

# Digital Skills Gap Analysis Worksheet for NDIS Service Team

**Introduction:** This worksheet is designed to help you assess the current digital skill levels of each team member in your NDIS service, identify required skill levels for efficient digital transformation, and pinpoint where gaps exist. This analysis is crucial for planning targeted training and development programs.

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**Organisation Name:** [Your Organisation's Name]

**Date:** [Current Date]

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## Part 1: Team Member Information

**Team Member Name:**

- [Name of the Team Member]

**Current Role:**

- [Designation/Role in the NDIS Service]

**Years of Experience:**

- [Years of Experience in Current Role]
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## Part 2: Current Digital Skill Assessment

For each team member, rate their current skill level in the following digital competencies on a scale of 1 (No Proficiency) to 5 (Highly Proficient):

**Basic Computer Skills:**

- [Rating]

**Data Entry and Management:**

- [Rating]

**Use of NDIS Service Management Software (if applicable):**

- [Rating]

**Digital Communication Tools (Email, Messaging Apps):**

- [Rating]

**Social Media Management:**

- [Rating]

**Data Analysis and Reporting:**

- [Rating]

**Online Research Skills:**

- [Rating]

**Document and Presentation Creation:**

- [Rating]

**Online Security and Privacy Awareness:**

- [Rating]
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**Part 3: Required Digital Skill Level**

Determine the required skill level for each digital competency necessary for optimal performance in their current role:

**Basic Computer Skills:**

- [Required Level]

**Data Entry and Management:**

- [Required Level]

**Use of NDIS Service Management Software (if applicable):**

- [Required Level]

**Digital Communication Tools:**

- [Required Level]

**Social Media Management:**

- [Required Level]

**Data Analysis and Reporting:**

- [Required Level]

**Online Research Skills:**

- [Required Level]

**Document and Presentation Creation:**

- [Required Level]

**Online Security and Privacy Awareness:**

- [Required Level]
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**Part 4: Skill Gap Identification**

For each digital competency, identify the skill gap by subtracting the current skill level from the required skill level:

**Basic Computer Skills:**

- [Skill Gap]

**Data Entry and Management:**

- [Skill Gap]

**Use of NDIS Service Management Software:**

- [Skill Gap]

**Digital Communication Tools:**

- [Skill Gap]

**Social Media Management:**

- [Skill Gap]

**Data Analysis and Reporting:**

- [Skill Gap]

**Online Research Skills:**

- [Skill Gap]

**Document and Presentation Creation:**

- [Skill Gap]

**Online Security and Privacy Awareness:**

- [Skill Gap]

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## Part 5: Action Plan for Skill Development

Based on the identified skill gaps, develop an action plan for each team member to acquire the necessary skills:

**Team Member Name:**

- [Action Plan for Skill Development]

(Repeat for each team member)

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**Notes:** [Additional notes or observations]

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## Review and Follow-Up:

- **Reviewed by:** [Name of the reviewer/manager]
- **Date of Next Review:** [Date for follow-up on skill development]