

Digital capability self-assessment tool

A tool for trainers and assessors in automotive and mining Vocational Education and Training (VET) contexts

Part of the AUSMASA Trainer and Assessor VET Career Framework



About this assessment tool

Digital capability is not a one-time achievement. The tools and systems used in VET delivery change regularly, including:

- new learning management system (LMS) platforms
- updated Microsoft products
- artificial intelligence (AI) tools
- original equipment manufacturer (OEM) software upgrades
- new organisational systems.

This means capability gaps can arise at any stage of a career, not just for those starting or entering the sector.

This self-assessment tool can help evaluate your digital confidence across the areas of your role. There are no right or wrong answers. The purpose is to help you identify where you feel confident and where additional support or development would be helpful.

How to use this tool

Use the self-assessment tool below to reflect on and rate your current confidence using digital systems, platforms and technologies within your VET practice.

- Rate your level of confidence from 1 (not confident) through to 4 (very confident).
- Use the notes column to identify where additional support or learning and development may be helpful.
- Use the space provided to capture more detailed comments or role-specific requirements.
- If an item is not relevant to your role, leave it blank or mark it as not applicable
- If something important to your role is missing, you can add it in the space at the end of each section.

Remember, not every item will apply to every role. Delivery settings, organisational structures and job responsibilities can vary significantly across RTOs and training environments.

Where you are unsure about how to interpret or apply an item, seek guidance from a manager, colleague or relevant team member.

After completing the tool, share it with your manager or training coordinator to start a conversation about where digital support may be most useful. The tool is designed to support reflection and professional growth, not to assess or prove competence.

If your organisation has a digital capability development plan or a scheduled review process, this assessment can feed directly into that.

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Name: _____

Role: _____

Date: _____

Organisation: _____

Complete the self-assessment below based on your current role and experience.

| Capability | 1. Not confident | 2. Some confidence | 3. Confident | 4. Very confident | Support needed? Notes | N/A |
|---|------------------|--------------------|--------------|-------------------|-----------------------|-----|
| Administrative and compliance systems | | | | | | |
| Using your organisation's student management system (SMS) to record attendance, participation and results | | | | | | |
| Managing version control when training product updates in digital systems | | | | | | |
| Using digital document management systems for compliance records and evidence storage | | | | | | |
| Using Microsoft Excel to track, record and view data | | | | | | |

Notes – Administrative and compliance systems: What specific support do you need in this area?

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| Capability | 1. Not confident | 2. Some confidence | 3. Confident | 4. Very confident | Support needed? Notes | N/A |
|--|------------------|--------------------|--------------|-------------------|-----------------------|-----|
| Learning management systems (LMS) | | | | | | |
| Navigating and using your organisation's LMS as a trainer (e.g. uploading content, setting up activities, managing student access) | | | | | | |
| Communicating with students through the LMS (e.g. announcements, feedback, messaging) | | | | | | |
| Tracking student progress and completion within the LMS | | | | | | |
| Building or adapting online learning content within the LMS | | | | | | |
| Notes – Learning management systems (LMS): What specific support do you need in this area? | | | | | | |
| | | | | | | |
| Teaching and delivery tools | | | | | | |
| Preparing and delivering presentations using digital tools (e.g. PowerPoint, Canva or equivalent) | | | | | | |

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|--|------------------|--------------------|--------------|-------------------|-----------------------|-----|
| Using video conferencing platforms for blended or remote delivery (e.g. Teams, Zoom or equivalent) | | | | | | |
| Using interactive online tools to facilitate delivery, such as Kahoot, Menti meter, polls etc) | | | | | | |
| Using screen sharing and digital whiteboard tools during delivery | | | | | | |
| Recording instructional video or audio content for student use | | | | | | |
| Notes – Teaching and delivery tools: What specific support do you need in this area? | | | | | | |
| Digital assessment tools | | | | | | |
| Administering digital assessments and quizzes through your LMS or assessment platform | | | | | | |
| Managing digital evidence portfolios submitted by students | | | | | | |
| Providing written feedback digitally through assessment platforms or shared documents | | | | | | |

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|--|------------------|--------------------|--------------|-------------------|-----------------------|-----|
| Using video-based tools for assessment or providing feedback where applicable | | | | | | |
| Notes – Digital assessment tools: What specifically do you need support within this area? | | | | | | |
| Communication platforms | | | | | | |
| Using email and its functions effectively for student, employer and colleague communication (eg using CC and BCC, inserting attachments, signatures flagging timeframes etc) | | | | | | |
| Using Teams, Slack or similar platforms for team and student communication | | | | | | |
| Managing digital communication with employers and workplace supervisors for apprenticeship or traineeship delivery | | | | | | |
| Notes – Communication platforms: What specific support do you need in this area? | | | | | | |

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|--|------------------|--------------------|--------------|-------------------|-----------------------|-----|
| Industry-specific digital tools | | | | | | |
| Using OEM diagnostic software or manufacturer digital Platforms relevant to your delivery area | | | | | | |
| Accessing and navigating OEM training portals and online manufacturer academies | | | | | | |
| Using simulation tools or digital equipment interfaces relevant to automotive or mining delivery | | | | | | |
| Staying current with upgrades and new releases in industry-specific digital tools | | | | | | |
| Notes – Industry-specific digital tools: What specific support do you need in this area? | | | | | | |
| | | | | | | |
| Emerging and evolving technologies | | | | | | |
| Using AI tools (such as Microsoft Copilot or similar) to support lesson planning, resource development or administrative tasks | | | | | | |

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|---|------------------|--------------------|--------------|-------------------|-----------------------|-----|
| Adapting to new Microsoft 365 features and updates as they are introduced | | | | | | |
| Learning and adapting to new or upgraded organisational systems when they are introduced | | | | | | |
| Staying informed about how emerging digital technologies are changing delivery and assessment practice in VET | | | | | | |
| Notes – Emerging and evolving technologies: What specific support do you need in this area? | | | | | | |

Reflection prompts

- Which areas did you rate 1 or 2? Are these areas that affect your daily work?
- Have any new tools or systems been introduced recently that you have not yet had support to develop confidence in?
- What kind of support would be most useful? For example, one-on-one guidance from a colleague, structured training and/or self-directed online learning?
- Is there anyone in your organisation whose digital capability you could learn from informally?

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My digital capability action plan

Use the table below to record the areas you want to develop and how you plan to do it. Focus on the 1 or 2 areas that will make the most difference to your work right now.

| Capability area I want to develop | How I will do it | Support or resources needed | By when |
|-----------------------------------|------------------|-----------------------------|---------|
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Once you have completed the digital capability self-assessment tool, share it with your manager or training coordinator as a starting point for a conversation about where digital support would be most useful. Remember, you do not need to have all the answers; the purpose is to start a conversation, not to demonstrate competence. If your organisation has a digital capability development plan or a scheduled review process, this assessment can feed directly into that.

Learn more about the Trainer and Assessor VET Career Framework

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development