



Rough Diamonds: Digital Literacy with the Garbos



Some context.....starring several course participants

<https://www.youtube.com/watch?v=QZTBc5FX-Oc>



The workplace

- City of Sydney Council
- Outdoor workers teams
- Lots of in-house training
- Digitisation, paperless



The learners

“Classic” Adult Basic Ed students??

- Mostly English speaking background
- Mostly over 45
- Mostly schooled to Yr 9 or less



WELL may you ask about its history.....

Round 1 2014

literacy program

Round 2 2014- 2015 WELL

literacy and digital

Round 3 2018

new digital pilot

Round 4 2019

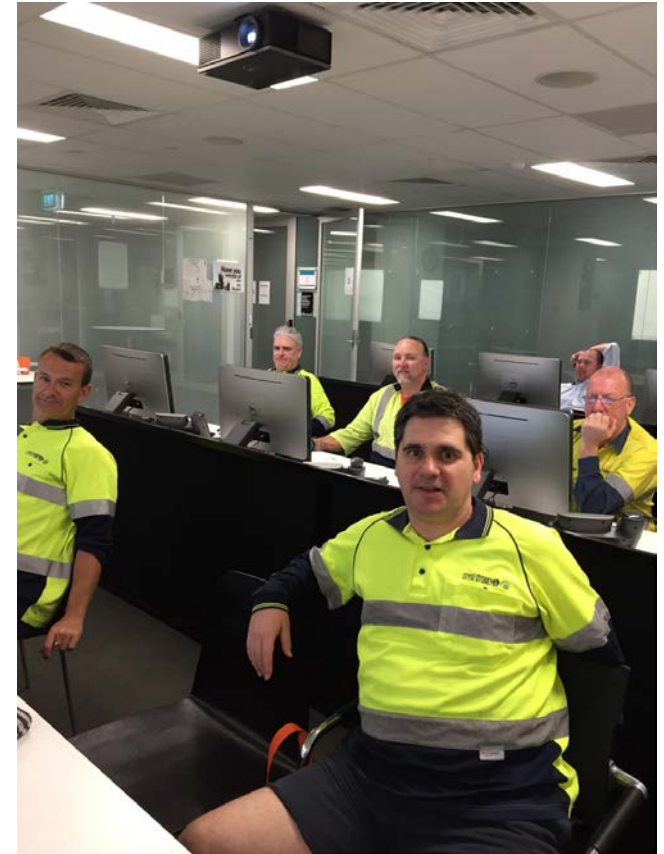
digital

Round 5 2020 ???



What do we cover?

- Logon, passwords
- Desktop, mouse, keyboard, navigation
- Email focus – reading & writing online texts
- File management and saving
- In-house HR systems
- **Critical literacy *Why? Who?***
- ***MyGov* account**
- **Big picture, how systems link together.....or not!**

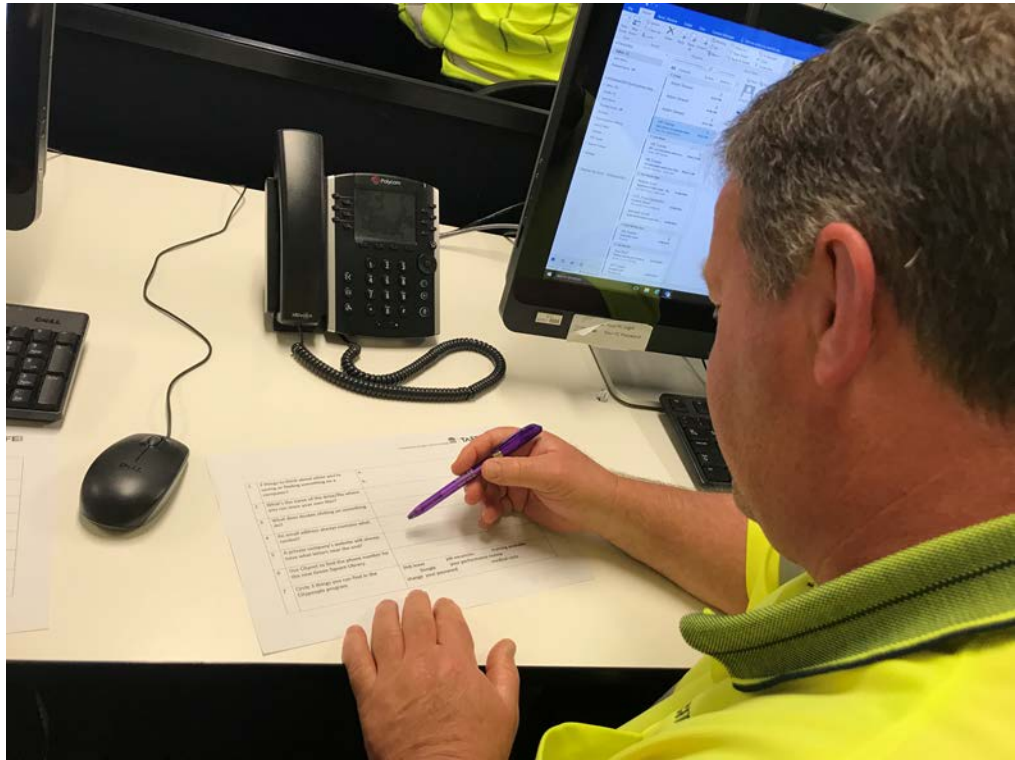


Why has it worked well?

- Adult education, not “training”
- R-E-S-P-E-C-T, humour, relevance
- Activity based
- Customized content
- Interaction, negotiation, discussion
- ‘Spiral’ format – lots of revision



Some samples



Keyboard and Computer Jargon

Open up Word and type in exactly what's in the box.

I am a student in the Digital Literacy program at City of Sydney Council.

To log in to the computer I press Ctrl and Alt and Del.

The keys I am using are:

enter

Shift

CAPSLOCK

space bar

1 2 3 4 5 6 7 8 9 10

Comma,,,,,,

Full stop.....

Dollars \$

My name is (type your name).

Add more space

Add words

Cut out words or

Cut out and add

Sports facilities open to the public.

Many sports facilities are managed by the City of Sydney. From AFL ovals to baseball diamonds **or cricket nets**, we have a spot dedicated to your favourite sport.

Please note you may need to contact us in advance to book a sports field and reserve your spot for some venues. Other places, such as the skateboarding ramps, don't need to be reserved and are open ~~to the public~~ at all times.

Some facilities are closed in wet weather. If you would like to check the status of a City sports ground, please contact ~~our information line~~ **us** on 02 9246-7708 **5555**

We hope you enjoy your game.

Revision - what's in each app? *The first one is done for you...cross them off as you go*

- Courses & training*
- Payslips*
- Leave guidelines & rules*
- Apply for leave*
- Link to public website*
- Accident reports*
- Check how much leave I have*
- Job ads*
- Change address*
- Performance review*
- Search for phone number*
- ~~Safety management~~*

Citynet	Citypeople	Kiosk
<i>Safety management</i>		



Send

To... HRTrainer

Cc...

Subject Staff BBQ

bill

[iam not a veteran i like k.f.c and hamburgers](#) regards Lance

From: HR Trainer <HRTrainer@cityofsydney.nsw.gov.au>

Sent: Wednesday, 12 June 2019 11:28 PM

To:

Subject: staff BBQ

All Council Staff attending the Digital Literacy program are invited to an all-day BBQ as a thank you for developing your skills. There will be unlimited free beer and karaoke. Also pony rides.

Date: Friday 1 April 2019

Time: 6am to 6 pm

Location: Bay St Depot

Please RSVP to let us know if you are coming and if you are vegetarian or not.

Regards

Your Joking Teacher

.....and finally...

**Digital literacy is more fun than
ordinary literacy in the workplace**

Material Safety Data Sheets???

Safe Working Methods Sheets???



We really need a new funded WELL scheme