

## DIGITAL SKILLS

This model describes the specific aspects of the five partial skills set out in the international framework DigComp 1.0.

1. **Information management** – searching for digital information in a targeted manner and browsing, evaluating, storing and retrieving digital information.
2. **Communication in digital environments** – mindful interaction in online environments, sharing information and content, engaging in online citizenship and collaborating through digital channels.
3. **Content creation** – creating digital content, editing and integrating existing digital content, creative self-expression and programming and complying with intellectual property rights and licences.
4. **Safety** – protecting identity, health and the environment and using information and communication technology in a safe and sustainable manner.
5. **Problem-solving** – identifying needs and finding solutions using appropriate digital technologies, using technology creatively and developing digital competences.

Partial skills	Description of partial skills
<b>1. Information management</b>	<p><b>1.1. Searching for and browsing information</b> – ascertains their information needs based on their aim and selects methods appropriate to that aim in order to search for and browse digital information.</p> <p><b>1.2. Evaluating information</b> – gathers and processes digital information, differentiates between important and unimportant information and analyses and critically evaluates it.</p> <p><b>1.3. Storing and retrieving information</b> – stores digital information according to their aims and organises and processes information gathered for the purpose of retrieval.</p>
<b>2. Communication in digital environments</b>	<p><b>2.1. Interacting through digital technologies</b></p> <p><b>2.2. Sharing information and content</b> – shares with others the location and content of information found and follows good practice concerning the protection of intellectual property.</p> <p><b>2.3. Engaging in online citizenship</b> – is engaged in and engages others in social activities, using ICT tools and options.</p> <p><b>2.4. Collaborating through digital channels</b> – uses digital technologies for team work and the co-creation of resources, digital content and knowledge.</p> <p><b>2.5. Netiquette</b> – follows behavioural norms and good practice in digital interaction and takes cultural differences and diversity into consideration during interaction.</p> <p><b>2.6. Managing digital identity</b> – creates and manages their digital identity and keeps track of their digital footprint.</p>
<b>3. Content creation</b>	<p><b>3.1. Creating digital content</b> – creates their own digital content and edits and develops, in various formats, digital content created by themselves and others.</p> <p><b>3.2. Creating new knowledge</b> – edits and integrates existing digital content in order to create new knowledge.</p> <p><b>3.3. Copyright and licences</b> – follows the principles of intellectual property when creating digital content and using content created by others.</p>

<p><b>4. Safety</b></p>	<p><b>4.1. Protecting devices</b> – applies safety and security measures in order to avoid physical and virtual risks.</p> <p><b>4.2. Protecting personal data</b> – in digital activities, gives consideration to the privacy of others and to common terms of service and protects their personal data and themselves from online fraud, threats and cyber bullying.</p> <p><b>4.3. Protecting health</b> – avoids health risks arising from the use of digital technology and digital information.</p> <p><b>4.4. Protecting the environment</b> – is aware of the impact of digital technology on the environment.</p>
<p><b>5. Problem-solving</b></p>	<p><b>5.1. Solving technical problems</b> – identifies technical problems via troubleshooting and finds possible solutions thereto (from troubleshooting to solving more complex problems).</p> <p><b>5.2. Identifying needs and technological responses</b> – selects and critically evaluates appropriate technological options and digital solutions according to their needs.</p> <p><b>5.3. Innovation and creatively using technology</b> – applies technology in order to express themselves creatively and find innovative solutions to problems.</p> <p><b>5.4. Identifying digital competence gaps</b> – keeps up to date with new developments in digital technology, consistently identifies shortcomings in their digital competence, develops their digital competence and supports others in doing the same.</p>