

Self-assessment

Identify how many of the following statements apply to your own institution

Statement	Applies?
Recognition of the importance of i-skills	
1. Institution managers are committed to up-skilling existing and future staff to excel in their use of information	<input type="checkbox"/>
2. Gaps in i-skills are routinely picked up during induction of new staff and are addressed by appropriate training	<input type="checkbox"/>
3. There are support and/or rewards mechanisms in place for staff who enhance their information skills; these may be linked to existing performance /reward frameworks	<input type="checkbox"/>
4. My institution has an i-skills strategy that will inform training and development activities	<input type="checkbox"/>
5. i-Skills are evident in our programme/curriculum development plans	<input type="checkbox"/>
Institutional environment	
6. My institution encourages a climate of cooperation, collaboration, and sharing of information and expertise	<input type="checkbox"/>
7. Collaboration exists amongst teaching staff, departmental staff, librarian/ learning resource staff, learning technologists, staff developers	<input type="checkbox"/>
8. Teaching is student-centred, with an emphasis on independent/active learning	<input type="checkbox"/>
9. My institution is actively seeking new ways to harness technology in support of progress	<input type="checkbox"/>
Information infrastructure	
10. My institution has a robust IT infrastructure	<input type="checkbox"/>
11. Adequate resources are in place to support development and maintenance of an institution intranet to facilitate flow and availability of internal documentation	<input type="checkbox"/>
12. My institution offers staff and students access to a wide variety of relevant digital and print information resources	<input type="checkbox"/>
Your Score:	<input type="checkbox"/>

Score analysis

Total the number of statements you agree with:

0–4

Consider initiating a discussion amongst the key stakeholder groups within your institution

- Invite managers responsible for staff development, teaching and learning, library and information services etc... to a meeting to discuss developing an i-skills strategy
- Review existing i-skills provision
- Identify sources of information and advice on i-skills
- Identify current providers of training and materials to support i-skills development

5–8

Examine ways in which you could formalise current practice and link it more effectively to your institution's key aims

- Consider whether i-skills can be incorporated into the remit of an existing committee eg teaching and learning forum; curriculum development; staff training and development
- Identify where i-skills can be incorporated into existing practice eg include i-skills as part of programme reviews, incorporate i-skills into staff induction programmes
- Identify which of the drivers listed below could be harnessed to progress the development and sustainability of i-skills

9 and above

Continue to develop existing good practice

- Explicitly align i-skills development to institutional key aims
- Identify performance measures to assess success of current provision
- Ensure evaluation and feedback mechanisms are in place
- Share your good practice with others

For further information on staff i-skills, or for more copies of this self-assessment questionnaire go to www.jjisc.ac.uk/cpdresources