

Supporting Digital Capabilities Terms of Reference

[Our Future](#) calls for both students and staff to develop and embrace digital capabilities. The 'Supporting digital capabilities' group will act to identify, support and implement approaches to promote this message across our institution.

To enable this, our University needs to facilitate both individual and institutional development to fulfil our potential as a digitally capable organisation. These approaches are to be addressed by combining personalised opportunities, so the skills developed are relevant for individuals - students, staff and Programmes of study, with the oversight and development of an embedded, institutional approach.

Our vision for digital capabilities for students, staff and our Institution is as follows:

For Students:

Students are appropriately supported to develop the digital capabilities necessary to prepare them for their University studies and the workplaces beyond:

- Support for digital capabilities is available at every point of the student journey, enabling development and cultivating confidence.
- Transparency about the digital skills being developed through Programme or extracurricular studies empowers students to be able to recognise and communicate their capabilities to potential employers.

For Staff:

Staff are supported to develop and maintain digital capabilities relevant to their roles:

- Support for digital capabilities is signposted and available from Induction, enabling development / enhancement and cultivating confidence.

For the Institution:

Staff and students are digitally capable as appropriate for their roles / studies and digital capabilities are integrated, again, as appropriate, into our University's culture and practices:

- A shared language is provided around digital capabilities at our University, raising awareness and fostering understanding.
- Our practices reflect our University's commitment to support the appropriate digital capabilities development of our students and staff.

Responsibilities

To inform strategy and identify and implement approaches and deliverables to support student, staff and institutional digital capabilities

- Agree membership and establish TOR for group (first meeting, revisited as appropriate)
- Agree frequency of meetings (first meeting)
- Establish approaches and requirements for staff and student support
- Review of data - Institutional data dashboard from Discovery tool and other relevant sources
- Identify approaches / actions to inform strategy and deliverables
- Operationalise / deliver solutions to support student and staff digital capabilities at UoM
- Share and promote best practice internally and externally

Membership

- Student Union representation – Emma Bramwell, Education Manager SU
- Accessibility representative – Louise Pepper-Kernot
- Careers representatives – Amanda Conway (FBMH, FSE), Caroline Everson (FHums)
- EDI representative – Rachel Cowen
- FBMH elearning representative – Paddy McLaughlin
- FHUMS elearning representative – Stuart Phillipson
- FHUMS academic representative – Chris Godden
- FSE elearning representative – Francesca Demontis
- FSE academic representative – Andrew Horn
- Flexible Learning Academic lead for Digital Learning – Steve Pettifer
- Flexible Learning Academic Lead for the Digital Learning Environment – Caroline Bowsher
- Flexible Learning Academic lead for Digital Skills and Literacy; FBMH academic representative - Jane Mooney (Chair)
- ITS representative – Kim Comer
- ITL representative – Freya Corrywright
- Head of digital learning – Ian Hutt
- Library representative – Chris Millson
- Manchester Access Programme representative – Charlotte Stringfellow
- People & Organisational Development representative – Tracy Kaar
- Staff development representative(s) – Debs Bunker, Nick Savage
- Researcher Development representative – Alys Kay
- UCIL representative – Alice Godliman
- FL Comms Representative – Lara Curtin
- FL Project Manager – Hannah Brown
- FL Project Administrators

With further FL support as appropriate.

Reports to Flexible Learning Embedding group, Delivery group and Board, as appropriate.