

This application form is for Digital Literacy Tutors to complete with individuals who have agreed to complete digital literacy training course, and who meet criteria to receive a free laptop to support their training.

The opportunity to request a free laptop for digital literacy training is open to individuals until March 31, 2023. Once the application is completed, please send it electronically to Christina.Baird@gov.bc.ca.

Please note: at least 2 weeks time is needed before the start of the course to process an application. Once the application has been reviewed, CLBC will inform the tutor of the decision.

Contact Information

Tutor's Name	
Organization Legal Name (who will receive laptop)	

Street				
City/Town		BC	Postal Code	
Phone Number			Fax Number	

CLBC Quality Service Area (choose one)

Central Upper Island	<input type="checkbox"/>	Kootenays	<input type="checkbox"/>
South Island	<input type="checkbox"/>	South Central Okanagan	<input type="checkbox"/>
Vancouver Coastal East	<input type="checkbox"/>	North Okanagan Shuswap	<input type="checkbox"/>
Vancouver Coastal West	<input type="checkbox"/>	Thompson Cariboo	<input type="checkbox"/>
Surrey Delta	<input type="checkbox"/>	North	<input type="checkbox"/>
Upper Fraser	<input type="checkbox"/>		

	First & Last Name	Service Received	Email
Individual			

Application Date:	
What date do you need the laptop by?	
What date are you going to start the Digital Literacy course?	
What date do you anticipate course completion?	

Information to Support Request for a Laptop:

Please choose an answer for each statement to help us understand the individual’s need to be able to work on skills both in person and has need to have access to laptop to complete homework and practice skills.

	Never	Sometimes	Always
Individual has their own cell phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual has their own laptop already	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual has easy access to use PC at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual doesn’t have their own laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual doesn’t have access to PC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual has time limited access to laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual needs laptop to complete course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual needs laptop to practice skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual’s employment prospects would be enhanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laptop would support individual’s ability to look for employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current level of digital literacy:

Digital literacy means having the skills you need to live, learn, and work in a society where communication and access to information is increasingly through digital technologies like internet platforms, social media, mobile devices, and computers.

Please choose an answer for each statement that best describes the individuals’ current level of digital literacy.

	Never	Sometimes	Always
Individual can use a mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual can create and send email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual can be safe on the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual can use phone to communicate with friends and access information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual can use computer to access employment opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual can create a word document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual has social media presence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual needs support to complete digital literacy tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual does not have opportunities to develop digital literacy skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Responsibilities of the Digital Literacy Tutor:

- 1. Confirm the receipt of the laptop. We anticipate we will send by courier and will provide the tracking number to the tutor and individual. This will ensure the individual is aware of when their laptop has arrived, and they can pick it up.
- 2. Confirm the laptop has been given to the individual and set it up for use. Set up instructions will be emailed along with the tracking number.
- 3. Advise CLBC when course has been completed by the individual and individual has received their completion certificate via email (use the certificate template provided).
- 4. Share individual’s story if they would like to use that option. You will find a media waiver and form included in the package for sharing the person’s story.

By signing this application, the individual agrees to complete the Digital Literacy Training. By signing, they also agree that if they do not complete the training, they will return the laptop to CLBC.

Signatures:

Individual

Digital Literacy Tutor

Date Signed

Date Signed