City of Dublin Education and Training Board

Digital Learning Team

2025 Create Your Future

City of Dublin FET College
Curriculum Development Unit

City of Dublin
Bord Oideachais agus Oiliúna
Education and Training Board

City of Dublin ETB, Digital Learning (DL) Team

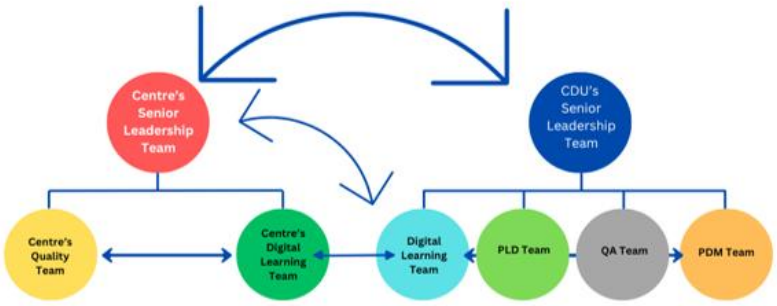
Overview

The Digital Learning (DL) team is part of the FET Development Team within the Curriculum Development Unit (CDU) of the City of Dublin ETB. The team is made up of dedicated Digital coordinators who work collaboratively with the Professional Learning Development (PLD) team, the Programme Development and Management (PDM) team and the Quality Assurance (QA) team to upskill and support educators across the organisation.

Key Areas of Work

- Provide training, guidance and support on the integration of digital technologies into classroom practice.
- Explore and promote innovative teaching strategies using digital tools across teaching, learning and assessment.
- Identify and support the use of appropriate digital tools through training and ongoing assistance.
- Support educational leaders in embedding digital learning within all City of Dublin ETB service spheres.
- Provide strategic guidance for future planning and development in digital teaching, learning and assessment.
- Administer and manage software licenses for educators.
- Promote and deliver training in strategic areas to include:
    - Universal Design for Learning (UDL), Artificial Intelligence (AI), Academic Integrity, ePortfolios, Microsoft 365 and Moodle.

Structure and relationship between City of Dublin DL team/CDU and a Centre's DL team.



CDU: Curriculum Development Unit
PLD: Professional Learning Development
PDM: Programme Development & Management
QA: Quality Assurance

More information on the structure of the CDU can be found in the following link: CDU staff chart in pdf

Digital Learning Technology Wheel

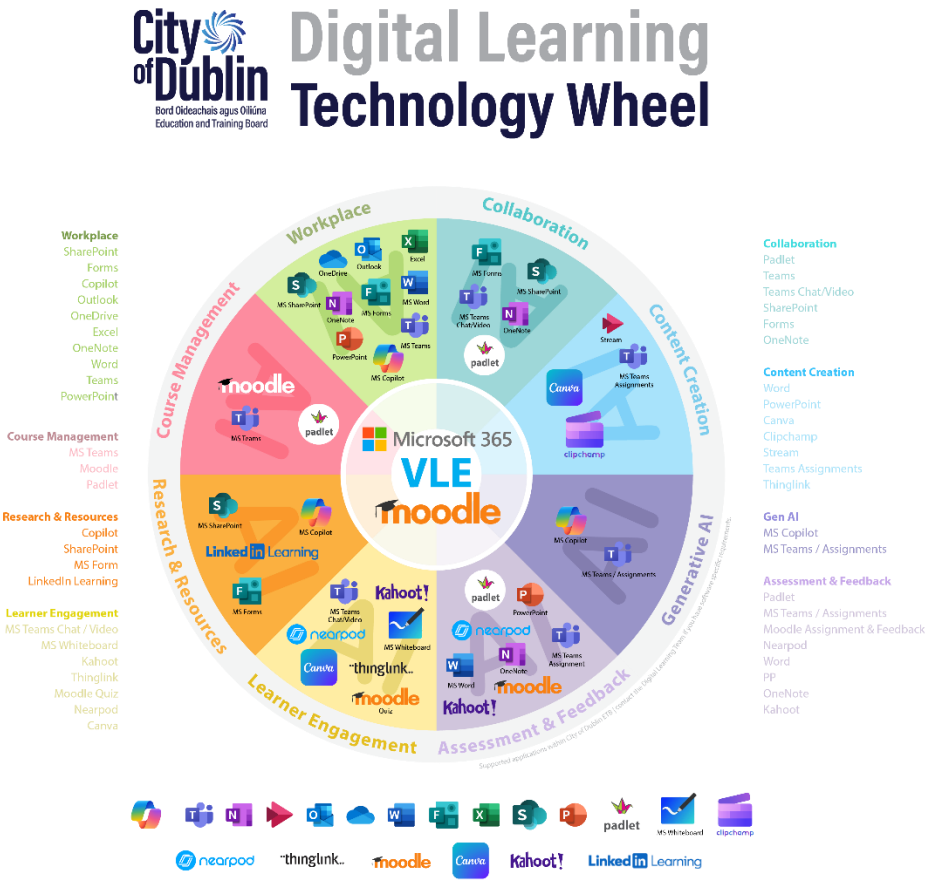
The City of Dublin ETB has established a focused set of digital tools to support effective teaching, learning, assessment and communication across all schools and FET College campuses. These tools are presented in the Digital Learning Technology Wheel, which acts as a clear reference point for all staff.

The purpose of the wheel is to consolidate the digital applications already in use across the organisation. It gives staff a reliable and consistent foundation for digital practice. Importantly, educators do not need to become experts in any one application. Building confidence with these tools is enough to enable highly effective and sustainable digital teaching and learning.

The City of Dublin ETB's Virtual Learning Environment (VLE) is built on Moodle and Microsoft 365. These platforms provide the structure for course delivery, collaboration and communication. All staff have access to the full suite of applications within these platforms.

Artificial Intelligence features are becoming part of the Microsoft 365 environment. The goal is to help staff build awareness and confidence so they can engage with AI in a thoughtful and practical way.

In addition to the core platforms, the City of Dublin ETB provides licensed access to Nearpod, Padlet, ThingLink, Kahoot, Canva and LinkedIn Learning. Information on these tools, along with guides, training resources and CPD opportunities, is available through the Digital Learning Staff Hub.



APPENDIX 1 – Centre Digital Learning (DL) Team TORs

Digital Learning Team for [Please insert Campus or Service name]

Role	The Digital Learning (DL) Team is a dedicated entity within each college/centre, responsible for the strategic development, implementation, evaluation and support of digital learning initiatives, including blended learning. The team collaborates closely with the centre's Quality Team, providing guidance and support to enhance the quality and effectiveness of digital learning practices.

Membership	• **Chair**: *A member of the centre's Senior Leadership Team (SLT) – provides governance and oversight.*
	• **Secretary**:
	  ◦ *Minute taker*
	• **Members:** [repeat or delete where necessary]
	  ◦ [insert name] Centre SLT member
	  ◦ [insert name] Center Digital Learning (DL) Coordinator – Lead of the DL Team. Staff person with responsibility for supporting digital learning and point of contact for CDU
	  ◦ [insert name] Teacher/Tutor/Trainer
	  ◦ [insert name] Technical support staff member
	  ◦ [insert name] Administrative support staff member
	  ◦ [insert name] Learning Support staff member
	
	It is recommended that the DL Team should have a minimum of three members. *As a guide, a staff of circa 100 would usually have a team of 6 members*. The City of Dublin ETB Digital Learning Team within the CDU may be invited to attend, based on their expertise, to provide feedback on digital initiatives. Members of the CDU/ Directors of FET may also offer support as needed.

Meetings	• DL Team meetings occur once a term (a minimum of three meetings a year should take place). • Additional meetings may be scheduled as needed during QME and Assurance – Course level review and QME and Assurance – Programme Reviews (City of Dublin ETB Annual Quality Maintenance and Enhancement (QME) reviews) • Programme reviews/boards or digital project cycles. Members of the CDU and/or Directors of FET may attend review-specific meetings in an advisory capacity. • The quorum is three. • Members can join meetings remotely when necessary. • Members of the CDU/DL Team /Directors of FET may attend meetings when necessary.
Responsibilities	Provide Leadership to promote and support the use of Digital Learning

	• Report to the centre Quality Team on Digital Learning Team activities, outcomes and recommendations. • Develop and implement a centre Digital Learning Plan on an annual basis. • Ensure the plan aligns with the centre's Quality Improvement Plan (QIP), QME and Assurance – Quality Improvement Plan (QIP) Guidelines ,the City of Dublin ETB Digital Strategy and QQI's Statutory Quality Assurance Guidelines for Providers of Blended and Fully Online Programmes. • Lead, promote and support the implementation of digital learning initiatives and tools across the centre to include assistive and inclusive digital technologies. • Design and deliver CPD opportunities, using internal and external expertise, including instructional design. • Collect and review feedback on CPD and digital tools to guide future improvements. • Recommend digital tools aligned with the City of Dublin ETB Digital Learning & Technology Wheel and digital specific policies. • Monitor digital learning trends and make recommendations for their use in the centre. • Act as the liaison between the centre and the City of Dublin ETB Digital Learning Team within the CDU. • Support the induction of new staff with regard to blended and online programme delivery.
Reporting	The Digital Learning Coordinator (DL Coordinator) is responsible for reporting on digital learning activities, progress and outcomes to the centre's Digital Learning Team, Quality Team, and other relevant stakeholders. The following items must be submitted at least annually, or more frequently if applicable: • Digital Learning Plan This should include elements such as SMART targets and updates on progress against identified action items. • **Digital Learning Activity Data;** This should cover key metrics, including participation metrics, technology adoption, and CPD attendance. • The Digital Learning plan is informed by: o Review reports from QME and Assurance – Course level review, QME and Assurance – Programme Reviews , QME and Assurance – Centre-level/Service-Sphere level review, QME and Assurance – Quality Improvement Plan (QIP) Guidelines; This should cover issues raised, interventions applied, and blended protocols used. o Learner feedback, to include elements such as feedback, engagement insights, and relevant surveys or observation data.