

Digital Literacy in Work Place and how it Improves to the Betterment of the Organization.

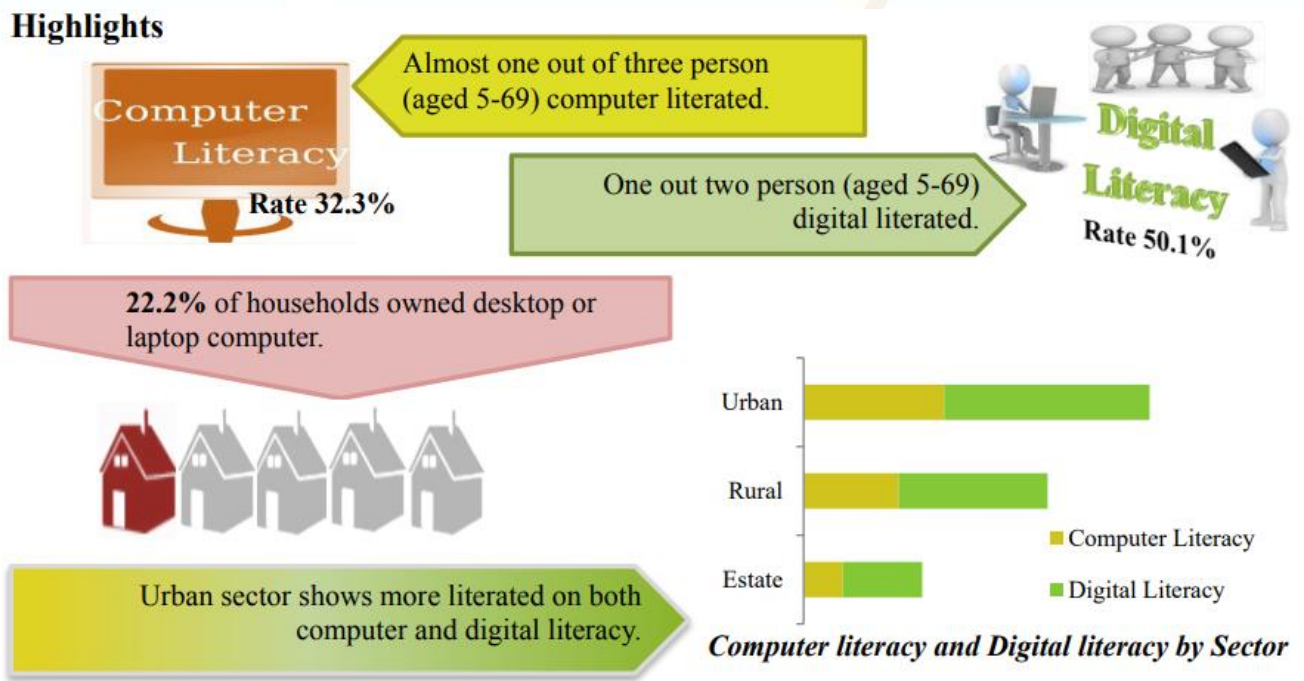
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Digital literacy of an organization plays a major critical role in an organization's ability to digitally transform. It also has a significant impact on the employee experience. Without it, employees may struggle to perform core tasks and business could miss out on realizing the full value of their technology investments.

This has become especially true in the current pandemic situation, which accelerated digital transform when many businesses began supporting the need of a remote workforce. Here is a look at what digital literacy is, how it impacts business operations, and how organizations can enhance digital literacy in the work place.

On according to the census department issued Annual Bulletin Computer Literacy-2020 report we can observe following highlights;

Highlights



What is digital literacy in the work place and what is does it matter?

Computer literacy

Definition for Computer literacy: A person (aged 5-69) is considered as a computer literate person if he/she could use computer on his/her own. For example, even if a 5 years old child can play a computer game then he/she is considered as a computer literate person.

Definition for computer literacy rate: Computer Literate population expressed as a percentage to the total population, (aged 5 – 69 years) within the respective domain.

Digital literacy

Definition for Digital literacy: A person (aged 5-69) is considered as a digital literate person if he/she could use computer, lap top, tablet or smartphone on his/her own.

Definition for Digital literacy rate: Digital Literate population expressed as a percentage to the total population, (aged 5 – 69 years) within the respective domain.

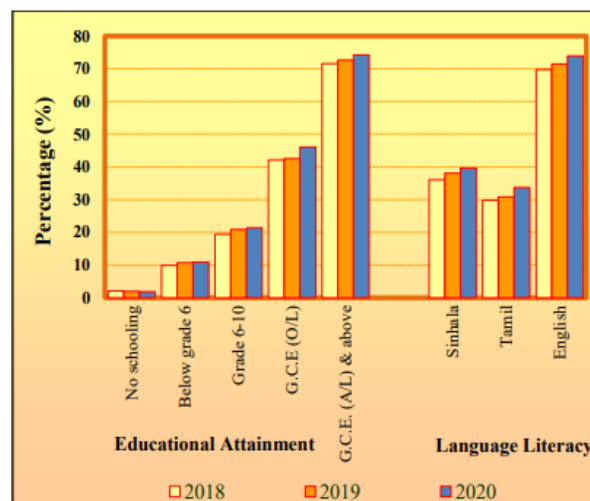
Digital literacy is an employee's ability to comfortably and efficiently use the technology required to do their work. It's relevant for almost every job role, whether it's an officer work with office work; he has to aware and practice of using computers and related devices to perform day today work effectively.

In the modern world, Digital literacy is an important tool to the Human resources of an organization carried out the day today workplace work without disturbances and this skill provide newly value, within current pandemic situation.

Let us observe the computer literacy rate

distribution of with this graph.

Figure 2: Distribution of computer literacy rate by Educational attainment and Language literacy – 2018, 2019 & 2020



(Source: Department of censuses -2020)

On according to the above information we can observe the increase of the Digital literacy rate than the computer literacy.

Table 5: Computer literacy among computer aware employed population (aged 15 – 69 years) by Occupation group – 2018, 2019 & 2020

Occupation group	Computer literacy rate (%)		
	2018	2019	2020
Sri Lanka	63.2	65.1	65.2
Managers, Senior Officials and Legislators	70.2	76.1	78.3
Professionals	87.4	87.9	90.3
Technicians and Associate Professionals	83.8	85.1	87.7
Clerks and Clerical support workers	89.9	90.9	94.2
Services and Sales workers	60.5	55.6	55.2
Skilled Agricultural, Forestry and Fishery workers	21.0	22.6	21.9
Craft and Related Trades workers	41.6	41.7	38.6
Plant and Machine operators and Assemblers	42.4	43.1	39.7
Elementary occupations	30.5	27.8	34.0
Armed Forces Occupations & unidentified occupations	80.1	88.1	80.2

Table 6: Computer literacy rate and Digital literacy rate by Gender, Sector and Age group – 2020

Gender, Sector, Age group	Computer Literacy	Digital Literacy
Sri Lanka	32.3	50.1
By Sex		
Male	34.1	53.7
Female	30.7	46.9
Sector		
Urban	45.4	66.3
Rural	30.7	48.1
Estate	12.7	25.6
By Age group(years)		
5 - 9	14.3	30.9
10 - 14	44.8	60.1
15 - 19	67.9	82.3
20 - 24	63.8	84.5
25 - 29	52.9	77.4
30 - 34	42.0	68.8
35 - 39	31.3	58.7
40 - 49	22.5	44.9
50 - 59	13.7	26.6
60 - 69	6.7	13.2

In female work force category of Sri Lanka faced unemployment due to current pandemic situation. But if they have proper Digital literacy, they have opportunity to work from home or remotely work. For female workers this is good opportunity to uplift their monthly income while working at home. This fact may be influence the improvement of female worker force of our society.

Fortunately, there are many ways businesses can encourage and sustain digital fluency in the workplace. Companies should make a clear distinction between foundational digital literacy that is, the baseline skill set that workers must have for the industry in which they work or for the job that they perform and occupational digital literacy, which concerns the specific technology-related skills they need to carry out their job responsibilities.

References:

<http://www.statistics.gov.lk/>

Annual Bulletin Computer Literacy-2020 report