



Comhairle Cathrach Chorcaí  
Cork City Council



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development



ciste na  
gcuntas díomhaoin  
the dormant  
accounts fund

## Cork City Council Libraries Digital Literacy Tutor

### Scope

The global covid-19 pandemic forced people to use technology as a means to communicate, work, learn, find information, as well as carry out essential life transactions. Successive lockdowns have highlighted the gap between those who have devices and the connectivity and skills to use them, and those who do not. Cork City Council Libraries, through the Digital Divide inter-agency platform, are committed to bridging this divide through targeted projects and initiatives.

#### *Project:*

Cork City Council Libraries, with funding from the Dormant Accounts Fund Department of Rural and Community Development are seeking applications for a **Digital Literacy Tutor** to prepare and deliver eight classes to the public, covering four topics / skills areas. Classes will be delivered both online and in person in our libraries, covid-permitting.

#### *Location:*

A mixture of online via Zoom, and in person in four of our local libraries, the locations to be decided. For a full list of library locations visit [www.corkcitylibraries.ie](http://www.corkcitylibraries.ie) and search for Locations.

#### *Timeline:*

September to November 2021, for an immediate start.

#### *Fee:*

€2,500.00

#### *How to apply:*

Please send a CV and cover letter to [elibrary@corkcity.ie](mailto:elibrary@corkcity.ie) . Closing date for applications: 5.00 pm 15 September 2021.

Applicants will be shortlisted based on information provided on the application documents and will be invited to interview on Microsoft Teams.

## **Project**

The Digital Literacy Tutor will prepare and deliver eight classes on digital literacy topics for the public. There will be four topics covered, with two identical classes delivered i.e., same class to two different audiences. Classes will be in person in our libraries, covid-permitting, and over Zoom.

Classes will be 75 minutes in duration. The times of the classes are to be agreed and will include evenings and/or Saturdays.

The topics to be covered are:

### *Class Topic 1*

Basic digital literacy - managing documents. File types, PDFs, online forms, software types e.g., Office applications and alternatives, email options. Target learner: Jobseekers, digital beginners.

### *Class Topic 2*

Digital skills for parents to help with home-schooling e.g., Google classroom and other learning management systems, file types, uploading. Target learner: Parents

### *Class Topic 3*

What you need to know about Zoom, Microsoft Teams, other online meet platforms. Target learner: Unemployed, digital beginners, elderly.

### *Class Topic 4*

Using your Acorn tablet. To be delivered in-house (covid-permitting). Target learner: Acorn users, elderly, digital beginners, family of Acorn users, Friendly Call Acorn learners. Note: An Acorn tablet will be loaned to the successful applicant to help prepare this class.

Copies of slides should be made available to class participants.

The applicant will provide an evaluation report on conclusion of the classes.

## **Platform / Venues**

Online classes to be run on the applicant's own Zoom Account. The applicant will liaise with librarians at each location to manage bookings.

## **Fee**

The successful applicant must be set up as a supplier to Cork City Council. Payment will be made by electronic transfer upon receipt of an invoice. The fee covers preparation time and any administration hours spent, as well as class delivery, post-project evaluation, platform or software subscriptions, travel, and all other expenses incurred.

Fee: €2500.00

## **Covid-19 compliance**

Classes in our libraries will be run in full compliance with public health guidelines. Both the applicant and the learners will be expected to comply fully with the guidelines in force at the time.

## **Data Protection**

### *The Applicant:*

The successful applicant is considered to be the Data Controller of any personal data acquired and processed by the applicant during the delivery of this project. The applicant is expected to comply with privacy legislation in all areas, including retention and safeguarding of personal data.

### *Cork City Council:*

Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy are available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/>. We request that you read these as they contain important information about how we process personal data.