



User Manual Digital Competence Indicator

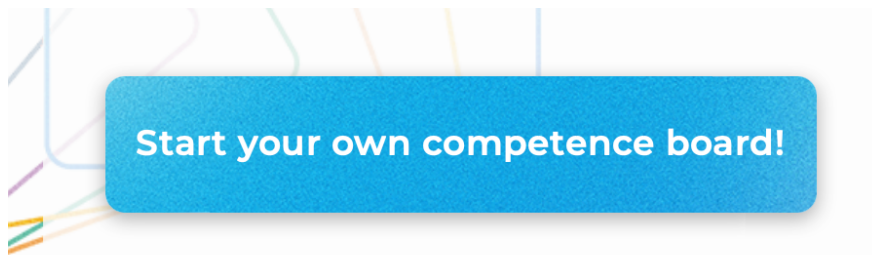
Do you want to integrate digital competences (that are indispensable for the workforce) in your education? Or do you want to update the competence profiles of your employees with digital competences? Then use the Digital Competence Indicator, a tool to integrate digital competences in your educational or job profile.

1. Go to www.digitalcompetenceindicator.eu.
2. Click on  to start the Digital Competence Indicator.
3. You are on the landingpage. Here you can check out the Digital Competence Framework (go to 4), or you can start creating a competence board (go to 5).
4. Check the Digital Competence Framework in the menu on the right. Here you can see the different digital competences that are present in the framework (a). You can close this framework by clicking on .



The Framework contains 5 main categories with 21 digital competences in total. If you want to know what a competence means specifically, then click on this competence. You will see a more detailed explanation plus examples from different professional fields, on bachelor and master level.

- Click on **[Start your own competence board]** to start working with your competences from your own educational or work profile.



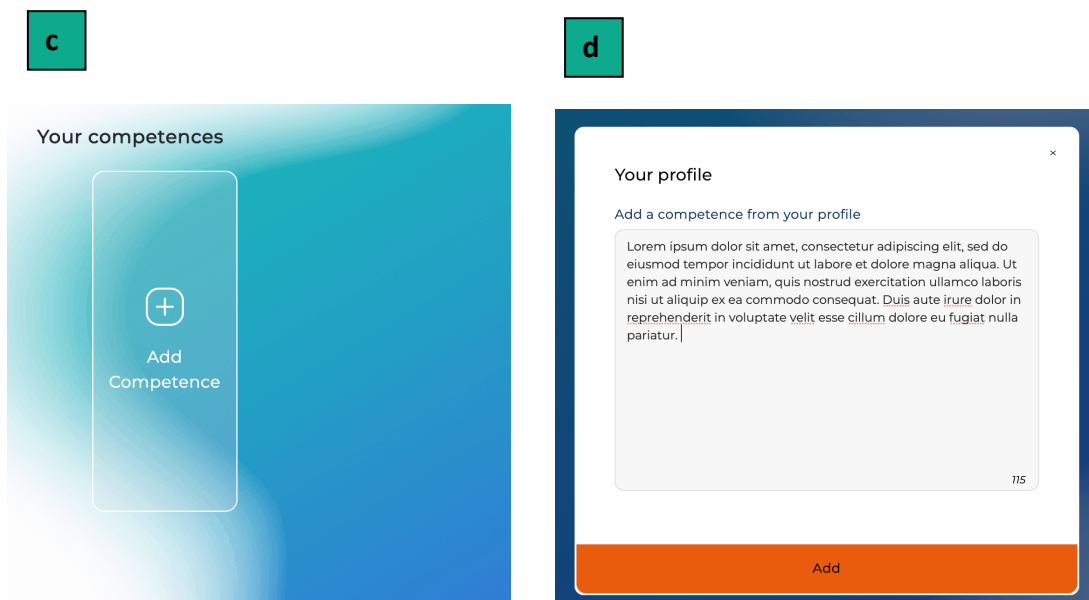
- Name your board, select a level and indicate a professional field. Then click **[Send]**.

IMPORTANT

Don't forget to save your URL immediately! Do this by clicking on Copy URL. The URL is then copied to your own clipboard. Next you can paste the URL where you want to save it.

This is your own unique URL and you will need it to re-open your competence board later on.

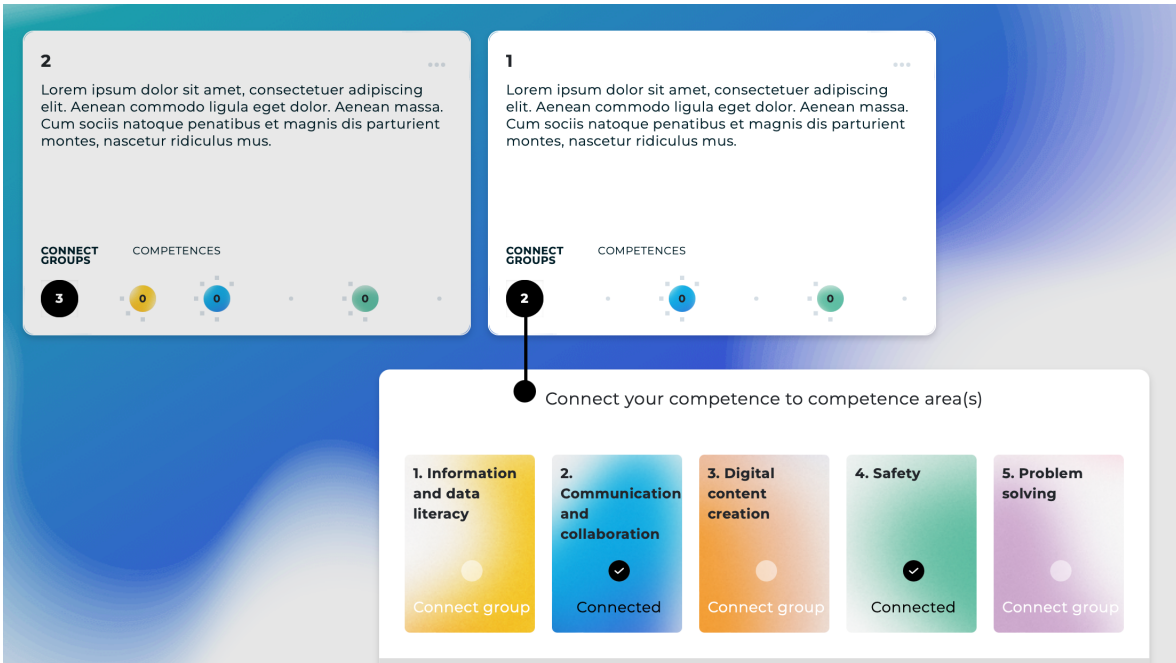
- Click on **[+ Add competence]** (c) and copy elements from your own educational or work profile. These are your competence cards. (d).



- You can scan your competence cards on 2 levels: on main group level (for example 1. Information and data literacy) and on digital competence level (for example 1.2 Evaluating data, information and digital content).
- Discuss which main groups from the framework are present on your different competence cards. For each card, click on **[link group]** to link the relevant main groups to this competence card (e). After this you can see which main groups are already present in your competence cards.

Now we are going to a more specific level, that of digital competences. Click on the colored dot of every main group. You will then see which digital competences are related to that main group. Check which digital competences are already present in your competence card. Link these digital competences to this card by clicking those competences (f).

e



2

1

CONNECT GROUPS

COMPETENCES

2

Connect your competence to competence area(s)

1. Information and data literacy

2. Communication and collaboration

3. Digital content creation

4. Safety

5. Problem solving

Connect group

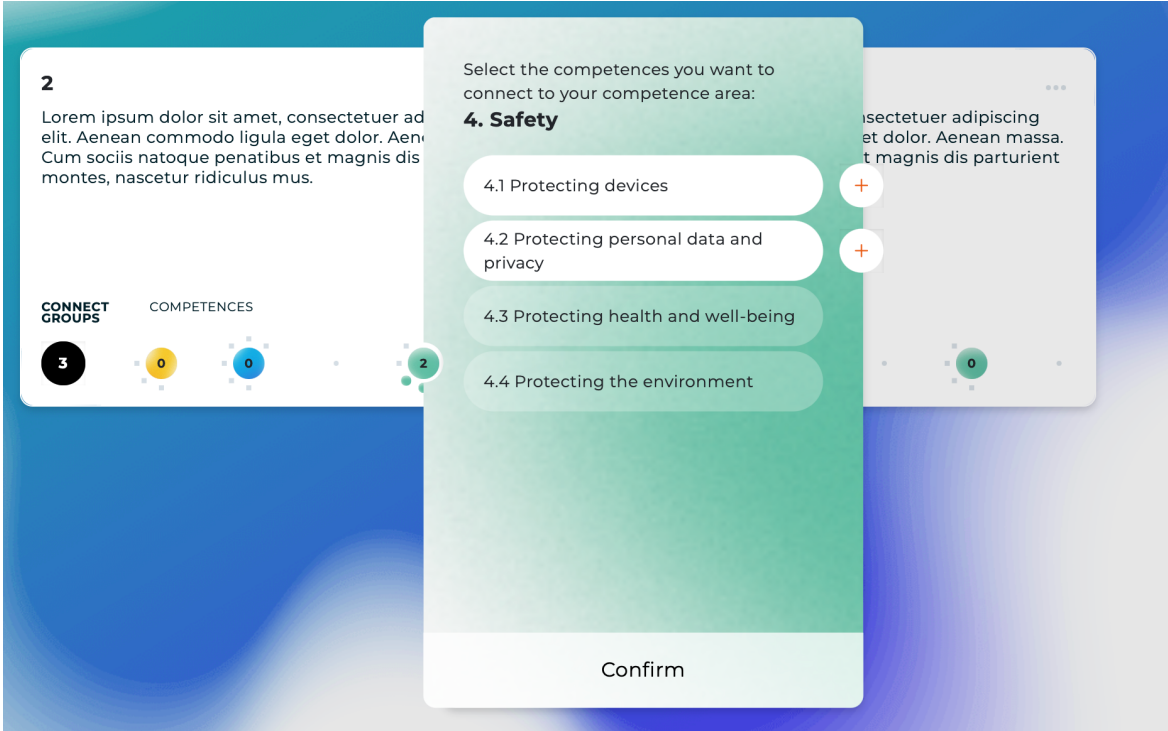
Connected

Connect group

Connected

Connect group

f



2

1

CONNECT GROUPS

COMPETENCES

2

Select the competences you want to connect to your competence area:

4. Safety

4.1 Protecting devices



4.2 Protecting personal data and privacy

4.3 Protecting health and well-being

4.4 Protecting the environment

Confirm

10. You now see in one glance how many digital competences are already present in your own competence cards. This way you have an overview of competences that are present, but you also have an overview of what is missing! .
11. Take a good look at the digital competences that are not already present in your profile. Use the examples of the reflection questions for this.
12. Add the missing digital competences to your competence cards.

Click on  to add your own notes and suggestions. By clicking on  you can view and change them.



Examples of reflection questions

- Are there additional competences needed, specifically for the professional field for which you are educating?
- Are there technological developments in the professional field which may influence the content of the digital competences?
- Are adjustments needed?

For each competence card collect your additions to the digital competences and integrate those in your competence card..

Are you happy with your competence board? Good! Time to share it with your colleagues or professional field partners, by sharing your unique URL.



If you want to create a static representation of your competence board, click on

Export (pdf)

In a new tab a pdf is created of the competence board that you are working on. You can save this pdf for further use..

On our way to strong digital competences in education and work field!