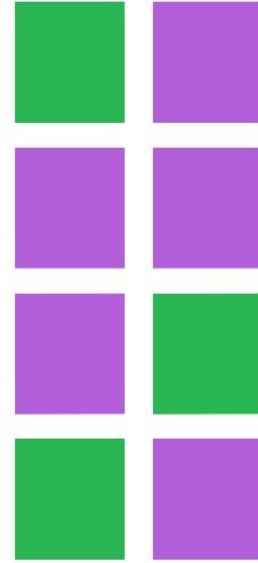


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DIGITAL COMPETENCES AND DIGITAL LITERACY SKILLS

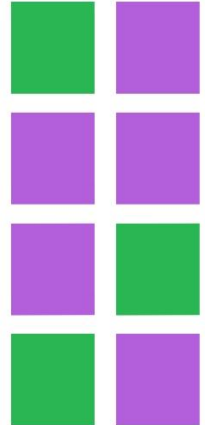
What is Digital Competence?

'Digital competence is a combination of knowledge, skills and attitudes with regards to the use of technology to perform tasks, solve problems, communicate, manage information, collaborate, as well as to create and share content effectively, appropriately, securely, critically, creatively, independently and ethically.'

Anders Skov, internet sociologist, Center for Digital Dannelsen.

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Why are Digital Competences important?

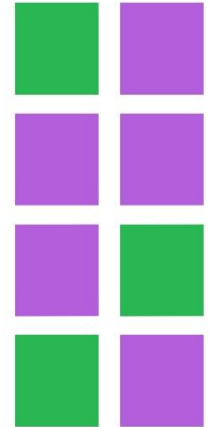
Digital Competence

(DigComp 2.02)

is a framework that identifies the key components of digital competence in **5 areas**

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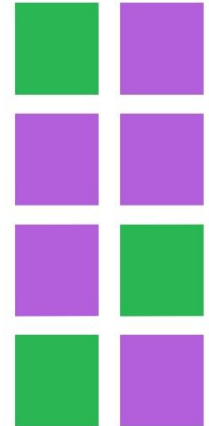
Areas

1. **Information and data literacy:** To articulate information needs, to locate and retrieve digital data, information and content.
2. **Communication and collaboration:** To interact, communicate and collaborate through digital technologies while being aware of cultural and generational diversity.
3. **Digital content creation:** To create and edit digital content.
4. **Safety:** To protect devices, content, personal data and privacy in digital environments.
5. **Problem solving:** To identify needs and problems, and to resolve conceptual problems and problem situations in digital environments.

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The Digital Competence Framework (DigComp 2.0)

[VIDEO](#)

Competence Areas: Information & Data literacy, Communication & Data literacy,
Digital Content Creation, Safety, Problem Solving

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Competence area 1:

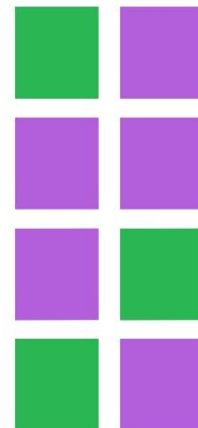
Information and data literacy

- Browsing, searching, filtering data, information and digital content
- Evaluating data, information and digital content
- Managing data, information and digital content

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Fast QUIZ

Browsing, Searching, and Filtering Data, Scenario: You are tasked with finding reliable resources for a presentation on sustainable energy. While searching online, you come across multiple sources, some from blogs and others from academic journals.

Question:

Which of the following strategies would most effectively ensure the quality and relevance of your sources?

1. Use the first link on the search engine page.
2. Focus on sources with many ads since they are likely popular.
3. Use advanced search tools to filter results by publication type, date, and credibility.
4. Choose sources that agree with your personal opinion.

Evaluating Data and Digital Content, Scenario: A colleague shares a report with impressive statistics about workplace productivity increases due to a new software tool. However, the source is not immediately clear.

Question:

What is the most appropriate first step to assess the reliability of this report?

1. Forward it to others to gather opinions.
2. Check for citations and verify the original source of the data.
3. Assume it is reliable because a colleague shared it.
4. Ignore the report unless it's directly relevant to your task.

Competence area 2:

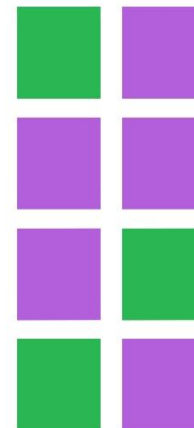
Communication and collaboration

- Interacting through digital technologies
- Sharing through digital technologies
- Engaging in citizenship through digital technologies
- Collaborating through digital technologies
- Netiquette
- Managing digital identity

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Fast QUIZ

Netiquette, Scenario: You are part of a professional online forum discussing industry trends. One member posts an opinion you strongly disagree with.

Question:

What is the most appropriate response in line with good netiquette?

1. Respond with a polite, constructive comment explaining your perspective.
2. Ignore the comment and avoid engaging in further discussions.
3. Post a sarcastic reply to highlight their mistake publicly.
4. Report their post to the moderator immediately.

Managing Digital Identity, Scenario: You are applying for a new job, and you realize potential employers might review your online presence.

Question:

What is the best way to ensure your digital identity represents you positively?

1. Delete all your social media accounts to avoid scrutiny.
2. Review and update privacy settings on your accounts, remove unprofessional content, and highlight achievements on platforms like LinkedIn.
3. Create a new account for the job application and ignore your existing profiles.
4. Focus only on your resume and assume employers won't check your online presence.

Competence area 3:

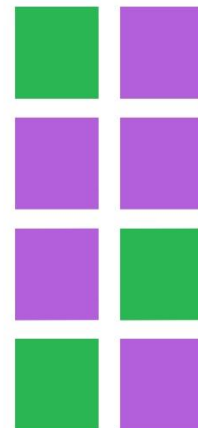
Digital content creation

- Developing digital content
- Integrating and re-elaborating digital content
- Copyright and licences
- Programming

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Fast QUIZ

Scenario: You are creating a promotional video for your team's upcoming project. While searching for visuals, you find a high-quality image on a website but notice it has a "Creative Commons BY-SA" license.

Question:

What is the best way to legally use this image in your video?

1. Use the image freely without attribution since it's publicly available.
2. Include the image but make minor edits so you don't need to credit the author.
3. Credit the author in the video and ensure your video is shared under the same "BY-SA" license.
4. Avoid using the image entirely since it has restrictions.

Scenario: You are tasked with creating an infographic to present complex survey results to your team. The data is detailed, and the audience is diverse, including both technical and non-technical members.

Question:

What is the best approach to develop an effective infographic?

1. Include all survey data in raw format to ensure transparency.
2. Use visuals, such as charts and icons, to simplify key points while ensuring accuracy.
3. Focus on aesthetics over content to make the infographic visually appealing.
4. Avoid using visuals and present the data as text for clarity.

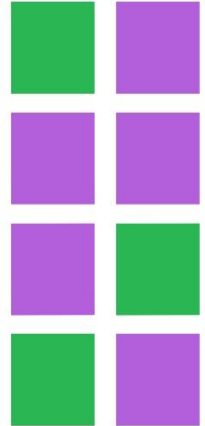
Competence area 4:

Safety

- Protecting devices
- Protecting personal data and privacy
- Protecting health and well-being
- Protecting the environment

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Fast QUIZ

Protecting Personal Data and Privacy, Scenario: You receive an email claiming to be from your bank, asking you to update your account details by clicking a provided link. The email includes your full name and looks professional.

Question:

What is the safest action to take in this situation?

1. Click the link and update your account details immediately.
2. Forward the email to friends to ask if they received it too.
3. Contact your bank directly using the official website or phone number to verify the email authenticity.
4. Ignore the email and assume it's unimportant.

Protecting Health and Well-being, Scenario: You've been working on your computer for hours without a break, and you start experiencing eye strain and neck pain.

Question:

Which of the following practices would best help protect your health and well-being during long work sessions?

1. Increase screen brightness to make it easier to see.
2. Take regular breaks to stretch, adjust posture, and follow the 20-20-20 rule (look at something 20 feet away for 20 seconds every 20 minutes).
3. Continue working but adjust your chair to a reclined position.
4. Turn off all lights in the room to reduce glare on the screen

Competence area 5:

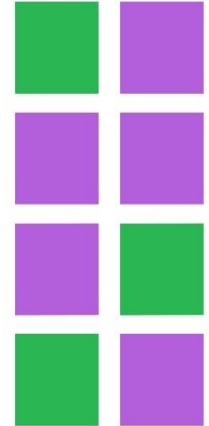
Problem solving

- Solving technical problems
- Identifying needs and technological responses
- Creatively using digital technologies
- Identifying digital competence gaps

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Fast QUIZ

Solving Technical Problems, Scenario: You're using a video conferencing tool for an important team meeting, but your microphone isn't working. You've already checked that it's unmuted in the app, but the problem persists.

Question:

What is the best next step to troubleshoot this issue?

1. Restart your computer immediately without checking anything else.
2. Check your device's audio settings to ensure the correct microphone is selected and update the drivers if needed.
3. Ask someone else to lead the meeting while you stop troubleshooting.
4. Assume the app is broken and uninstall it.

Identifying Needs and Technological Responses, Scenario: Your team struggles to collaborate effectively on a shared document, with members frequently overwriting each other's work and using outdated file versions.

Question:

Which digital solution would best address this issue?

1. Use a group chat to notify everyone before editing the document.
2. Implement a cloud-based collaboration tool like Google Docs or Microsoft OneDrive to allow real-time edits and version control.
3. Create separate files for each team member and manually combine them later.
4. Assign only one person to handle all document edits to avoid conflicts.

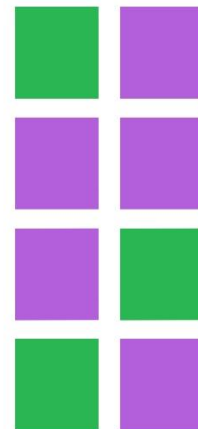
TEST YOUR DIGITAL SKILLS

- ~~Test your digital skills~~ in order to get a good understanding of your current digital competences and identify what you can do next to improve them.
- The "My Digi skills" tool is based on the established European Digital Competence Framework - DigComp 2.0.
- MyDigiSkills helps you to better understand your level of digital skills based on knowledge, skills and attitude in each of the five areas of the European Digital Competence Framework for Citizens, known as DigComp.
- You will get a report on your levels of digital skills at the end.

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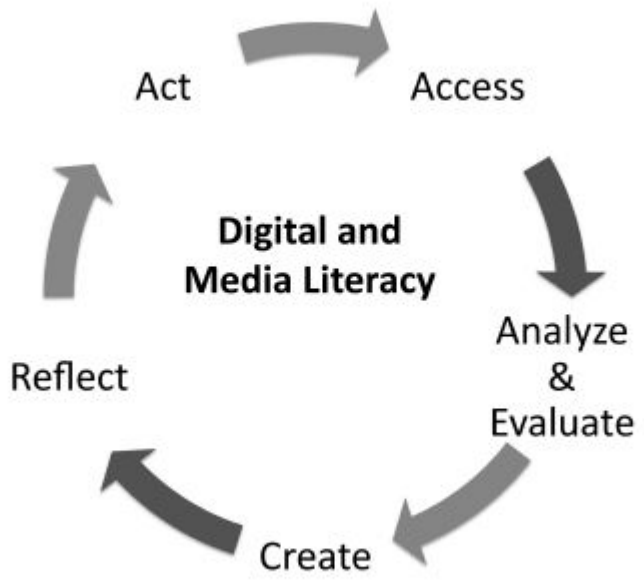
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MEDIA, INFORMATION AND DIGITAL LITERACY



MEDIA, INFORMATION AND DIGITAL LITERACY

These five competencies work together in a spiral of empowerment, supporting people's active participation in lifelong learning through the processes of both **consuming** and **creating messages**. This approach is consistent with constructivist education, which, as Brazilian education scholar **Paolo Freire** described, adopts :

“a concept of women and men as conscious beings...and with the posing of the problems of human beings in their relations with the world”

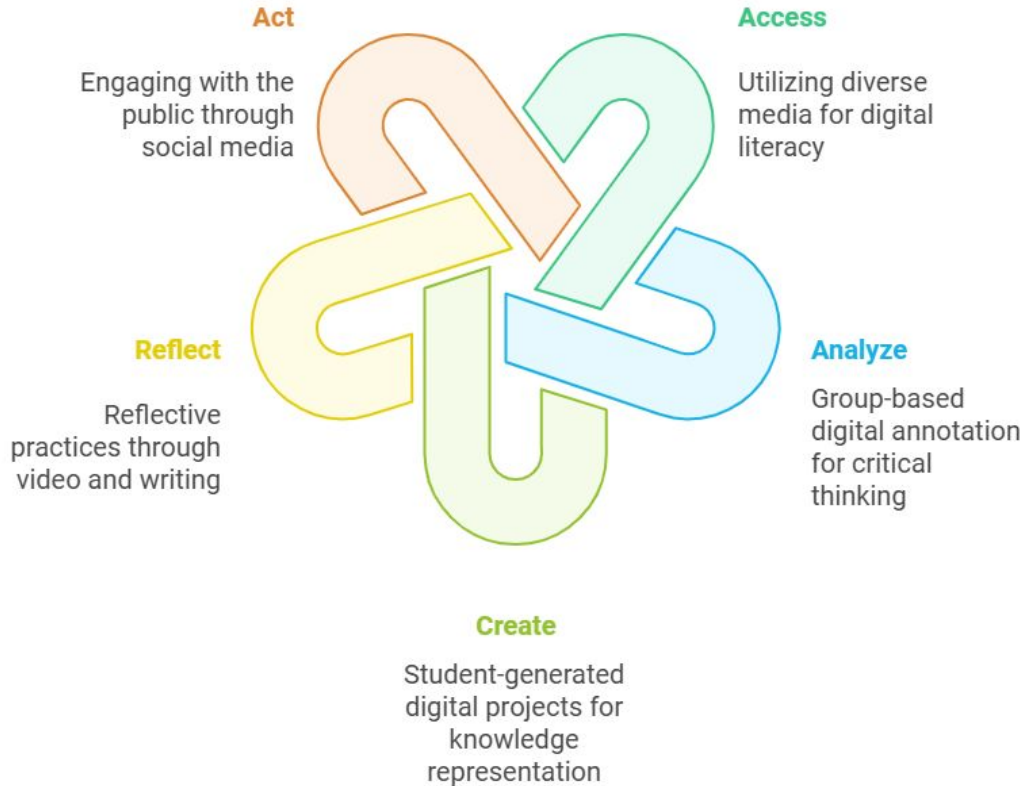
Media, information and digital literacy

Essential Competencies of Digital and Media Literacy

1. **ACCESS** Finding and using media and technology tools skillfully and sharing appropriate and relevant information with others
2. **ANALYZE & EVALUATE** Comprehending messages and using critical thinking to analyze message quality, veracity, credibility, and point of view, while considering potential effects or consequences of messages
3. **CREATE** Composing or generating content using creativity and confidence in self-expression, with awareness of purpose, audience, and composition techniques
4. **REFLECT** Applying social responsibility and ethical principles to one's own identity and lived experience, communication behavior and conduct
5. **ACT** Working individually and collaboratively to share knowledge and solve problems in the family, the workplace and the community, and participating as a member of a community at local, regional, national and international levels

The 6C Model by Renee Hobs

Innovative Digital Learning Strategies



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That's all for Digital Literacy Skills and Competences!



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