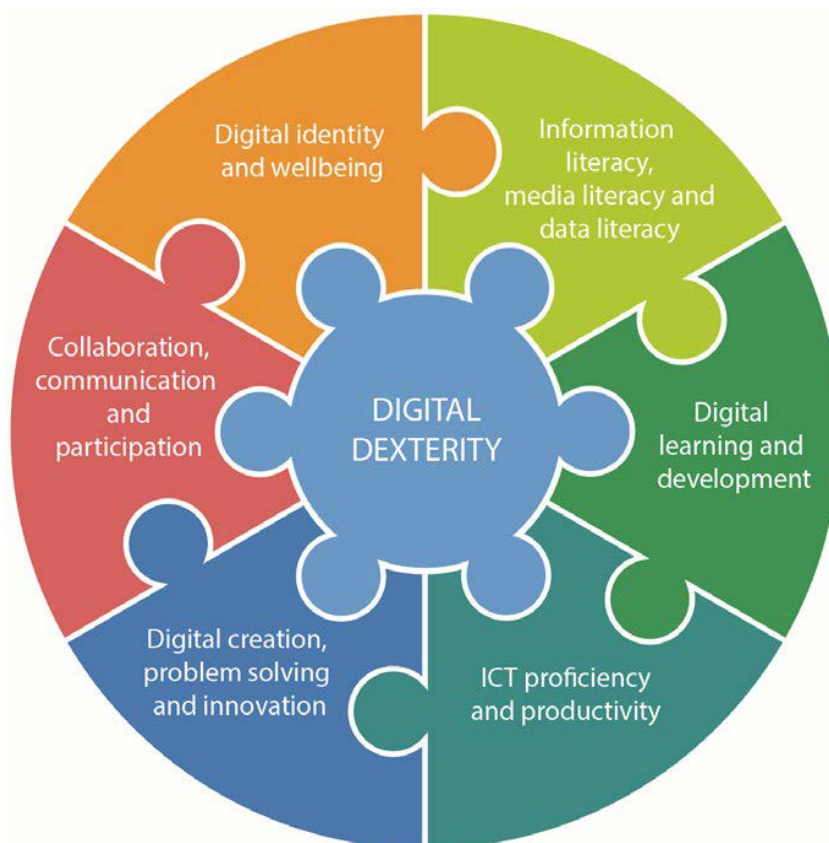# Council of Australian University Librarians (CAUL) Digital Dexterity Framework

Digital dexterity is a critical component in the success of digital societies: it encompasses the "cognitive ability and social practice needed to leverage and employ various types of media, information and technology for advantage in unique and highly innovative ways that optimise personal and business value" (Gartner 2015, p.3). CAUL extends this definition to include active participation in all aspects of work and life in a digital world, so that people develop the skills, knowledge and understanding to help them live, learn and work in a digital society. This framework, based on the Jisc Digital capabilities framework, outlines the skills and capabilities that students will need to succeed in the workforce of the future. It is intended for institutions to adopt and adapt as needed.

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ICT proficiency and productivity

Attributes:	Understands:	Is able to:
• Agility • Creativity • Cognitive flexibility • Versatility	• how to choose relevant software/apps • basic concepts in computing coding, information processing • how programs/systems interoperate • format obsolescence • how digital technology is changing practices at work, home, in social and public life	• use email and other digital communication tools • use ICT-based tools to perform tasks effectively, productively and with attention to quality • evaluate and choose devices, applications, software and systems relevant to different tasks

Digital learning and development

Attributes:	Understands:	Is able to:
• Willing lifelong learner • Self-direction • Self-reflection • Adaptability • Confidence	• opportunities and challenges involved in learning online • personal needs and preferences as a digital learner • importance of lifelong learning for personal development	• identify and use digital learning resources • use learning apps to organise, plan and reflect on learning • monitor personal progress • manage time and tasks

Digital creation, problem solving and innovation

Attributes:	Understands:	Is able to:
• Creativity • Judgement and decision-making • Critical thinking • Versatility	• the digital production process • IP, copyright and licensing essentials • digital research methods • different data analysis tools and techniques • innovation, enterprise and project management in digital settings	• design and/or create new digital media (e.g. audio and visual) • use digital research to solve problems • collect and analyse data using digital tools and techniques and interpret findings • adopt and develop new practices with digital technology in different settings • use digital technologies to develop new ideas, projects and opportunities • share evidence and findings using digital methods

Collaboration, communication and participation

Attributes:	Understands:	Is able to:
• Communication • Collaboration/ teamwork • Self-direction	• features of different digital media and tools used for collaboration and communication • the range of communication norms and needs • how digital media and networks influence social behaviour	• communicate effectively in digital media and spaces • participate in digital teams and working groups • use shared productivity tools to collaborate effectively, produce shared materials and work effectively across cultural, social and linguistic boundaries • participate in, facilitate and build digital networks

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DIGITAL DEXTERITY

Information literacy, media literacy and data literacy		
Attributes: • Creativity • Critical thinking • Cognitive flexibility • Judgement and decision making	**Understands**: • copyright and open access alternatives • how data is used in professional and public life • legal, ethical and security guidelines in data collection and use • how algorithms work • how personal data may be collected and used • digital media as a social, political and educational tool • digital media production as a technical practice	**Is able to**: • critically evaluate information in terms of its provenance, relevance, value and credibility • collate, manage, access and use digital data • analyse and interpret data and other digital information • critically receive and respond to messages in a range of digital media
Digital identity and wellbeing		
Attributes: • Versatility • Critical thinking • Adaptability • Judgement and decision making • Communication • Confidence	**Understands**: • reputational benefits and risks involved in digital participation • benefits and risks of digital participation in relation to health and wellbeing	**Is able to**: • develop and project a positive digital presence and manage digital reputation across a range of platforms • collate and curate personal materials across digital networks • review the impact of online activity • ensure personal health, safety, and work-life balance in digital settings • act safely and responsibly in digital environments • manage digital workload • act with consideration for the human and natural environment when using digital tools

References

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