reading documents or voice recognition for efficient task handling.

A4. Culturally Responsive Teaching

- **Description**: Embrace diversity in the digital learning environment by integrating culturally relevant materials and inclusive teaching practices. Recognising and valuing the cultural backgrounds and experiences of apprentices enriches the learning process and fosters a sense of belonging and engagement. This is about **Learning that Celebrates Everyone.**

- **Digital Competency**: Incorporating diverse cultural perspectives into digital content and pedagogical practices.

- **Soft Skills**: Cultural sensitivity, openness.

- **Actionable Insights**: Include materials that reflect a wide range of cultural backgrounds. Use global collaboration tools (e.g., Microsoft Teams, Google Meet,

Flipgrid) for projects that connect apprentices with peers from different cultures and backgrounds.

A5. Collaborative Learning Spaces

- **Description**: Use digital platforms to create spaces where apprentices can collaborate, share knowledge, and support each other's growth. This approach to learning harnesses the power of community and peer interactions to enhance the learning experience. This is about **Learning Together and Helping Each Other Grow.**
- **Digital Competency**: Creating digital spaces where apprentices can collaborate, share knowledge, and support each other's learning.
- **Soft Skills**: Teamwork, communication.
- **Actionable Insights**: Leverage collaborative tools like Google Workspace, Padlet or Miro for group projects and peer feedback. Foster a community of practice using forums or social media groups dedicated to class topics.

A6. Tailored Educator Development

- **Description**: Actively pursue professional development in digital skills that are relevant to your life, your vocational specialty, and your teaching practice. This ensures your approaches remain fresh, engaging, and tailored to meet the diverse needs of your apprentices. This is about continuously adapting your skillset to provide the most effective and inclusive learning experiences possible. This is about **Expanding Your Digital Toolbox.**
- **Digital Competency**: Engaging in continuous learning to enhance digital teaching strategies and understanding of adaptive learning technologies.
- **Soft Skills**: Lifelong learning, self-reflection.
- **Actionable Insights**: Participate in professional development courses on digital pedagogy and adaptive learning tools (e.g., Coursera, EdX). Join educator communities (e.g., ISTE, Educause) for sharing best practices and staying updated on the latest in education technology.

By focusing on these key areas, the Adaptive and Inclusive Digital Learning principle promotes a learning environment that is flexible, accessible, relevant, and responsive to the needs of all apprentices, ensuring that education is a tailored, inclusive, and collaborative journey.

By integrating these competencies, soft skills, and actionable insights, practitioners can foster an adaptive and inclusive digital learning environment that not only meets the diverse needs of apprentices but also encourages a rich, collaborative, and culturally responsive learning experience.

Transformative Digital Education for Empowerment (T)

T1. Empowered Learning through Digital Innovation

- **Description**: Harness the latest education technologies to transform the learning experience, making it more interactive, engaging, and relevant to real-world applications. This involves integrating artificial intelligence (AI), virtual and augmented reality (VR, AR, XR), simulations, robotics, and automation (IoT), as well as gamification to bring vocational and professional training to life. This is about **Creating Learning that Sticks.**
- **Digital Competency**: Incorporating cutting-edge digital resources and technologies into the learning experience to foster innovation.
- **Soft Skills**: Creativity, problem-solving, forward-thinking.
- **Actionable Insights**: Integrate tools like Generative AI (GenAI) Virtual Reality (VR) environments or coding platforms to simulate real-world scenarios or to teach problem-solving in a hands-on way. Introduce basic coding concepts using free online platforms like Scratch or Code.org where students can create simple projects, such as animations or games, to learn logic and problem-solving. Use free virtual tour resources or VR apps that can be accessed through smartphones or computers to take students on virtual field trips to museums, historical sites, or natural wonders. Employ AI chatbots like ChatGPT for answering subject-related queries, practising language skills, or explaining complex concepts in a conversational manner, which can be accessible even without advanced technology.

T2. Global Digital Connectivity

- **Description**: Expand the walls of the classroom by connecting with apprentices, practitioners, and industry experts around the world. Use digital tools to facilitate international collaboration projects, virtual exchanges, and cross-border initiatives that enrich apprentices' global perspectives. This is about **Opening Up a World of Learning Opportunities.**
- **Digital Competency**: Leveraging digital tools to connect with global learning communities and industry experts.
- **Soft Skills**: Cross-cultural communication, networking.
- **Actionable Insights**: Facilitate international collaboration projects using tools like X, LinkedIn and Skype or Zoom for virtual exchange and guest lectures from industry experts across the globe.

T3. Digital Entrepreneurship and Leadership

- **Description**: Encourage and nurture the skills necessary for digital entrepreneurship, such as initiative-taking, digital marketing, and online business management. Empower apprentices to become leaders who can leverage digital tools for starting initiatives, projects, or businesses. This is about **Innovating in the Digital World.**

- **Digital Competency**: Teaching the skills necessary for digital entrepreneurship, such as digital marketing and online business management.
- **Soft Skills**: Initiative-taking, strategic planning.
- **Actionable Insights**: Use platforms like Shopify for understanding e-commerce, or Google Analytics for digital marketing insights. Encourage apprentices to undertake micro-projects that involve creating business plans for online ventures.

T4. Data Literacy and Analytics

- **Description**: Develop a solid understanding of data literacy to analyse, interpret, and leverage data effectively in your teaching practice. Equip apprentices with the ability to understand data trends, making informed decisions based on digital information, a crucial skill in virtually all industries today. This is about **Understanding the Story that Data Tells Us.**
- **Digital Competency**: Cultivating the ability to understand and use data effectively for decision-making.
- **Soft Skills**: Analytical thinking, detail orientation.
- **Actionable Insights**: Introduce basic data analysis using Excel or Google Sheets and advance to using platforms like Tableau for data visualisation projects.

T5. Ethical Tech Innovation

- **Description**: Emphasise the importance of ethical considerations in technology use and innovation. Teach apprentices to critically assess the implications of new technologies on society and the environment, fostering a sense of responsibility towards ethical tech development and usage. **T**his is about **Making Sure Tech Advancements are Good for Everyone.**
- **Digital Competency**: Evaluating new technologies with a focus on ethical implications and sustainable practices.
- **Soft Skills**: Ethical judgment, responsibility.
- **Actionable Insights**: Organise debates or group discussions on topics like AI ethics, using case studies of current technologies. Engage with simulation games that involve making decisions about technology implementation.

T6. Digital Advocacy and Citizenship

- **Description**: Equip apprentices with the knowledge and tools to be advocates for positive change through digital channels. This includes understanding digital rights, contributing to policy discussions, and using digital platforms to campaign for causes they are passionate about. This is about **Championing Positive Change in the Digital Space.**

- **Digital Competency**: Using digital platforms to advocate for social causes and contribute to policy discussions.

- **Soft Skills**: Persuasion, civic engagement.

- **Actionable Insights**: Guide apprentices how to use social media effectively to highlight important issues by creating informative posts or sharing articles related to causes they care about. Host classroom debates on current events and encourage students to extend these discussions to class blogs or safe, moderated online forums to practice articulating and advocating for their views. Assist apprentices in setting up simple email campaigns or online petitions for college, university or community improvement projects using free online tools like Change.org or with built-in features on social media platforms.

T7. Lifelong Learning and Adaptability

- **Description**: Cultivate a mindset of continual growth and the ability to adapt to emerging digital trends and technologies. This commitment to ongoing learning ensures that both practitioners and apprentices can evolve with the digital landscape, maintaining relevance and competence in an ever-changing world. This is about **Thriving in the Digital Future.**

- **Digital Competency**: Maintaining an ongoing commitment to learning and adapting to new digital trends and practices.

- **Soft Skills**: Self-motivation, adaptability.

- **Actionable Insights**: Cultivate a personal learning network through platforms like LinkedIn Learning for professional growth. Encourage attendance at webinars and online workshops for continuous skill development.

By fostering these competencies and skills, practitioners empower apprentices not only to use digital tools effectively but also to think critically about their broader impact, enabling them to lead and innovate responsibly in the digital world.

Central to the spirit of Transformative Digital Education for Empowerment is the commitment to Lifelong Learning and Adaptability. Our digital journey doesn't just respond to the present but actively prepares us for the possibilities of tomorrow. By concentrating on these key areas, the Transformative Digital Education for Empowerment principle aims to broaden the scope of digital education, positioning it as a force for personal growth, industry innovation, and global connectedness. It's about empowering practitioners and apprentices alike to not just navigate but also shape the digital future.

The Apprenticeship Learning Journey

In this section, we're going to walk through the Apprenticeship Learning Journey. This journey is underpinned by our EAT Digital Principles—Ethical Digital Engagement, Adaptive and Inclusive Digital Learning, and Transformative Digital Education for Empowerment — each playing a pivotal role in every stage of an apprentice's development. From getting to grips with the basics in onboarding to teaming up with industry professionals, we'll break down each key stage to not only equip apprentices with the necessary tools for today's

digital landscape but also foster the agility and insight needed for the workplaces of tomorrow. There are five journey stages:

Onboarding

During the onboarding stage, apprentices are introduced to the digital tools and platforms they will use throughout their learning journey.

EAT Digital Integration:

- **Ethical Digital Engagement:** Apprentices learn about digital ethics, online safety, and how to maintain a professional digital presence.
- **Adaptive and Inclusive Digital Learning**: The use of personalised learning environments and accessibility tools is emphasised to cater to individual needs from the outset.
- **Transformative Digital Education for Empowerment:** Encourages apprentices to embrace a mindset of innovation and adaptability as fundamental components of their learning journey.

Curriculum Design

The curriculum is crafted to not only cover industry-specific knowledge but also to develop digital competencies and soft skills.

EAT Digital Integration:

- **Ethical Digital Engagement**: Curriculum design includes modules on digital citizenship, ensuring apprentices understand the ethical considerations of their actions online.
- **Adaptive and Inclusive Digital Learning**: UDL principles guide curriculum design, ensuring all learning materials are accessible and diverse learning needs are met.
- **Transformative Digital Education for Empowerment**: The curriculum includes projects that promote digital innovation and leadership, preparing apprentices for future challenges.

Tutoring and Mentoring

Tutoring and mentoring sessions provide support and guidance through personalised interactions, reinforcing the digital competencies and fostering growth.

EAT Digital Integration:

- **Ethical Digital Engagement**: Mentors emphasise the importance of ethical decision-making in the digital space during tutoring sessions.
- **Adaptive and Inclusive Digital Learning**: Tutors use assistive technologies to support apprentices ' unique needs, promoting inclusive learning.
- **Transformative Digital Education for Empowerment**: Mentoring involves guiding apprentices through data literacy, analytics, and digital entrepreneurship to empower them in their personal and professional development.

Assessment and Feedback

Assessments are designed to measure not just vocational skills but also digital competencies, while feedback is provided through digital channels to encourage continuous improvement.

EAT Digital Integration:

- **Ethical Digital Engagement**: Digital tools are used to ensure assessments are conducted with integrity and security.
- **Adaptive and Inclusive Digital Learning**: Feedback is personalised and delivered through accessible formats, with the use of digital platforms that allow for varied expressions of knowledge.
- **Transformative Digital Education for Empowerment**: Feedback mechanisms encourage reflection on ethical technology use and digital advocacy skills.

Industry Collaboration

Collaboration with industry partners provides apprentices with real-world experience and insights into the application of their digital competencies in the workplace.

EAT Digital Integration:

- **Ethical Digital Engagement**: Industry collaborations offer apprentices scenarios to practice and reflect on their ethical digital engagement in professional contexts.
- **Adaptive and Inclusive Digital Learning**: Partnerships are leveraged to provide apprentices with access to diverse technologies and learning experiences.
- **Transformative Digital Education for Empowerment**: Industry projects empower apprentices to apply digital innovation and data analytics skills in authentic work settings.

Continuous Professional Development

Practitioners and trainers engage in ongoing development to stay abreast of digital trends and pedagogical strategies, ensuring that the apprenticeship learning journey is supported by the latest in digital education.

EAT Digital Integration:

- **Ethical Digital Engagement**: Professional development includes upskilling in areas like online safety and digital privacy.
- **Adaptive and Inclusive Digital Learning**: Practitioners learn to implement and refine UDL and accessibility tools within their teaching practice.
- **Transformative Digital Education for Empowerment**: Training focuses on advancing practitioners' own data literacy and digital innovation skills to enhance the learning journey.

By weaving the EAT Digital Principles and Competencies throughout the apprenticeship learning journey, practitioners can create a robust, dynamic, and future-ready experience

that prepares apprentices not only for their immediate roles but also for long-term career success in a digital world.

To further support this process, we recommend using the accompanying EAT Digital Self-Assessment resource. This resource is designed to help practitioners reflect on their own digital literacy, confidence, and competency levels, ensuring they are fully equipped to implement these principles effectively. By engaging with in a process of self-assessment, practitioners can identify areas for growth and development, enhancing their ability to foster an enriching learning environment that is aligned with the EAT Digital Principles.

Conclusion

In conclusion, the EAT Digital Principles, supported by a selection of practical resources, lay down a comprehensive foundation for practitioners in the apprenticeship sector aiming to integrate digital skills and competencies into their teaching practices. This guide not only charts a clear course for embedding digital technologies within vocational education but also ensures that apprentices are well-prepared for the digital dimensions of today's workplace.

For those seeking to explore deeper into the specifics of digital competencies, the alignment with the IDEAL framework is detailed in Appendix B. This appendix serves as a supplementary resource, offering additional insights without overwhelming the core guidance provided.

Additionally, the accompanying EAT Digital Self-Assessment resource provides a structured opportunity for practitioners to evaluate their own digital literacy, confidence, and competency levels in alignment with the EAT Digital Principles. This self-assessment is crucial for identifying personal development areas and ensuring the effective implementation of digital strategies in education.

Through this approach, the guide strives to facilitate a digital strategy in apprenticeship teaching, learning and assessment that is both accessible and impactful, equipping educators with the tools and insights needed to navigate and thrive in the digital learning landscape.

Appendix A – Further Resources

Digital Tools

- **Change.org**
  A website that allows individuals and organizations to start campaigns, mobilise supporters, and work with decision makers to drive solutions. (Free option available) Accessed March 25, 2024, from https://www.change.org

- **Canvas**
  A comprehensive learning management system (LMS) that allows practitioners to create a personalised learning experience for students. (Free option available) Accessed March 17, 2024, from https://www.canvaslms.com

- **ChatGPT**

An AI-driven chatbot that can answer questions, provide explanations, and offer a variety of learning content across numerous subjects. (Free option available) Accessed March 17, 2024, from https://chat.openai.com

- **Educause**
  A non-profit association whose mission is to advance higher education through the use of information technology. (Membership required for full access)
  Accessed March 25, 2024, from https://www.educause.edu

- **Flipgrid**
  A social learning platform that allows educators to ask a question, then the students respond in a video. (Free to use)
  Accessed March 25, 2024, from https://www.flipgrid.com

- **Full Fact (UK)**
  It is the UK's independent fact-checking charity, which provides tools to verify information, focusing on areas such as politics, health, and the media. (Free to use)
  Accessed March 18, 2024 from https://fullfact.org

- **Google Analytics Academy**
  Offers free online courses from Google to help you understand Google Analytics and data analysis. (Free to use)
  Accessed March 25, 2024, from https://analytics.google.com/analytics/academy/

- **Google Workspace for Education**
  A suite of Google tools and services that are tailored specifically for schools and homeschools to collaborate and innovate. (Free option available)
  Accessed March 17, 2024, from https://edu.google.com/workspace-for-education

- **JAWS (Job Access With Speech)**
  A screen reader, developed for computer users whose vision loss prevents them from seeing screen content or navigating with a mouse. (Subscription required)
  Accessed March 25, 2024, from
  https://www.freedomscientific.com/products/software/jaws

- **Kahoot!**
  A game-based learning platform used as education technology in schools and other education institutions. (Free option available)
  Accessed March 17, 2024, from https://www.kahoot.com

- **MindMeister**
  An online mind mapping tool that lets you capture, develop, and share ideas visually. (Free option available) Accessed March 17, 2024, from https://www.mindmeister.com

- **Miro**
  An online collaborative whiteboarding platform to bring teams together, anytime, anywhere. (Free option available)
  Accessed March 25, 2024, from https://www.miro.com

- **Moodle**
  An open-source learning platform designed to provide practitioners, administrators, and apprentices with a single robust, secure, and integrated system to create personalised learning environments. (Free to download and use)
  Accessed March 17, 2024, from https://www.moodle.org

- **NVDA (Nonvisual Desktop Access)**
  A free and open-source screen reader for Windows that enables blind and vision-impaired people to use computers. (Free to use)
  Accessed March 25, 2024, from https://www.nvaccess.org

- **Padlet**
  An application to create an online bulletin board that you can use to display information for any topic. (Free option available)
  Accessed March 17, 2024, from https://www.padlet.com

- **Quizlet**
  A mobile and web-based study application that allows students to study information via learning tools and games. (Free option available)
  Accessed March 17, 2024, from https://www.quizlet.com

- **Shopify**
  A commerce platform that allows anyone to set up an online store and sell their products. (Subscription required)
  Accessed March 25, 2024, from https://www.shopify.com

- **Skype**
  A telecommunications application that specialises in providing video chat and voice calls between computers, tablets, and mobile devices. (Free option available)
  Accessed March 25, 2024, from https://www.skype.com

- **Snopes**
  One of the longest-running and well-known fact-checking websites that debunks myths, rumours, and misinformation circulating online. (Free to use) Accessed March 18, 2024 from https://www.snopes.com

- **Tableau**
  A visual analytics platform transforming the way we use data to solve problems. (Subscription required for full features)
  Accessed March 25, 2024, from https://www.tableau.com

- **Turnitin**
  An Internet-based plagiarism detection service which is widely used by schools and universities. (Subscription required)
  Accessed March 17, 2024, from https://www.turnitin.com

- **VR and Education Wakelet Collection**
  A curated collection of virtual reality resources for education purposes created by Vikki Liogier. (Free to use) https://wakelet.com/wake/iiitkVjJypUg337ccSHLs

- **X (formerly Twitter)**
  A social networking service on which users post and interact with messages known as "tweets." (Free to use) Accessed March 25, 2024, from https://twitter.com

- **Zoom**
  A cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both. (Free option available)
  Accessed March 25, 2024, from https://www.zoom.us

Training

- **Accessibility Webinars**
  An Education and Training Foundation (ETF) webinar recordings collection focused on enhancing accessibility in digital education. (Free to access) Accessed March 17, 2024, from https://www.et-foundation.co.uk/professional-development/edtech-support

- **Coursera**
  An online learning platform that offers courses, specialisations, and degrees in a variety of subjects. (Free to enrol, with paid certificates) Accessed March 17, 2024, from https://www.coursera.org

- **EdX**
  A trusted platform for education and learning, offering apprentices around the world access to online courses and degrees from top universities. (Free to enrol, with paid certificates) Accessed March 17, 2024, from https://www.edx.org

- **ETF Learning Platform**
  An Education and Training Foundation (ETF) training platform offers various courses and resources for professional development in education, including digital skills and pedagogy. (Free to enrol, with a range of free and paid courses) Accessed March 17, 2024, from https://learning.etfoundation.co.uk.

- **International Society for Technology in Education (ISTE)** It is a non-profit organisation that works with the education community to accelerate the use of technology to solve tough problems and inspire innovation. It provides standards for learning, teaching, and leading in the digital age. (Some resources for free, full access requires membership) Accessed March 18, 2024 from https://iste.org

- **Jisc**
  Jisc supports UK education and research by promoting the use of digital technologies. It offers a wide range of resources, including digital tools, research data management, and advice on digital strategy implementation. (Many resources and services are available for free to member institutions, while some specific services may have associated costs.) Accessed March 17, 2024, from https://www.jisc.ac.uk

- **LinkedIn Learning**
  An online learning platform that helps individuals and organisations discover and develop business, technology-related, and creative skills through expert-led course videos. (Subscription required)
  Accessed March 17, 2024, from https://www.linkedin.com/learning

- **Microsoft Learn**
  A Microsoft platform that provides free online training and learning paths for various Microsoft products and technologies. (Free to enrol, with a range of free and paid courses) Accessed March 17, 2024, from https://learn.microsoft.com/en-us/training

- **The National Cyber Security Centre**
  Helping to make the UK the safest place to live and work online.
  Accessed March 23, 2024, from https://www.ncsc.gov.uk/section/advice-guidance/all-topics

Other Frameworks

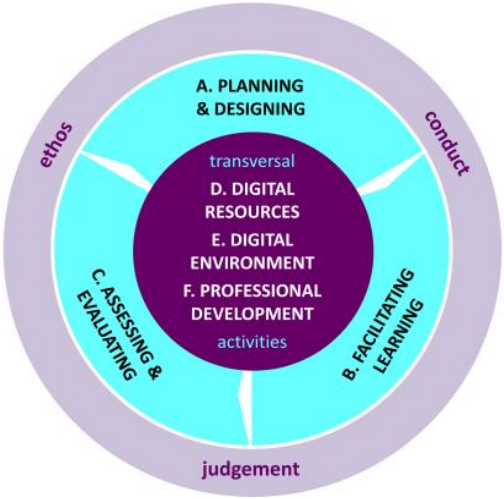
- **Digital Skills and Characteristics Framework**
  The Institute for Apprenticeships and Technical Education's comprehensive guide developed for Trailblazer Groups and Route Panels, aimed at enhancing digital skills within apprenticeship programmes. (Free to use)
  Accessed March 25, 2024, from
  https://www.instituteforapprenticeships.org/media/gytp1kmq/digital-skills-and-characteristics-framework-web-version.pdf

- **Digital Teaching Professional Framework (DTPF)**
  The DTPF is a competency framework to support practitioners in the development of digital skills. (Free to access) Accessed March 17, 2024, from https://www.et-foundation.co.uk/professional-development/edtech-support/digital-skills-competency-framework

- **IDEAL Competency Framework** This framework provides guidance for practitioners in HE/HVET to effectively integrate digital pedagogy. (Free to access) Accessed March 17, 2024, from https://www.idealdigital.info

- **Universal Design for Learning (UDL) Guidelines** UDL Guidelines are a tool used in educational practice to implement Universal Design for Learning, a framework to improve and optimise teaching and learning for all people based on scientific insights into how humans learn. (Free to access) Accessed March 18, 2024, from https://udlguidelines.cast.org

Appendix B - IDEAL Competence Framework



The IDEAL Digital Education Competence Framework, specifically designed for practitioners and trainers in higher education and vocational education and training, aligns seamlessly with the EAT Digital Principles. Each aspect of the IDEAL framework can be enhanced by the focus areas of Ethical Digital Engagement (E), Adaptive and Inclusive Digital Learning (A), and Transformative Digital Education for Empowerment (T).

Ethical Digital Engagement (E)

In the context of the IDEAL framework, this principle emphasises:

- **Ethos, Conduct, and Judgement**: Ethical Digital Engagement ensures that practitioners start with the effectiveness of learning as the objective, using digital media to enhance learning experiences responsibly and inclusively.

- **Planning and Designing**: In planning activities or entire sessions, the ethical use of materials and devices is paramount, as is designing for maximum accessibility and inclusivity.

- **Professional Development**: Ethical Digital Engagement encourages practitioners to take opportunities for improving their knowledge and skills in digital learning and teaching, ensuring ethical, privacy-focused, and secure digital environments.

Adaptive and Inclusive Digital Learning (A)

Adaptive and Inclusive Digital Learning applies to:

- **Using Digital Resources**: This area involves searching for, evaluating, and creating digital resources. Practitioners are encouraged to ensure that these resources are accessible and support different learning needs, thus embodying the Adaptive and Inclusive Digital Learning principle.

- **Managing the Digital Environment**: Adaptive learning requires making adjustments to support individual apprentices, which could involve using assistive technologies and making digital content compatible with diverse hardware, software, and apprentices ' needs.

Transformative Digital Education for Empowerment (T)

This principle comes into play when considering:

- **Facilitating Learning**: Managing learning processes and digitally mediated learning in a way that maximises apprentice participation and encourages the development of learning communities aligns with the empowerment aspect. It fosters apprentices' ability to manage their own learning and supports their engagement through relevant digital channels.

- **Reviewing, Assessing, and Evaluating**: Evaluating teaching and learning effectiveness and seeking feedback for improvement embodies the transformative aspect of this principle. Using digital tools for feedback and evaluations allows practitioners to make data-informed decisions that can lead to enhanced teaching practices.

Each component of the IDEAL framework is interwoven with the EAT Digital Principles, creating a synergy that emphasises a holistic approach to digital education. This comprehensive alignment ensures that practitioners not only possess the necessary competencies but also approach digital education with an ethical, adaptive, and transformative mindset, essential for cultivating a successful learning environment in the digital age.