



Building Digital Skills Grant

Program Guide only for Round 13



Good Things
Australia

Building Digital Skills Grant Program Guide – Only for Round 13

This guide is for Good Things' network organisations that have been awarded a [Building Digital Skills Grant](#) Round 13 through the Be Connected program.

Key info about this grant

Good Things program: Be Connected | Building Digital Skills Grant | Round 13

Target audience: People aged over 50 years

Grant objective: Use grant funds and Be Connected learning resources to provide free digital skills support to over-50s in your community.

Grant term: 12 months

Number of people you need to support: 15 to 300 people, depending on your grant contract.

Learner requirements: complete 10 topics with new learners and 15 topics with existing learners.

Special conditions: If you have a "Targeted" or "Specialist" Building Digital Skills grant contract, you will have specific additional requirements you need to follow. This may include supporting people in remote/regional locations, who have disability, First Nations or CALD communities.

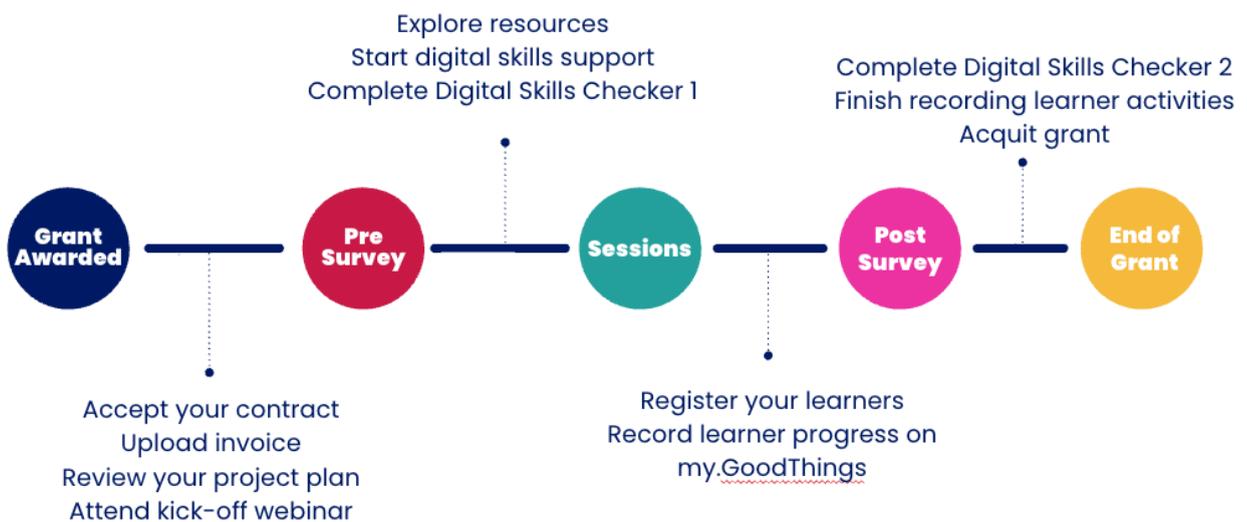
Check your grant guidelines and contract in [my.GoodThings website](#) to get to know your specific requirements under this grant and learn more.

What you need to do

Over the 12-month grant period, you need to:

1. Accept your contract and submit your invoice to [my.GoodThings website](#)
2. Review your project and budget plan
3. Attend the mandatory kick-off webinar and explore mentor resources
4. Provide digital skills support for over 50, using the Digital Skills Checker - Getting Started (baseline survey) to understand their learning needs
5. Register learners and record the topics they have completed in my.GoodThings website
6. Complete your Digital Skills Checker - Your Progress Checker (progress survey) with learners
7. Acquit your grant on the my.GoodThings website

Building Digital Skills grant timeline



Your digital skills support

Your organisation can design the digital skills support you provide using this grant funding and the topics you cover to meet the needs of your community. Use your project plan and Digital Skills Checker results as a guide to how you will deliver these topics.

You can choose to deliver your grant-funded support through:

1. **Group mentoring sessions** – Support learners in a group setting. Ensure each participant has a device and guide them step-by-step through topics by using various activities from the Be Connected eSafety website*. Use practical activities to make it fun and relevant.
2. **One-on-one support sessions:** Support individual learners in person. Guide them step-by-step through topics by using various activities from the Be Connected eSafety website*. Use practical activities to make it fun and relevant.

Top Tip: Develop a system for tracking learner progress at the start of your program.

*Be Connected eSafety website

The free [Be Connected eSafety website](#) is available to support your Building Digital Skills program. This website contains online learning activities covering various topics.

Activities completed by your learners on the Be Connected eSafety website must be recorded in [my.GoodThings website](#) to acquit your grant.

For example: 'What is a phishing scam' is one activity from the Be Connected website that you would record under the topic 'Online Safety' in the my.GoodThings website.

Top Tip: Supporting learners to complete their Digital Skills Checkers are also activities you can count towards your grant.

Reporting requirements

There are three things you need to do to report on and acquit your grant.

1. Digital Skills Checkers

As a Round 13 – Building Digital Skills grant holder, please note that your learners need to complete a new version of the Digital Skills Checker at both the start and end of your program.

These are different from the existing pre- and post-survey links in your my.GoodThings program page.

Because we can't update the links in my.GoodThings, please only use the new survey links provided to you via email for this grant round.

The current links in my.GoodThings should be ignored.

What you need to do

1. Use the new links that will be sent to you via email for all your learners in Building Digital Skills round 13.
2. Ask each learner to complete the pre-survey at the start of their learning and the post-survey at the end.
3. You can still track survey completion in [my.GoodThings](#) by going to:

Manage Learners → BDS round 13 → View Surveys

4. These surveys are part of an external evaluation of the Be Connected program, conducted by Verian Group.
5. You can find more information about this evaluation in your grant guidelines.

If you have any questions or need help, please email us at connect@goodthings.org.au.

2. Recording your learners

Log in to [my.GoodThings website](#) to register learners who were supported in your Building Digital Skills program. This is essential for acquitting your grant and measuring program impact. Use our step-by-step videos and guides to help with the process:

- [Learn how to register an individual learner](#)
- [Learn how to record support provided to learners](#)
- [Learn how to create learner groups](#)

3. Final grant acquittal

Acquit your Building Digital Skills grant at the end of the term or once targets are met on the [my.GoodThings website](#). Go to **Manage Grants > Funding Award Requirement** to access your online grant acquittal form.

Top Tip: Ensure all learners are registered and their learning activities are recorded in the my.GoodThings website before submitting your grant acquittal.

Support to run your program

Training for your team

Good Things regularly runs free webinars and skillshares for staff and volunteers running our digital skills programs. [See all webinars and events](#).

Free marketing packs

Good Things has a special Be Connected marketing pack you can order and have posted to you for free. It includes learner booklets, posters and appointment cards. Some resources are also available in selected languages other than English.

Log in to [my.GoodThings website](#) to order resources.

Free downloadable resources

Good Things has created a range of free resources to help you run and promote your project. You can find the following resources in the [Good Things digital mentor resource library](#):

- Session plans – digital skills group sessions we have designed for you
- Learner sign-in sheets
- Tip sheets
- Activity cards
- Videos and online courses
- Social media tiles and posters to promote your sessions
- A guide to promote your event
- And much more!

Top tip: Plan sessions in advance, tailoring them to your community using insights from completed Digital Skills Checkers.

Contact us

If you have any questions or concerns about your Building Digital Skills program, contact the Good Things support team at connect@goodthingsfoundation.org or call (02) 9051 9292. We're happy to help!