

# Essential Digital Skills

Professional development programme to support teachers and trainers

#EnhanceEDS



EDUCATION & TRAINING  
FOUNDATION

Self-assessment tool

## Training events and online modules



### Using devices & handling information

- ▶ Using devices
- ▶ Finding and evaluating information
- ▶ Managing and storing information
- ▶ Dealing with technical problems

- + Teaching exemplars
- + Scenarios
- + Guidance



### Creating and editing

- ▶ Creating and editing documents
- ▶ Working with digital media P1
- ▶ Working with digital media P2
- ▶ Processing numerical data

- + Teaching exemplars
- + Scenarios
- + Guidance



### Communicating

- ▶ Communicating and sharing P1
- ▶ Communicating and sharing P2
- ▶ Managing traceable online activities

- + Teaching exemplars
- + Scenarios
- + Guidance



### Transacting

- ▶ Using online services
- ▶ Buying securely online P1
- ▶ Buying securely online P2

- + Teaching exemplars
- + Scenarios
- + Guidance



### Being safe and responsible online

- ▶ Protecting privacy
- ▶ Protecting data (risks)
- ▶ Being responsible online
- ▶ Digital wellbeing

- + Teaching exemplars
- + Scenarios
- + Guidance

Synoptic module: Teaching and learning for being online

Synoptic module: Teaching and learning for using digital devices

Communities of practice