Rapport

RoadMap for improving the quality and responsiveness of VET – Theory and Practice

Curriculum for Training Materials:

Developing Digital Skills



Project Agreement Number: 101183369

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Coordinator:

MMC Mediterranean Management Centre

Partners:

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1. Introduction

This curriculum is based on the European Digital Competence Framework (DigComp 3.0) and directly responds to the labour market needs identified in the RAPPORT Aggregate Report.

Evidence from employers across partner countries shows that digital competence is now a baseline entry requirement, with strong emphasis on:

- Data protection and cybersecurity awareness (GDPR)
- Applied use of productivity tools and AI guidance for everyday workloads
- Digital collaboration readiness
- Practical troubleshooting capacity
- Continuous digital upskilling mindset

In response, the curriculum adopts a competence-based, workplace-oriented approach aligned with:

- EQF Level 5 descriptors (application, autonomy, responsibility)
- CEDEFOP principles for VET curriculum design
- Transversal skill development for micro and small enterprise environments

The programme is fully asynchronous and structured around practical workplace scenarios to enhance employability and digital adaptability.

2. Aim and objectives

2.1. Aim

The aim of this training programme is to develop applied digital competences aligned with the European Digital Competence Framework (DigComp 3.0), directly responding to the labour market needs identified in the RAPPORT Aggregate Report.

The programme strengthens learners' ability to use digital technologies safely, effectively and responsibly in workplace environments, supporting employability, adaptability and continuous digital upskilling at EQF Level 5.

2.2. Objectives

At the end of the training learners will be in a position to:

In terms of knowledge:

1. Analyze common digital safety risks in workplace environments and explain their potential organisational impact.
2. Interpret and apply core GDPR principles in relation to routine workplace data handling situations.
3. Differentiate and justify structured approaches to managing digital information and data in daily professional tasks.
4. Identify and compare appropriate digital tools and AI applications based on specific workplace needs.
5. Explain and justify professional standards for digital communication and collaboration in digital workspaces.
6. Describe and sequence structured troubleshooting procedures for common digital problems, including criteria for escalation.
7. Explain the rationale for continuous digital upskilling in rapidly evolving workplace environments.

In terms of skills:

1. Implement appropriate digital protection measures to reduce cybersecurity and data protection risks in routine workplace activities.
2. Critically evaluate digital information sources and content to determine reliability and suitability for professional use.
3. Organise, categorise and manage digital files and information using structured systems that enhance operational efficiency.
4. Select and apply appropriate digital productivity tools to produce standard workplace deliverables autonomously.
5. Use AI-based tools responsibly and strategically, ensuring protection of sensitive data and critical evaluation of AI outputs.

6. Collaborate autonomously through digital technologies, managing sharing settings, co-editing workflows and access permissions appropriately.
7. Diagnose and resolve common technical issues using structured troubleshooting logic and document the resolution process where required.
8. Assess personal digital competence levels and design a structured improvement plan to address identified gaps.

In terms of attitudes:

1. Demonstrate commitment to data protection, cybersecurity awareness and ethical digital conduct in professional environments.
2. Exhibit responsibility and professionalism in digital communication and collaborative digital practices.
3. Display proactive behaviour in identifying and addressing digital problems within workplace contexts.
4. Adopt a continuous learning mindset towards digital competence development in response to technological change.

2.3. List of topics

Topic 1 – Digital Safety & Responsible Data Handling

- Common cyber threats in the workplace (phishing, malware, social engineering)
- Safe password practices and multi-factor authentication
- Secure device use and updates
- GDPR principles and compliance risks in organisations (employee-level awareness)
- Safe handling of customer and organisational data
- Secure file sharing practices and secure handling of digital documents in daily workflows
- AI misuse risks linked to data protection (what not to share; awareness of exposure risks)
- Safe remote working practices as part of workplace digital safety
- Digital well-being and prevention of digital overload

Topic 2 – Information & Data Literacy for Professional Environments

- Searching for reliable professional information
- Evaluating reliability of sources and digital content (supporting critical use of information)
- Organising digital files and folder structures
- Basic document naming and version management
- Fundamental data organisation principles (structured vs unstructured data)
- Using spreadsheets for simple workplace data tasks
- Safe cloud storage practices
- Protecting sensitive information

Topic 3 – Digital Tools & AI for Everyday Professional Tasks

- Identifying digital needs in workplace activities
- Selecting appropriate productivity tools (documents, presentations, simple design tools)
- AI guidance for everyday workloads as a majority requirement (AI as productivity tool)
- Using AI to support routine work outputs (summarising, drafting, organising work, evaluate AI output)
- Responsible AI use: fluency vs mastery (knowing limits, avoiding misuse)
- Linking tool use with efficiency and reduced operational errors (workplace optimisation logic)
- Recognising personal digital competence gaps (self-diagnosis)
- Developing a personal digital improvement plan

Topic 4 – Digital Communication, Collaboration & Professional Identity

- Professional digital communication standards
- Secure file and information sharing
- Collaboration in shared digital documents
- Managing access rights and permissions
- Netiquette in professional contexts
- Professional email communication
- Responsible participation in digital workspaces

- Managing digital identity and online presence

Topic 5 – Creating & Editing Digital Content for Workplace Deliverables

- Creating professional digital documents
- Editing and formatting digital content
- Combining text and visuals effectively
- Preparing structured presentations
- Understanding copyright basics
- Using open-source and licensed materials correctly
- Avoiding plagiarism (paraphrasing basics) and ensuring ethical use of external materials in professional outputs

Topic 6 – Solving Basic Technical Problems

- Identifying common technical issues
- Basic troubleshooting logic (restart, reconnect, update)
- Resolving simple access problems / connectivity issues impacting work continuity
- Managing basic cloud synchronisation issues
- When and how to escalate technical problems
- Preventive mindset: basic maintenance behaviour to reduce interruptions (updates/ backups)

2.4. Training techniques used

☐ Lecture

☐ Questions and answers

☐ Exercise

☐ Brainstorming

☐ Case study (Workplace-Based Scenarios)

2.5. Module Evaluation

- A learning evaluation tool through a multiple choice test (10 questions)