

# Digital Readiness & Literacy Self-Assessment for Youth Organisations

*A reflective tool for teams to assess digital confidence, practices and capacities — individually and collectively.*

## 1. What This Tool Is

This self-assessment tool supports youth organisations in reflecting on their **digital readiness, literacy** and **organisational practices**.

It does **not** measure technical expertise or rank organisations. Instead, it helps teams:

- make invisible practices visible,
- identify strengths and tensions,
- and start conversations about digital transformation grounded in their reality.

The tool can be used:

- individually or in teams,
- as a starting point for strategy work,
- before or after a training or reflection process.

## 2. How to Use It

Participants answer the questions **individually first**. Then reflect **in pairs or small groups**. Finally, discuss **patterns rather than scores**. There are no “right” answers.

## 3. The Self-Assessment Tool (Usable Version)

### A. Personal Digital Confidence

Reflect on your own experience in your organisation.

Rate each statement from **1 (not at all)** to **5 (very much)**.

- I feel confident using the digital tools required in my role.
- I understand *why* we use the digital tools we use.
- I feel comfortable asking questions or proposing new tools.
- I can recognise when digital tools support participation — and when they don't.
- I know where my digital boundaries are (availability, overload, privacy).

 Reflection question:

Where do I feel confident — and where do I rely on others?

### B. Organisational Digital Practices

Reflect on how your organisation functions digitally.

- Digital tools are chosen intentionally, not only out of habit.
- Roles and responsibilities around digital tools are clear.
- Information is easy to find and not dependent on one person.
- Digital communication feels inclusive and accessible.
- We review and adapt digital practices when something isn't working.

■ Reflection question:

Which practices feel intentional — and which feel accidental?

### C. Participation & Power in Digital Spaces

- Young people influence how digital spaces are designed and used.
- Participation goes beyond information-sharing or visibility.
- Decision-making processes are clear, even in informal digital spaces.
- Digital spaces feel safe to speak up or disagree.
- Silence is noticed and addressed, not ignored.

■ Reflection question:

Who is visible, who is quiet — and who decides?

### D. Digital Safety, Consent & Care

- We are clear about how data, images and content are used.
- Consent is explained, not assumed.
- Digital well-being is discussed openly.
- There is a shared understanding of digital risks.
- We know what to do if something goes wrong online.

■ Reflection question:

Where does responsibility lie when harm occurs digitally?

### E. Learning & Adaptation

- We regularly reflect on digital practices.
- Learning is shared, not concentrated in one person.
- We treat digital transformation as ongoing, not finished.
- Mistakes are used as learning moments.
- We feel allowed to change direction.

■ Reflection question:

What is one small thing we could do differently?

## 4. Interpreting the Results (Important)

This tool is **not** about averages or scores.  
Instead:

- Look for **patterns**
- Notice **differences between roles**
- Identify **one priority area**, not five

A strong digital organisation is not the one with the highest scores — but the one able to **talk honestly** about its answers.

## 5. How This Emerged

This self-assessment tool is based on reflection exercises, capacity mapping and governance discussions developed and tested during the **Digital Navigator** project seminars in Germany and Serbia, where organisations used their own practices as live case studies.

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