College Development Network

DIGITAL SHIFT PROGRAMME FROM AMBITION TO ACTION

Supporting Scotland's colleges to build digital capability

#YOURCDN

OVERVIEW

CDN's new **Digital Shift Programme** creates a bridge between strategic ambition and everyday practice, providing a supportive route from frameworks to application and from diagnosis through to targeted staff development.

The Digital Shift Programme is structured around four pillars that broadly reflect the key areas of digital development across Scottish colleges, as reflected in our **Digital Skills Development in Scottish Colleges report**. Using an evidence-based approach, this programme has been developed to strengthen digital capability, confidence and practice across learning and teaching, professional services and the wider college community.

Wherever you are in shaping your digital future, this flexible offer supports colleges to work with national frameworks, while equipping staff with the knowledge, skills, tools and shared language they need to respond confidently to digital change.

THE FOUR PILLARS

Our offer is organised around four pillars that reflect the key areas of digital development in Scotland's colleges and accommodates staff at different levels of digital proficiency.

These pillars map broadly to the themes of Jisc's Digital Elevation Tool, providing a familiar frame of reference while focusing on the practical, staff-facing development that helps colleges make progress.

CDN pillar		Jisc Digital Elevation Tool theme
	Digital culture	Leadership, culture and governance
	Staff digital capability	Staff experience
	Learning, teaching and curriculum	Learner experience / Curriculum development
	Digital infrastructure and systems	Underpinning technologies

Digital culture

This pillar supports colleges to build the leadership, shared culture and institutional conditions that allow digital change to take root and be sustained.

Staff digital capability

College staff need to feel confident with digital tools in their own roles before they can use them well with learners. This pillar builds the practical skills, knowledge and confidence that staff across all functions need to work effectively in an increasingly digital environment.

Learning, teaching and curriculum

This pillar supports colleges to design learning that is high-quality, flexible and genuinely future-facing, exploring how AI, digital tools and online delivery can enhance learning rather than simply digitise existing practice.

Digital infrastructure and systems

Colleges that make effective use of their data, systems and digital services are better placed to support both staff and learners. This pillar focuses on the digital infrastructure that underpins college operations, from data literacy and cybersecurity to service improvement.

Starting Line

A free digital capability diagnostic to surface strengths, gaps and priorities, and give colleges a clear, shareable starting point.

Ignition

Workshops within one or more pillar areas, building shared understanding, staff confidence and practical skills.

Acceleration

Optional bespoke support for teams or colleges wanting to go further, tailored to local priorities and platforms.

Additional information

Prices shown are per person, per session (unless otherwise stated) based on a minimum number of participants (numbers vary depending on the session) made up of colleagues from one or more colleges, allowing colleges to engage with the programme individually or collaboratively as appropriate.

If you would like to know more about the programme please email info@cdn.ac.uk and ask for a member of the team to contact you.

Key

This key provides explanations for the symbols, colours, and abbreviations used throughout the document to ensure clarity and consistency.

Delivery method, including optimum group size in brackets

Session length

Target audience

Cost per person, **per session**, based on a minimum number of participants

PILLAR 1
DRIVING DIGITAL CULTURE

Many colleges are already designing and implementing digital strategies and defining the skills, responsibilities, and expectations for those in digital leadership roles. This pillar supports colleges in the continuing development of a fully understood and embedded whole college approach to integrating digital responsibility across teams within the organisation.

Through targeted conversations and engaging staff at different levels of digital proficiency, this pillar provides an evidence base for leaders, highlighting existing good practice and surfacing barriers which may hinder engagement with digital capabilities development.

Senior/Executive Briefing

In-person or online (Up to 20) **30 minutes**

Executive teams, boards or senior managers **Free**

A short, focused session that gives senior and executive staff the context they need to understand and champion the college's digital development journey.

- Provide a brief overview of the current digital landscape in Scottish colleges, including the opportunities and challenges presented by AI and other emerging technologies.
- Explore the gap that can exist between institutional digital ambitions and actual staff experience, using our diagnostic as a practical illustration.
- Introduce the CDN Digital Shift Programme and outline how it can be tailored to local context and priorities.

Digital Capability Diagnostic

In-person or online (Up to 200) **2 hours**
All staff **Free**

An immersive, diagnostic conversation that surfaces staff experience of digital practice, captures strengths and opportunities, and gives colleges clear, shareable outputs to inform their own next steps.

This diagnostic will:

- Inform and engage staff with a short opening presentation on the digital capability landscape in Scottish colleges, drawing on our Digital Skills Development Scoping Report.
- Structure discussion around key domains, including AI and emerging technology, digital pedagogy, data literacy, accessibility and inclusion, cybersecurity, and business systems, selecting those most relevant to the institution for the time available.
- Facilitate a plain-English diagnostic conversation that surfaces how staff experience current practice, where effort is paying off, and where there are gaps or risks, covering both teaching and professional services perspectives.

After the session, colleges will receive:

- A concise summary of themes surfaced.
- A visual snapshot of perceived maturity across the domains discussed.
- Illustrative comments capturing opportunities, blockers and quick wins.

PILLAR 2
STAFF DIGITAL CAPABILITY

This pillar covers the practical digital skills and confidence that all college staff need in their day-to-day roles. It includes generative AI sessions and practical digital skills workshops, most open to all staff, with some designed specifically for professional services roles. Content can be adapted to local platforms, tools and priorities to ensure it is relevant and immediately applicable.

We deliver directly across a range of sessions in this pillar; for broader technology-enhanced provision, we will work with and signpost to partners with relevant specialist expertise.

Generative AI

GenAI: Understanding the Potential of AI

Delivered by CDN

'Give every member of staff a confident, grounded starting point with AI.'

In-person or online (Up to 40) **1 hour**

All staff **Free**

- Build confidence with the key ideas behind generative AI in plain language.
- Explore practical benefits, real-world limitations and future potential for teaching and professional practice.
- Try a short prompting exercise to see how different questions shape AI responses.
- Reflect on how AI could support work across teaching, operations and problem-solving in a college context.

This session uses the institutional version of Microsoft Copilot. Participants receive a summary guide highlighting key concepts, opportunities and challenges, with links to further resources for independent exploration.

GenAI: Practical Skills for Everyday Use

Delivered by CDN

'Discover what AI can do for you; reinvest the time where it matters most.'

In-person or online (Up to 25) **1 hour**
Professional services staff **Free**

- Understand how to embed AI into your existing workflows.
- Write effective emails using smart prompts.
- Generate meeting summaries and action points.
- Explore data analysis and visualisation.

This session uses the institutional version of Microsoft Copilot. Each technique is demonstrated with a practical example, followed by hands-on time to try it for yourself. Participants receive supporting materials, including sample prompts, to keep building their skills after the session.

GenAI: Responsible AI in Practice

Delivered by CDN

'AI without judgement is a liability; build the culture to match the technology.'

In-person or online (Up to 40) **1 hour**
All staff **Price available on request**

- Introduce practical principles for the responsible use of AI in a college context.
- Explore trust, transparency, fairness, privacy and the importance of human judgement.
- Consider how AI can be used safely across teaching, learner support and professional services.
- Help staff understand where safeguards, institutional guidance and local policy matter most.

Participants receive a summary of key principles and guidance, with links to CDN's responsible AI resources and relevant sector guidance for further reading.

Digital Skills for Everyday Work

Digital Content: Raising the Bar

Delivered by CDN

'Simple habits, immediate impact, and content that works for everyone who reads it.'

In-person or online (Up to 40) **2 hours**
All staff **Price available on request**

- Understand why accessibility legislation exists and what it means for your everyday practice, without getting lost in compliance complexity.
- Apply simple, immediately usable habits to the digital content you create and share every day, including documents, presentations and emails.
- Work through hands-on exercises that build confidence and give you practical techniques you can use the moment you leave the room.
- Leave with a short personal checklist of changes to embed into routine practice.

No specialist software is required. Participants are encouraged to bring examples of their own digital content to work with during the session.

Making the Most of Outlook

Delivered by CDN

'You're in Outlook every day; make sure it's working as hard as you are.'

In-person or online (Up to 25) **2 hours**
All staff **Price available on request**

- Automate your inbox with rules and Quick Steps so it works for you, not against you.
- Cut distractions and notifications so you can focus on what actually needs your attention.
- Use your calendar as a proper planning tool to protect your time, not just as a diary.
- Build a simple, reliable task system in Outlook that you will actually stick to.

This session can be delivered using either the web-based version of Outlook (outlook.office.com) or the desktop application, depending on what participants use day to day.

Making the Most of Teams

Delivered by CDN

'Turn Teams from a video call tool into a genuinely productive workspace.'

In-person or online (Up to 25) **2 hours**

All staff **Price available on request**

- Get to grips with the basics: how Teams is structured, what channels are for, and how to find your way around without getting lost.
- Know when to use chat, when to use a channel, and when a quick call is the right call.
- Manage notifications so Teams keeps you informed without taking over your day.
- Get more from Teams meetings, from joining confidently to keeping things focused and on track.

This session can be delivered using either the web-based version of Teams (teams.microsoft.com) or the desktop application, depending on what participants use day to day.

Making the Most of OneNote

Delivered by CDN

'Your notes, your way, and connected to the work that matters.'

In-person or online (Up to 25) **2 hours**

All staff **Price available on request**

- Stop losing notes across emails, scraps of paper and random documents. OneNote gives everything a home you can actually find again.
- Build a notebook structure that reflects how you actually work, not how someone else thinks you should.
- Capture meeting notes, actions and ideas in one place and share them with your team without sending a single attachment.
- Use OneNote alongside Outlook and Teams so your notes connect to the work, not just sit next to it.

This session can be delivered using either the web-based version of OneNote (onenote.com) or the desktop application, depending on what participants use day to day.

Excel in Practice: Beyond the Basics

Delivered by Aconit Training Ltd.

'Stop doing manually what Excel can do for you.'

In-person or online (Up to 20) **Half-day**

Managers, MIS staff, quality teams, professional services

£400+VAT for a group session

- Work confidently with a range of practical functions that go further than everyday arithmetic, using examples drawn from typical college professional services tasks.
- Use conditional formatting and data validation to make spreadsheets clearer, more reliable and easier for others to use.
- Build and work with tables to keep data structured, sortable and easier to manage as it grows.
- Create clear, purposeful charts that communicate information effectively to different audiences.
- Explore practical time-saving techniques including keyboard shortcuts, custom views and the Format Painter.

This session is designed for staff who are already comfortable with the basics of Excel and want to build more practical, confident and efficient working habits. No prior experience of the functions covered is assumed.

MadeOnAMobile: Mobile Storytelling for Learning, Engagement and Communication

Delivered by Jon Gill, Playful Communications

'Tell better stories with confidence using accessible technology.'

In-person or online (Up to 16) **Full-day**

Teaching staff, marketing and communications teams, and support staff

£95+VAT per person based on a full group

- Learn a practical approach to planning, capturing and editing content using a smartphone or tablet (Apple or Android).
- Create engaging content that supports learning, promotes services and shares stories across web and social media channels.
- Explore storytelling techniques that help you capture attention, communicate clearly and connect with your intended audience.
- Take part in hands-on activities that move quickly from theory to practice, creating and sharing content throughout the session.

Participants should bring a smartphone or tablet. No specialist equipment is required, and the workshop can be tailored to support learning and teaching, student-generated content, staff development, marketing and communications objectives.

MadeOnAMobile: Podcasting for Learning, Engagement and Communication

Delivered by Jon Gill, Playful Communications

'Find your voice and share it with confidence.'

In-person or online (Up to 16) **Full-day**

Teaching staff, marketing and communications teams, and support staff

£95+VAT per person based on a full group

- Explore how podcasting can support learning, showcase expertise, amplify voices and strengthen engagement with a wide range of audiences.
- Learn how to plan episodes, develop formats and structure conversations that keep listeners informed, entertained and engaged.
- Develop interviewing, presenting and storytelling techniques that bring authenticity and personality to your audio content.
- Discover how music, stings, intros, outros and audio branding can create a distinctive and professional listening experience.
- Gain hands-on experience recording, editing and publishing podcasts using accessible technology and straightforward production workflows.

Participants may bring a smartphone, tablet or laptop. No previous podcasting experience is required. The workshop can be tailored to support learning and teaching, staff and student voice, professional development, knowledge sharing, marketing and communications objectives.

PILLAR 3
LEARNING, TEACHING AND CURRICULUM

Learning and teaching is where digital capability becomes visible in practice. This pillar supports college teaching staff to make thoughtful, confident use of digital tools, from integrating AI into everyday classroom practice to redesigning assessment and building more flexible, future-facing curricula.

Generative AI

GenAI: Translating Potential into Teaching Practice

Delivered by CDN

'Find out where AI can lighten your load and leave with a plan to make it happen.'

In-person or online (Up to 25) **1 hour**

Teaching staff **Free**

- Understand how to embed AI into your existing workflows.
- Identify where AI can reduce workload or enhance creativity.
- Design smarter activities.
- Explore ethical and transparent AI use.
- Feedback design and resource development.

Participants receive supporting resources including sample prompts, planning templates and case examples.

GenAI: Navigating AI in Assessment

Delivered by CDN

'Stop managing AI anxiety; start building assessment confidence.'

In-person or online (Up to 25) **1 hour**
Teaching staff **Free**

- Gain a clear overview of what is permitted and not permitted in assessment contexts.
- Identify areas of confusion for staff and learners, and where the risks of misuse are highest.
- Move beyond the 'AI equals cheating' narrative with evidence-based approaches.
- Discuss practical ways to support learners to use AI responsibly in preparation for assessment.

Participants receive a summary of key points with links to official guidance and exemplification resources.

GenAI: Empowering Critical Thinking in Students

Delivered by CDN

'Help your students think more critically about AI, and about everything else.'

In-person or online (Up to 40) **1 hour**
Teaching staff **Free**

- Understand core principles of critical thinking and how AI can provoke deeper enquiry.
- Guide students in analysing AI responses for accuracy and bias.
- Design AI-enhanced activities that encourage student-led discussion and critical engagement.
- Create an inquiry-driven learning environment that prepares students for a rapidly evolving world.

Participants receive supporting materials summarising content covered with options to explore areas in more depth.

GenAI: Reviewing and Refreshing Your Curriculum

Delivered by CDN

'Find what's working, what's not, and where your curriculum could do more.'

In-person or online (Up to 40) **2 hours**
Curriculum leaders, teaching staff, digital leads
Price available on request

- Use AI tools to take a fresh look at existing course materials, identifying where content could be updated, restructured or made more engaging.
- Work with unit documentation and rubrics to explore how AI can surface gaps, inconsistencies or opportunities that are easy to miss when close to the material.
- Apply AI-generated personas to stress-test your course from different learner perspectives, considering how different students might experience the same content.
- Leave with a clear sense of where AI can genuinely add value in your own review process, and where your professional judgement remains essential.

Participants are encouraged to bring a unit or course they are currently reviewing to work with during the session.

GenAI: Designing Decision-based Learning with AI

Delivered by CDN

'Let AI do the heavy lifting so you can focus on the learning design that really matters.'

In-person or online (Up to 25) **2 hours**
Teaching staff **Price available on request**

- Explore how generative AI can act as a co-author in the design of branching scenario activities, accelerating development without compromising learning design.
- Use AI to generate realistic decision points, plausible consequences and subject-relevant context across a range of curriculum areas.
- Consider how to structure a scenario brief that gives AI tools enough context to produce useful and appropriately pitched content.
- Evaluate and refine AI-generated scenario content, applying professional judgement to ensure activities are realistic, inclusive and fit for purpose.

Participants are encouraged to bring a curriculum topic or unit in mind to work with during the session.

GenAI: Meeting Students Where They Are

Delivered by CDN

'Meeting students where they are, without losing sight of where the college wants them to be.'

In-person or online (Up to 25) **1 hour**
Teaching staff, or joint staff/student sessions
Price available on request

- Why students choose ChatGPT and Gemini over your enterprise tool and what that means for how you support them.
- Four simple prompting techniques that turn AI into a thinking partner rather than an answer machine, ready to share with students straight away.
- Privacy guidance students can apply to whatever tool they use, covering data settings and everyday habits.
- A clear line between support and misconduct, based on Qualifications Scotland's assessment principles, so students know where they stand before they cross it.

Delivered flexibly as staff CPD, a student session, or a joint session bringing both together, with content adapted to your audience.

Curriculum and Digital Practice

Digital Formative Assessment: Better Questions, Better Feedback

Delivered by CDN

'The questions you set shape the learning that follows; make sure they're worth asking.'

In-person or online (Up to 40) **1½ hours**
Teaching staff **Price available on request**

- Understand what makes a well-constructed multiple choice question, and identify the most common pitfalls that undermine question quality.
- Practise writing clearer stems and more effective distractors.
- Explore why feedback is the most important element of formative assessment, and how to make it work harder in a digital context.
- Discover how the MCQ format can be extended and varied, from scenario-based and image-led questions to sequenced questioning that builds understanding progressively.

Participants are encouraged to bring a few existing MCQs or topic areas to work with during the session.

ABC Learning Design: Designing for Active Blended Learning

Delivered by CDN

'Map your course, redesign your delivery and leave with a plan the team has shaped.'

In-person or online (Up to 20) **3 hours**
Curriculum teams, teaching staff, curriculum managers
Price available on request

- Use the ABC Learning Design framework to map an existing or new course, exploring the balance of learning types across the programme.
- Identify where digital and blended approaches could introduce more active and engaging learning experiences.
- Work through practical redesign decisions as a team using the structured card activity.
- Leave with a draft course storyboard and a clear set of next steps to carry into curriculum development.

This session works best when a curriculum team attends together. Colleges are encouraged to identify a specific course or unit to work with in advance.

Three Things: Tools and Approaches for Digitally-Enhanced Teaching

Delivered by CDN

'Practical, hands-on and chosen for you; three tools worth adding to your teaching toolkit.'

In-person or online (Up to 25) **1½ hours**
Teaching staff **Price available on request**

- Each session introduces three tools or approaches chosen in discussion with the college ahead of delivery, focusing on a particular area of interest or need.
- A short introduction to each tool or approach, including what it is and why it is worth exploring.
- A hands-on opportunity to experience each one in practice, in a low-stakes and supportive environment.
- Guidance on how to develop and use each tool or approach in your own subject area and delivery context.

Colleges are invited to suggest areas of interest or specific tools they would like explored when booking. All tools and approaches are selected to be practical, accessible and relevant across subject areas.

Game to Learn: Gamification Approaches for Digital Curriculum Delivery

Delivered by CDN

'Make learning feel less like work, without making it feel less serious.'

In-person or online (Up to 25) **1½ hours**
Teaching staff **Price available on request**

- Explore the rationale for gamification in a college context, considering the evidence for why game-based approaches can improve engagement, motivation and knowledge retention.
- Examine how leaderboards and competitive challenge can be used effectively, and how to structure competition in ways that motivate without discouraging students.
- Discover how learner-generated challenge activities, where students design questions for their peers, can deepen understanding and make assessment feel purposeful.
- Explore digital escape rooms as a vehicle for collaborative, team-based learning, using problem-solving and a sense of progression to drive engagement.

Each approach is introduced with a practical demonstration, giving participants a direct experience of the method before considering how to apply it in their own teaching.

Fair Share: Recognising Contribution in Groupwork

Delivered by CDN

'When everyone's contribution is visible, everyone has a reason to contribute.'

In-person or online (Up to 40) **2 hours**
Teaching staff **Price available on request**

- Explore why fair groupwork assessment is one of the most persistent challenges in college teaching.
- Discover how peer contribution review gives students a structured way to reflect on their own and others' input.
- See how making contribution visible can shift group dynamics and encourage genuine accountability.
- Explore practical ways to implement this approach using tools your college already has in place.

This session draws on the peer-moderated marking methodology developed through the WebPA project at Loughborough University, adapted for the Scottish college context.

PILLAR 4
DIGITAL INFRASTRUCTURE AND SYSTEMS

Partner-delivered

This pillar covers the underpinning technology and data landscape of the college. These are areas where specialist expertise is often needed, and where CDN's most useful contribution is to broker and coordinate rather than deliver directly. We are actively exploring partnership options that would give colleges streamlined access to high-quality provision in these areas, and will update this section as those conversations develop.

Power BI Essentials: From Data to Dashboard

Delivered by Aconit Training Ltd.

'Turn the data your college already holds into clear, shareable insight.'

In-person or online (Up to 20) **3 hours**

Managers, MIS staff, quality teams, professional services

£400+VAT for a group session

- Understand what Power BI is and where it fits within the Microsoft 365 environment most college staff already use.
- Connect to a data source and explore how information can be brought together into a single, coherent view.
- Build a basic report and dashboard, learning the core tools and layout options available.
- Learn how to share and present data clearly to support decision-making across the college.
- Explore examples of reports and dashboards that can be applied in a college context.

This session is designed for staff who work regularly with data but have little or no prior experience of Power BI. No specialist technical knowledge is required.

Power BI in Practice: Building Reports that Work

Delivered by Aconit Training Ltd.

'Better reports, clearer decisions; take your Power BI skills to the next level.'

In-person or online (Up to 20) **3 hours**
Managers, MIS staff, quality teams, professional services
£400+VAT for a group session

- Revisit core Power BI concepts and extend your skills with more advanced data connections and transformations.
- Design dashboards with a specific audience in mind, whether a curriculum team, quality function or senior leadership group.
- Work with multiple data sources and explore how to combine them effectively for richer reporting.
- Improve the clarity and visual impact of your reports, making data easier to interpret and act on.
- Explore practical approaches to maintaining and updating reports as data changes over time.

This session is suitable for staff who have attended Power BI Essentials or who have some existing familiarity with the tool and want to develop their skills further.

How to Keep Your Online Accounts Safe, Secure and Unhackable

Delivered by Digital Skills Education

'Online safety skills that protect you at work, at home, and everywhere in between.'

In-person or online (Up to 20) **2 hours**
All staff **£400+VAT for a group session**

- Learn to identify common social media scams and the tactics criminals use to exploit trust on platforms such as Instagram, Snapchat and TikTok.
- Understand practical ways to protect your personal information online and judge who to trust on social media and websites.
- Discover how to lock down your online accounts and make them significantly harder to compromise.
- Build the confidence to use social media safely, with advice that protects you at work, at home, and with family and friends.

No technical knowledge or experience is required. The session deliberately covers online safety in both personal and work contexts: staff who build confident habits protecting their own and their family's accounts carry the same habits into protecting college systems and data.

To find out more, discuss your college's priorities, or explore how the Digital Shift Programme could be tailored to your context, please contact **info@cdn.ac.uk**

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