



My digital skills with Europass

Digital skills are very important for today's (working) world. Our entire day-to-day life is shaped and influenced by digital media and applications. Therefore, we need to learn to work with them and understand their impact. Use the Europass Digital Skills Assessment Tool to test your skills. But what exactly are digital skills and how can you develop them?



Work assignments

Basic knowledge: What are digital skills?

In 2013, the European Commission published a Digital Competence Framework (🌐 **DigComp**) for the first time. This describes the digital skills that EU citizens should have. The five defined competence areas are:

1. Information and data literacy
2. Communication and collaboration
3. Developing digital content
4. Safety
5. Problem solving

Working as a team, assign the following skills to a competence area. Enter the number of the area in the box.

- I can use a browser with an advanced search feature.
- I can explain what ransomware is.
- I can find a solution if something's not working.
- I can contact future employers by email.
- I can save important data to work with it later.

- I am familiar with the data protection guidelines regarding taking photos.
- I can create and publish a podcast.

In-depth: digital skills at work

In groups, discuss why digital skills are important for the future world of work. Think about three jobs that would be of interest to you and discuss the digital skills you need for these professions.

Discussion: the working world of the future

Working as a team, discuss how future-proof you think your dream jobs are.

Use the 🌐 **'Job Futuromat'** to check the extent to which activities in your dream job can be automated, for example.



Working with the Europass portal: test your digital skills

Go to 🌐 <https://europass.europa.eu/en>, scroll to **'Europass tools'**, click on the **'Test your digital skills'** button on the right and complete the test. Save the test result as a PDF and download it.

Additional tasks for faster learners:

Create a profile for a job that didn't exist five years ago.



Solutions with background information

The five areas of the European Digital Competence Framework describe, among other things, the following skills:

1. Information and data literacy

Definition: This includes the ability to search for, collect, analyse and process information and data in a targeted manner.

Skills: Use search strategies to find relevant information. Evaluate data and information and assess their credibility. Organise, store and process data in a meaningful way. Handle data in order to use it for personal and professional decisions.

2. Communication and collaboration

Definition: This area refers to the use of digital tools and platforms to communicate and collaborate with others.

Skills: Use different communication channels (email, messaging services, social media). Work effectively with digital tools in groups. Use social networks to share and disseminate information. Respect cultural and ethical differences in digital communication.

3. Developing digital content

Definition: This area includes the ability to generate and customise creative digital content, such as text, images, audio and video.

Skills: Create, edit and format digital content (text, presentations, graphics). Produce multimedia content (videos, podcasts). Know and respect copyright and other intellectual property rights. Critically reflect on and adapt content to optimise it for different target groups.

4. Safety

Definition: This competence includes the knowledge and skills needed to protect yourself and others in digital environments.

Skills: Know basic security practices to protect personal data and devices. Identify risks, threats and cyber attacks and act accordingly. Understand and apply data protection guidelines. Develop security awareness when using digital tools and platforms.

5. Problem solving

Definition: This area focuses on the ability to identify problems, develop solution strategies and use digital tools effectively to solve problems.

Skills: Identify and analyse problems that may occur in digital environments. Develop strategies to address challenges using digital resources and technologies. Apply critical thinking in the use of digital tools to support decision-making processes. Use creativity to find and implement innovative solutions.

According to: Riina Vuorikari, Stefano Kluzer and Yves Punie: 'DigComp 2.2, The Digital Competence Framework for Citizens,' European Commission 2022.

The working world of the future

The World of Work 4.0, also known as the Fourth Industrial Revolution or 'Industry 4.0,' is characterised by the use of state-of-the-art technologies such as artificial intelligence, the Internet of Things (IoT), automation and big data. In this new era, work processes are increasingly digitalised and traditional working methods are replaced or supplemented by technological innovations. New professions are emerging that require special digital skills, including data scientists, app developers and prompt engineers.