



Digitization and Inclusivity Framework for Best Practices

EDUCATE Rubric standards are used in the review of digitization and inclusivity of an adult education project. The General Standards and Specific Review Standards in the rubric are intended to guide organizations through the development, evaluation, and improvement of their project's digitization and inclusivity. The Rubric and associated annotations are based on best practices that are promoted by EDUCATE project. The Rubric is supported by a thorough review of the research literature and is updated periodically to reflect new techniques and technologies that have become available.

Practice:

	General Standards	Specific Review Standards
Digitalization	Strategy and Culture	Digital tools, technologies, or platforms are integrated into the project workflow to support the project Project leverages the power of technology to enhance its operations, achieve its goals, and promote innovation and growth. The use of technology to improve the efficiency, effectiveness, and quality of a project's operations and outcomes.
	Quality Process and Development	The projected timeline for implementing the digitalization aspects of the project is measured and reported
	Results	Project has ability to continue operating effectively and making a positive impact over the long term. Project offers participants different learning sources (written course materials, Audio/Visual study sources, computer assisted learning sources etc.) and activities
Inclusivity	Access	Project ensure accessibility for all participants, including those with disabilities or limited access to digital technology
	Attitude	The project uses technology to enhance inclusivity by making information more accessible, providing remote participation options, or leveraging data analytics to understand stakeholder needs better.
	Choice	The success factors of the project defined and measured is in terms of its impact on diversity, equity, and inclusion
	Partnerships	Project involves people from diverse backgrounds, perspectives, and experiences to ensure that everyone's needs and viewpoints are considered.
	Communication	The language, imagery, and tone used in the project are inclusive and do not perpetuate harmful stereotypes or biases
	Policy	Policies or guidelines are adopted to promote inclusivity throughout the project lifecycle and accessible to the interested public.
	Opportunity	The project has physical and digital opportunities which describe the elements of the project that will facilitate transferability.

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		If your score is below	Feedback
Digitalization	10	8	Best practice need to describe how digital tools and platforms are integrated into a project workflow to improve its efficiency and effectiveness. The project must use technology to achieve its goals, promote innovation and growth, and offers different learning sources and activities for participants. The project has to measure and report the projected timeline for implementing digitalization and ensures the ability to continue operating effectively over the long term.
Inclusivity	10	7	Best practice has to ensure accessibility for all participants, use technology to enhance inclusivity, measure success factors in terms of its impact on diversity, equity, and inclusion, involve people from diverse backgrounds, use inclusive language and imagery, and adopt policies to promote inclusivity throughout the project lifecycle. The project also has physical and digital opportunities that facilitate transferability.