



SOCIAL INNOVATIONS FOR INCLUSIVE GREEN AND DIGITAL JOBS



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DigComp

This training course (index and modules) apply to:

Modules	Profession: <i>(insert the name of the job profile)</i>	Entrepreneurship course <i>(insert the name of the entrepreneur profile)</i>	Where to include each module (e.g. in business plan part, theoretical part)	Insert the name of the previous module
Module 1 name				
Module 2 name				
((add row for extra modules))				
Example 1: Module a	Photovoltaic solar system technician assistant	N.A.	Theoretical part	Module XX (this column can be properly filled after validation of training index)
Example 2: Module b	N.A.	Sustainable Farming	Technical part	Module XX (this column can be properly filled after validation of training index)

Index of the training course

THEORETICAL PART (transversal competences)			
	Contents	Learning objectives	Hours
DigComp	Digital Green skills for new job profiles (general)		30h
Module 1 Fundamental concepts of Digital Data	Digital data are electronically coded information created using digital devices. They are crucial in the modern context as they enable informed decision-making and improve efficiency in daily life and work. Managing data through tools like spreadsheets (e.g., Microsoft Excel, Google Sheets) is essential. Participants will learn to create, save, and retrieve data files, utilizing basic functions of these tools for effective information management.	<p>Learning Objective 1: Understanding Digital Data</p> <p>Objective: Participants will comprehend the nature and significance of digital data in modern contexts, recognizing its role in informed decision-making and efficiency improvement in both personal and professional spheres.</p> <p>Details: Learn what digital data is and how it is electronically coded and stored using digital devices.</p>	8h

Commented [1]: @selin.tagmat@all-digital.org or are Green skills also here?

Commented [2R1]: Selin: I think this was a typo, maybe when copying.
@elgacontardi@egina.eu can correct me if I am wrong :)



		<p>Understand why digital data is crucial for making informed decisions and improving efficiency in various aspects of life and work.</p> <p>Explore real-world examples where digital data plays a pivotal role, such as in business analytics, personal finance management, and everyday technology use.</p> <p>Learning Objective 2: Basic Data Management Skills</p> <p>Objective: Participants will acquire practical skills in managing digital data using spreadsheet tools like Microsoft Excel and Google Sheets.</p> <p>Details: Learn how to create new spreadsheet files, input data, and organize information effectively.</p> <p>Understand the processes for saving data files in various formats and retrieving them when needed.</p> <p>Gain proficiency in using basic spreadsheet functions such as formulas, sorting, and filtering to manage and analyze data efficiently.</p>	
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		Engage in hands-on activities that simulate real-life scenarios requiring data management, ensuring that participants can apply these skills effectively in their daily and professional lives.	
Module 2 Digital Communication and Collaboration	Digital collaboration tools help teams work together online. These tools let you share documents, coordinate tasks, chat in real-time, and hold virtual meetings. Using these tools correctly can make your team more efficient and organized. They help everyone stay on the same page and manage projects better by making it easier to communicate and work together.	<p>Learning Objective 1: Mastering Digital Collaboration Tools</p> <p>Objective: Participants will develop a comprehensive understanding of digital collaboration tools, their functionalities, and their impact on team efficiency and organization.</p> <p>Details: Understand what digital collaboration tools are and explore examples such as Google Workspace, Microsoft Teams, Slack, and Trello.</p> <p>Learn about the key features of these tools, including document sharing, task coordination, real-time chat, and virtual meetings.</p> <p>Recognize how these tools can enhance team efficiency, streamline project management, and improve overall communication and collaboration within a team.</p>	8h





		<p>Learning Objective 2: Practical Application of Digital Collaboration Tools</p> <p>Objective: Participants will gain hands-on experience in using digital collaboration tools to improve team communication, project management, and overall productivity.</p> <p>Details: Learn how to set up accounts, create and share documents, organize tasks, and participate in real-time chats and virtual meetings.</p> <p>Discover best practices for using digital collaboration tools effectively, such as setting up shared workspaces, maintaining clear communication channels, and coordinating tasks efficiently.</p> <p>Engage in collaborative exercises and projects that require the use of digital tools, ensuring participants can apply these skills in real-world team settings to improve project outcomes and team cohesion.</p>	
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<p>Module 3 Digital Problem Solving and Creativity</p>	<p>Common digital issues, such as connection problems or software errors, and methods to resolve them using simple tools are explored. A positive, solution-oriented mindset is promoted to effectively tackle these challenges. Innovative technologies, such as Artificial Intelligence, are analyzed for their use in the green context. Emphasis is placed on integrating these technologies into sustainable projects, developing creative solutions, and experimenting with new ideas confidently.</p>	<p>Learning Objective 1: Troubleshooting Common Digital Issues</p> <p>Objective: Participants will learn to identify and resolve common digital issues such as connection problems and software errors using simple tools and techniques.</p> <p>Details: Understand typical digital issues that may arise, such as internet connectivity problems, software malfunctions, and hardware glitches.</p> <p>Learn basic methods to troubleshoot and resolve these issues, including restarting devices, checking connections, updating software, and using diagnostic tools.</p> <p>Develop a solution-oriented mindset to approach digital challenges confidently and efficiently, fostering resilience and adaptability in problem-solving.</p> <p>Learning Objective 2: Leveraging Innovative Technologies for Sustainability</p>	<p>9h</p>
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		<p>Objective: Participants will explore the role of innovative technologies, particularly Artificial Intelligence (AI), in promoting sustainability and integrating these technologies into green projects.</p> <p>Details: Understand the basics of Artificial Intelligence and its potential applications in environmental and sustainable projects.</p> <p>Analyze real-world examples where AI and other innovative technologies have been successfully integrated into sustainable projects, such as smart energy management, waste reduction, and environmental monitoring.</p> <p>Encourage creative thinking and experimentation by integrating AI into participants' own sustainable projects, developing innovative solutions, and testing new ideas confidently.</p> <p>Engage in practical activities that involve using AI tools and other technologies to design and implement sustainable solutions,</p>	
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		fostering a hands-on learning experience.	
(add row for extra modules)			

CERTIFICATION	
Requirements to complete the study	Assessment method assessment test after each module Minimum requirements (...)
Certification	Micro-credentials Europass UPM Certification Any other official recognition

Commented [3]: @selin.tagmat@all-digital.org what have we decided about this?
Assigned to selin.tagmat@all-digital.org

Commented [4R3]: Selin: While several aspects of the certification are still being discussed, from what I understand, at least it is decided that transversal competences will be certified through Europass, both within the scope of Employment and Entrepreneurship itineraries, while the technical competences will be certified both by UPM and Europass.

I believe here then it should be Europass microcredentials but @pgodoy@accioncontraelhambre.org please correct me if I am wrong.
Reassigned to pgodoy@accioncontraelhambre.org

Training detailed content (to be filled after index of training)

General overview of the expected learning outcomes of the **theoretical part (transversal competences)**, with a special focus on the face-to-face sessions and the requirements to fully participate in all training activities. Modules must be reported in a sequential manner.

Module 1	Contents	Learning outcomes	Learning methods*
Module 1 Fundamental concepts of Digital Data	Digital data are electronically coded information created using digital devices. They are crucial in the modern context	Learning Objective 1: Understanding Digital Data	Face-to-face workshop MOOC Work-based activity Project-based activity



<p>8 hours</p> <p>Aim</p>	<p>as they enable informed decision-making and improve efficiency in daily life and work. Managing data through tools like spreadsheets (e.g., Microsoft Excel, Google Sheets) is essential. Participants will learn to create, save, and retrieve data files, utilizing basic functions of these tools for effective information management.</p>	<p>Objective: Participants will comprehend the nature and significance of digital data in modern contexts, recognizing its role in informed decision-making and efficiency improvement in both personal and professional spheres.</p> <p>Details: Learn what digital data is and how it is electronically coded and stored using digital devices.</p> <p>Understand why digital data is crucial for making informed decisions and improving efficiency in various aspects of life and work.</p> <p>Explore real-world examples where digital data plays a pivotal role, such as in business analytics, personal finance management, and everyday technology use.</p> <p>Learning Objective 2: Basic Data Management Skills</p>	<p>Video tutorial Video lesson</p>
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		<p>Objective: Participants will acquire practical skills in managing digital data using spreadsheet tools like Microsoft Excel and Google Sheets.</p> <p>Details: Learn how to create new spreadsheet files, input data, and organize information effectively.</p> <p>Understand the processes for saving data files in various formats and retrieving them when needed.</p> <p>Gain proficiency in using basic spreadsheet functions such as formulas, sorting, and filtering to manage and analyze data efficiently.</p> <p>Engage in hands-on activities that simulate real-life scenarios requiring data management, ensuring that participants can apply these skills effectively in their daily and professional lives.</p>	
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Teaching materials			
CERTIFICATION (if any)			
Assessment method	Minimum requirements	Type of certification	Issuer
assessment	50% of answers right	TO BE DEFINED	

*Select what applies and indicate the number of hours for each method

Module 2	Contents	Learning outcomes	Learning methods*
Module 2 Digital Communication and Collaboration 8 hours Aim	Digital collaboration tools help teams work together online. These tools let you share documents, coordinate tasks, chat in real-time, and hold virtual meetings. Using these tools correctly can make your team more efficient and organized. They help everyone stay on the same page and manage projects better by making it easier to communicate and work together.	Learning Objective 1: Mastering Digital Collaboration Tools Objective: Participants will develop a comprehensive understanding of digital collaboration tools, their functionalities, and their impact on team efficiency and organization. Details:	Face-to-face workshop MOOC Work-based activity Project-based activity Video tutorial Video lesson



		<p>Understand what digital collaboration tools are and explore examples such as Google Workspace, Microsoft Teams, Slack, and Trello.</p> <p>Learn about the key features of these tools, including document sharing, task coordination, real-time chat, and virtual meetings.</p> <p>Recognize how these tools can enhance team efficiency, streamline project management, and improve overall communication and collaboration within a team.</p> <p>Learning Objective 2: Practical Application of Digital Collaboration Tools</p> <p>Objective: Participants will gain hands-on experience in using digital collaboration tools to improve team communication, project management, and overall productivity.</p> <p>Details:</p>	
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		<p>Learn how to set up accounts, create and share documents, organize tasks, and participate in real-time chats and virtual meetings.</p> <p>Discover best practices for using digital collaboration tools effectively, such as setting up shared workspaces, maintaining clear communication channels, and coordinating tasks efficiently.</p> <p>Engage in collaborative exercises and projects that require the use of digital tools, ensuring participants can apply these skills in real-world team settings to improve project outcomes and team cohesion.</p>	
Teaching materials		TO BE DEFINED	
CERTIFICATION (if any)			
Assessment method	Minimum requirements	Type of certification	Issuer
assessment	50% of answers right		



Module 3	Contents	Learning outcomes	Learning methods*
<p>Module 3 Digital Problem Solving and Creativity</p> <p>9 hours</p> <p>Aim</p>	<p>Common digital issues, such as connection problems or software errors, and methods to resolve them using simple tools are explored. A positive, solution-oriented mindset is promoted to effectively tackle these challenges. Innovative technologies, such as Artificial Intelligence, are analyzed for their use in the green context. Emphasis is placed on integrating these technologies into sustainable projects, developing creative solutions, and experimenting with new ideas confidently.</p>	<p>Learning Objective 1: Troubleshooting Common Digital Issues</p> <p>Objective: Participants will learn to identify and resolve common digital issues such as connection problems and software errors using simple tools and techniques.</p> <p>Details: Understand typical digital issues that may arise, such as internet connectivity problems, software malfunctions, and hardware glitches.</p> <p>Learn basic methods to troubleshoot and resolve these issues, including restarting devices, checking connections, updating software, and using diagnostic tools.</p> <p>Develop a solution-oriented mindset to approach digital challenges confidently and</p>	<p>Face-to-face workshop MOOC Work-based activity Project-based activity Video tutorial Video lesson</p>



		<p>efficiently, fostering resilience and adaptability in problem-solving.</p> <p>Learning Objective 2: Leveraging Innovative Technologies for Sustainability</p> <p>Objective: Participants will explore the role of innovative technologies, particularly Artificial Intelligence (AI), in promoting sustainability and integrating these technologies into green projects.</p> <p>Details: Understand the basics of Artificial Intelligence and its potential applications in environmental and sustainable projects.</p> <p>Analyze real-world examples where AI and other innovative technologies have been successfully integrated into sustainable projects, such as smart energy management, waste reduction, and environmental monitoring.</p>	
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		<p>Encourage creative thinking and experimentation by integrating AI into participants' own sustainable projects, developing innovative solutions, and testing new ideas confidently.</p> <p>Engage in practical activities that involve using AI tools and other technologies to design and implement sustainable solutions, fostering a hands-on learning experience.</p>	
Teaching materials		TO BE DEFINED	
CERTIFICATION (if any)			
Assessment method	Minimum requirements	Type of certification	Issuer
assessment	50% of answers right	TO BE DEFINED	