MICROCREDENTIALS FOR COMUNICATION AND COLLABORATION

Competence 2.4: COLLABORATING THROUGH DIGITAL TECHNOLOGIES

DSW
DIGITAL SKILLS WALLET

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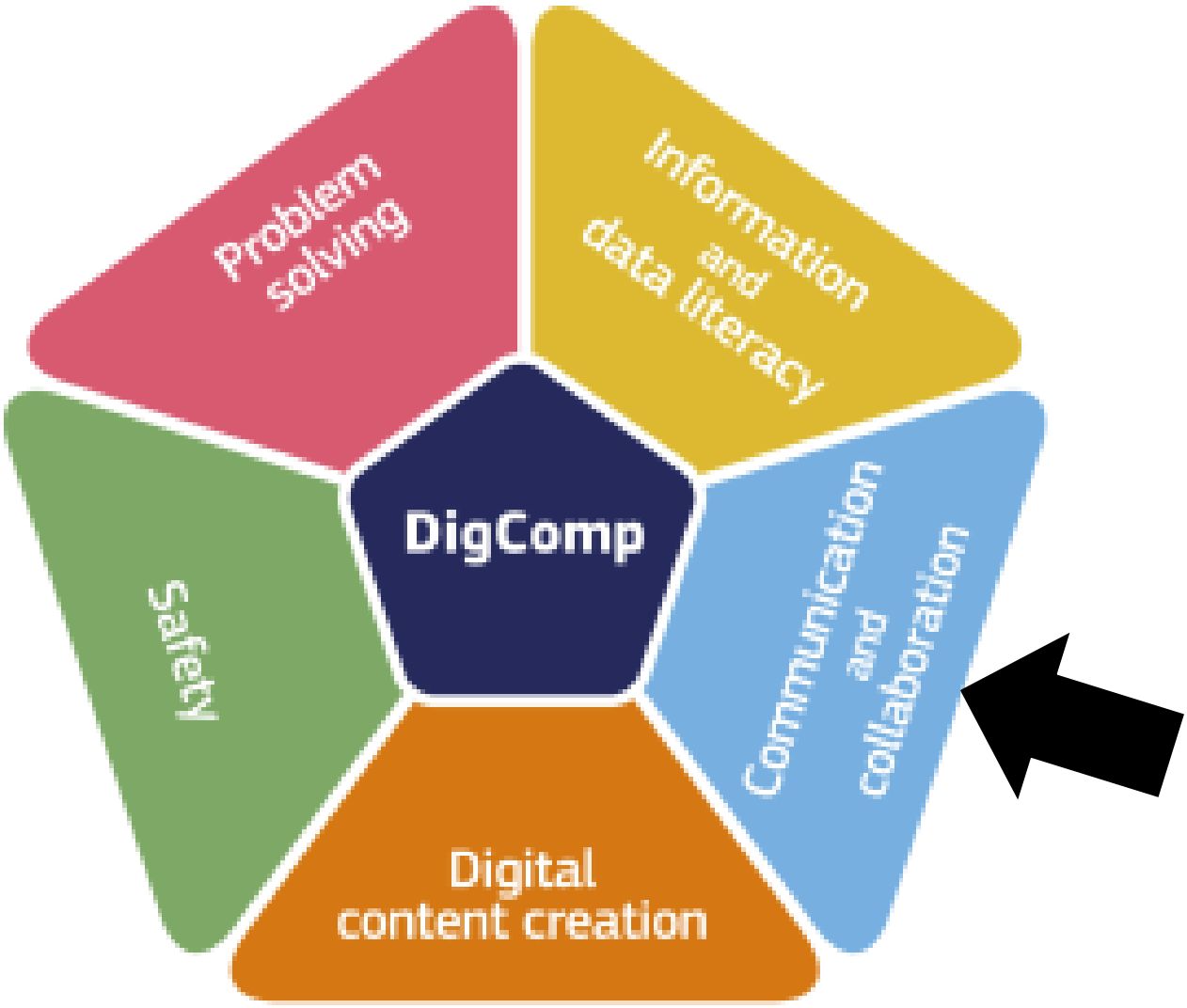
Problem solving
Information and data literacy
Communication and collaboration
Digital content creation
Safety
DigComp

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Prerequisites

To choose simple digital tools and technologies for collaborative processes, there are several prerequisites that one should consider. Here are some key factors:

1. **Understanding of the Collaborative Process**: Before selecting any digital tools, it is important to have a clear understanding of the collaborative process you wish to enhance. Identify the objectives, key stakeholders, and areas where collaboration is needed. This will help in identifying the right tools that align with those needs.
2. **Knowledge of Available Tools**: Research and gain knowledge about the different digital tools and technologies available for collaboration. Understand their features, functionalities, and compatibility with various devices and operating systems. This will enable you to make informed decisions while selecting appropriate tools.
3. **User-Friendliness**: Choose tools that are user-friendly and easy to navigate, especially for those who may not be technologically proficient. The selected tools should not have a steep learning curve, enabling team members to quickly adapt and collaborate effectively.
4. **Compatibility and Integration**: Ensure that the chosen tools and technologies are compatible with existing systems and platforms used within the organization. Also, consider their ability to integrate with other tools commonly used by the team, such as project management software, communication platforms, or file-sharing systems. This will promote seamless collaboration and reduce the need for switching between multiple tools.
5. **Security and Privacy**: When selecting tools, prioritize security and privacy features. Look for tools that offer encryption, multi-factor authentication, and data protection to safeguard sensitive information during collaborative processes. Compliance with data protection regulations should also be considered, especially in industries with strict confidentiality requirements.
6. **Cost and Scalability**: Consider the cost implications of the chosen tools and evaluate whether they fit within the allocated budget. Additionally, assess the scalability of the tools, as collaborative processes may grow over time and require additional features or accommodate a growing number of users.
7. **User Feedback and Reviews**: Read user reviews and feedback about the tools being considered. This will provide insights into the practical experiences of others and help in gauging the suitability of the tools for collaborative processes.

By considering these prerequisites, individuals or organizations can make well-informed choices and select simple digital tools and technologies that effectively support collaborative processes.

FOUNDATION LEVEL

(Level 1 and Level 2)

Identification of the learner Any Citizen

Title and code of the micro-credential	EFFICIENT USE OF DIGITAL TOOLS ACROSS MULTIPLE DEVICES Code: MC 2.4.A.1
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
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Level of the learning experience leading to the micro-credential	FOUNDATION
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 1-2 LOs 2.4.1 and 2.4.8):

Awareness of Simple Tools and Technologies

- Is aware of simple digital tools and technologies for collaborative processes.

Skillful Use of Simple Digital Tools and Technologies

- Knows how to use simple digital tools and technologies on multiple devices.

Description

Completing this micro-credential equips participants with practical knowledge and skills in utilizing simple digital tools for collaborative processes across diverse devices. Participants gain awareness of various digital resources, platforms, and technologies designed to enhance collaboration, communication, and shared workspaces. This knowledge empowers them to explore and employ tools supporting collaborative endeavors like document sharing, project management, and virtual communication.
Key benefits include developing an awareness of these digital tools and acquiring the know-how to use them on multiple devices. Participants gain practical skills in navigating and utilizing digital resources across various platforms, promoting flexibility and accessibility in collaborative efforts. Engaging in hands-on activities, they explore different platforms, gaining proficiency in document collaboration, file sharing, and communication tools.
Emphasizing practical application, the micro-credential focuses on integrating digital tools into everyday workflows. Participants learn to streamline communication, enhance productivity, and facilitate teamwork through the application of digital resources in real-world collaborative processes. Ultimately, attendees leave with a practical understanding, awareness, and proficiency in leveraging digital tools for effective collaboration, contributing to the broader goal of fostering efficiency in digital environments.

Questions

Awareness of Digital Tools for Collaboration

1. What are some simple digital tools you are aware of for facilitating collaborative processes?
2. Can you share specific instances where these tools have proven effective in enhancing collaboration?

User-Friendly Features

3. What features do you find most user-friendly in the digital tools you use for collaboration?

Device Compatibility

4. In what ways do you ensure that the digital tools you use for collaboration are compatible with multiple devices?
5. Can you discuss challenges and solutions related to maintaining consistency across various devices?

NAVIGATING PUBLIC AND PRIVATE COLLABORATION (MC 2.4.A.2)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	NAVIGATING PUBLIC AND PRIVATE COLLABORATION **Code: MC 2.4.A.2**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
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Notional workload needed to achieve the learning outcomes	Minimum 3 – Maximum 5 hrs
Level of the learning experience leading to the micro-credential	FOUNDATION
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 1-2 LOs 2.2.3 and 2.2.4):

Collaborative Technologies in Public and Private Use

- Understands the use of collaborative technologies in a public or private manner.

Description

Engaging in this micro-credential provides participants with insights into the use of collaborative technologies in both public and private spheres. The certification imparts knowledge and skills essential for effective navigation of the digital landscape, ensuring participants can leverage collaborative technologies appropriately.

A key advantage is the understanding of the judicious use of collaborative technologies. Participants are introduced to diverse tools, from social media to project management platforms, learning to assess and choose suitable options based on factors like privacy, security, and accessibility. This awareness enables effective and mindful utilization of collaborative technologies, acknowledging the potential risks associated with digital collaboration.

Additionally, the micro-credential offers participants a grasp of how collaborative technologies function in public and private settings. They gain insights into the varied applications of these technologies, fostering communication, cooperation, and shared workspaces within organizations and broader communities. This knowledge allows participants to navigate the complexities of digital collaboration, emphasizing the need to balance collaboration benefits with privacy and security considerations.

Hands-on activities and practical demonstrations of collaborative technologies are integral to the micro-credential. Participants actively explore and experiment with different platforms, honing proficiency in document collaboration, file sharing, cloud storage, and communication tools. This engagement fosters the confidence and competence to apply acquired knowledge in diverse digital environments, both public and private.

Ethical considerations are emphasized throughout the certification, focusing on privacy, security, and confidentiality. Participants learn to respect these principles when using collaborative technologies, navigating associated challenges responsibly. The micro-credential equips participants to promote ethical and responsible digital collaboration, contributing to effective teamwork in various contexts.

Upon completion, participants depart with a nuanced understanding of collaborative technologies in public and private realms. Armed with knowledge, proficiency, and ethical principles, they are ready to engage in responsible digital collaboration, enhancing productivity and teamwork. This practical skill set benefits participants individually and contributes to the broader goal of fostering effective and ethical digital collaboration in diverse contexts.

Questions

Understanding Collaborative Technologies

1. How would you define collaborative technologies in the context of your professional or personal experiences?
2. Can you provide examples of collaborative technologies that you are familiar with or have used?

Distinguishing Public and Private Use

3. How do you differentiate between using collaborative technologies in a public versus a private manner?
4. Can you share instances where you consciously chose to use collaborative technologies in either a public or private setting?

5. What factors influence your decision to use collaborative technologies in a public setting?
6. In what situations do you find it more suitable to use collaborative technologies in a private manner?
7. Can you discuss the benefits and challenges associated with leveraging collaborative technologies in public contexts?

COLLABORATIVE JOB COORDINATION WITH DIGITAL TOOLS (MC 2.4.A.3)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	COLLABORATIVE JOB COORDINATION WITH DIGITAL TOOLS **Code: MC 2.4.A.3**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: **101087628**
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 3 – Maximum 5 hrs
Level of the learning experience leading to the micro-credential	FOUNDATION
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 1-2 LOs 2.4.3 and 2.4.4):

Learning Collaborative Presentation Tools for Work

- Knows how to use simple digital tools and technologies in a collaborative context to give a presentation of his/her work.

Efficient Task Planning with Collaborative Digital Tools

- Knows how to use simple digital tools and technologies in a collaborative context to plan the tasks of a particular job.

Description

Participating in this micro-credential empowers individuals with practical skills in utilizing simple digital tools for effective collaboration in professional settings. This qualification equips participants with the knowledge and proficiency needed to leverage digital resources for tasks such as presentations and job-related planning.
A key benefit is the development of practical skills in using simple digital tools for collaborative presentations. Participants learn to employ presentation software, file-sharing platforms, and virtual communication tools to create and deliver collaborative presentations. Proficiency is gained in organizing and sharing presentation materials, facilitating teamwork, and engaging virtual audiences. This practical knowledge empowers participants to effectively use digital tools for collaborative presentations, enhancing their ability to communicate and showcase professional accomplishments.
Furthermore, the micro-credential provides participants with the know-how to use simple digital tools and technologies collaboratively for planning job-related tasks. Skills include leveraging digital tools for task management, project planning, and team coordination. Participants gain proficiency in using digital platforms for creating and sharing task lists, setting deadlines, assigning responsibilities, and tracking progress. This knowledge enables effective planning and organization of job-related activities in a collaborative context, fostering productivity and teamwork within professional settings.
Throughout this skill badge, participants engage in hands-on activities and practical demonstrations, exploring various platforms and gaining proficiency in presentations, task planning, and collaborative communication. Active engagement with these tools develops the confidence and competence to apply knowledge in diverse professional contexts, enhancing the ability to collaborate effectively using digital resources.
The micro-credential emphasizes the practical application of digital tools for real-world collaborative processes. Participants learn to integrate digital resources into everyday workflows, leveraging technology to streamline communication, enhance productivity, and facilitate teamwork. Equipped with the skills to create and share collaborative presentations, plan job-related tasks, and communicate with colleagues using simple digital tools, participants enhance their ability to work collaboratively in professional environments.
As a result of obtaining this micro-credential, participants depart with practical knowledge and skills in using simple digital tools and technologies for collaboration. They are equipped with awareness, proficiency, and practical skills necessary for effective digital collaboration, promoting productivity and teamwork in various professional contexts. This practical knowledge not only benefits participants but also contributes to the broader goal of fostering effective and efficient collaboration in professional settings.

Questions

Using Digital Tools for Collaborative Presentations

1. What digital tools do you prefer for collaborative presentations, and why?

Collaborative Presentation Success Stories

2. How do you ensure engagement and participation from collaborators when presenting your work digitally?

Training and Onboarding for Collaborative Presentations

3. How do you train and onboard team members on the use of digital tools for collaborative presentations?

Integration with Workflow

4. How do the digital tools you use for collaborative task planning integrate with existing workflows?
5. Can you provide examples of how seamless integration with workflows has contributed to the overall efficiency of task planning?

MAXIMIZING REMOTE COLLABORATION WITH DIGITAL TOOLS AND TECHNOLOGIES (MC 2.4.A.4)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	MAXIMIZING REMOTE COLLABORATION WITH DIGITAL TOOLS AND TECHNOLOGIES **Code: MC 2.4.A.4**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
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Notional workload needed to achieve the learning outcomes	Minimum 3 – Maximum 5 hrs
Level of the learning experience leading to the micro-credential	FOUNDATION
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 1-2 LOs 2.4.5 and 2.4.6):

Advantages of using digital tools and technologies for remote collaborative processes

- Is aware of the advantages of using digital tools and technologies for remote collaborative processes.

Collaborative Content Creation Mastery: Leveraging Simple Digital Tools

- Knows how to use simple digital tools and technologies in a collaborative context to co-create digital content with others.

Description

Participating in this micro-credential provides valuable insights and practical skills for using digital tools and technologies in remote collaborative processes. Participants gain an understanding of the benefits associated with leveraging digital resources for collaboration and the practical know-how to co-create digital content with others.

A key benefit is the development of awareness regarding the advantages of using digital tools for remote collaboration. Participants comprehensively understand the benefits, including increased flexibility, improved accessibility, and enhanced communication. They explore advantages such as working across geographical boundaries, facilitating real-time communication, and accessing shared digital workspaces. This awareness equips participants to recognize the value of digital collaboration and understand its positive impact on their professional endeavors.

Moreover, the micro-credential imparts practical skills in using simple digital tools for co-creating digital content. Participants learn effective use of digital platforms for co-creating and editing content like documents, presentations, and multimedia materials. Proficiency is gained in simultaneous editing, version control, and real-time feedback exchange. This practical knowledge empowers participants to engage in collaborative digital content creation, enhancing their ability to produce high-quality digital materials with others.

Throughout the micro-credential, hands-on activities and practical demonstrations engage participants in using digital tools for remote collaboration and content co-creation. They explore various platforms, gaining proficiency in real-time collaboration, file sharing, and digital content creation. Active engagement develops confidence and competence, allowing participants to apply their knowledge in diverse remote collaborative settings.

Furthermore, the micro-credential emphasizes the practical application of digital tools for real-world collaborative processes. Participants learn to integrate digital resources into remote workflows, leveraging technology for seamless communication, efficient content creation, and effective collaboration. They acquire skills to utilize digital tools for co-creating content, fostering teamwork and maximizing the benefits of remote collaboration. This practical knowledge enables participants to effectively collaborate with others, irrespective of geographical barriers.

Upon completion, participants leave with a comprehensive understanding of the advantages of using digital tools for remote collaboration. They are equipped with awareness, proficiency, and practical skills, fostering effective digital collaboration, teamwork, and productivity in remote settings. By embracing digital tools for co-creating content with others, participants navigate the digital landscape, utilizing technology for communication, cooperation, and shared workspaces in remote collaborative contexts. This knowledge and skill set benefits participants and contributes to fostering effective remote collaboration more broadly.

Questions

Advantages of Remote Collaboration

1. What advantages do you see in using digital tools and technologies for remote collaborative processes?
2. How do you address issues such as communication barriers or time zone differences when collaborating remotely?

Digital Tools for Remote Collaboration

3. What digital tools and technologies do you find most effective for remote collaborative processes, and why?

Effective Digital Content Co-Creation

4. In co-creating digital content with others, how do you ensure a seamless and collaborative workflow?

Communication and Collaboration in Digital Content Creation

5. How do digital tools enhance communication and collaboration when co-creating digital content?
6. Can you discuss the role of real-time collaboration features in fostering a sense of teamwork during digital content creation?

UNLOCKING PRIVACY CONTROLS IN DIGITAL COLLABORATION (MC 2.4.A.5)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	UNLOCKING PRIVACY CONTROLS IN DIGITAL COLLABORATION Code: MC 2.4.A.5
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
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Notional workload needed to achieve the learning outcomes	Minimum 3 – Maximum 5 hrs
Level of the learning experience leading to the micro-credential	FOUNDATION
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 1-2 LOs 2.4.7):

Managing Privacy Levels in Collaborative Digital Tools

- Knows how to switch the privacy level of simple digital tools and technologies for collaborative processes.

Description

Participating in this micro-credential empowers participants with valuable knowledge and practical skills in managing the privacy of simple digital tools for collaborative processes. This certification ensures expertise in effectively adjusting privacy settings, providing secure collaboration within various professional contexts.
A key benefit is the development of proficiency in managing the privacy level of digital tools. Participants gain a comprehensive understanding of adjusting privacy settings to control access and visibility of collaborative content. Learning to regulate who can view, edit, and share content ensures the appropriate privacy and security for collaborative endeavors. This knowledge empowers participants to manage digital tool privacy effectively, safeguarding sensitive information in collaborative settings.
Moreover, the micro-credential equips participants with practical skills in adjusting privacy levels for secure collaboration. Navigating privacy settings enables control over access permissions, user privileges, and confidential information protection. Proficiency in adjusting privacy levels establishes secure collaborative environments, ensuring authorized access to sensitive data. This practical knowledge enables effective privacy management, promoting secure and compliant collaborative processes in professional settings.
Throughout the certification, participants engage in hands-on activities and demonstrations, gaining proficiency in adjusting privacy settings. Actively working with different platforms, they learn to control access, establish user permissions, and manage content visibility. This engagement develops confidence and competence for applying knowledge in diverse collaborative contexts.
Furthermore, the micro-credential emphasizes practical application for real-world collaborative processes. Participants learn to integrate privacy settings into workflows, leveraging technology for secure communication, data protection, and privacy compliance. Skills acquired enable participants to adjust privacy levels, establishing secure collaborative environments and promoting responsible data sharing. This practical knowledge ensures effective privacy management, mitigating risks and adhering to privacy regulations.
Completion of this micro-credential provides participants with a comprehensive understanding of adjusting the privacy level of digital tools for collaboration. Equipped with expertise, proficiency, and practical skills, participants ensure secure and compliant collaboration within professional settings. Embracing privacy settings for access control and sensitive information protection, participants navigate the digital landscape, fostering secure and responsible collaborative processes. This knowledge benefits participants individually and contributes to the broader goal of ensuring secure and efficient collaboration in professional environments.

Questions

Privacy Management in Digital Collaboration

1. How do you define the privacy levels in the context of simple digital tools used for collaborative processes?
2. Can you elaborate on the importance of privacy management in digital collaboration?

Tools for Privacy Switching

3. What specific digital tools do you use that allow for switching privacy levels during collaborative processes?
4. How do these tools contribute to maintaining a balance between transparency and confidentiality?

Determining Appropriate Privacy Levels

5. How do you decide on the appropriate privacy level for a particular collaborative project or task?

Educating Collaborators on Privacy Switching

6. How do you educate your collaborators or team members on the ability to switch privacy levels in digital tools?
7. Can you discuss strategies for ensuring that collaborators understand and adhere to privacy settings during collaborative processes?

INTERMEDIATE LEVEL

(Level 3 and Level 4)

ENHANCING COLLABORATION IN DEFINED PROCESSES (CODE 2.4.B.1)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	ENHANCING COLLABORATION IN DEFINED PROCESSES Code: 2.4.B.1
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
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Notional workload needed to achieve the learning outcomes	Minimum 5 – Maximum 7 hrs
Level of the learning experience leading to the micro-credential	INTERMEDIATE
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 3-4 LOs 2.4.9 and 2.4.10)

Managing Digital Tools for Collaborative Idea Generation

- Can manage using simple digital tools and technologies in a remote collaborative context for idea generation.

A Guide to Collaborative Processes

- Is aware of well-defined routine digital tools and technologies for collaborative processes.

Description

By earning this micro-credential, participants acquire valuable knowledge and practical skills in managing and utilizing simple digital tools for remote collaborative idea generation. This badge empowers participants with the expertise to effectively leverage digital resources, fostering creativity and innovation within remote teams. A key benefit is the development of proficiency in using digital tools for idea generation in remote collaborative contexts. Participants gain a comprehensive understanding of leveraging platforms and tools to facilitate collaborative idea generation, promoting creativity and innovation in virtual teams. Managing digital resources for effective collaboration and creative problem-solving becomes second nature.
Moreover, the micro-credential equips participants with practical skills in utilizing routine digital tools for collaborative processes. They become familiar with platforms designed to support collaboration, streamlining communication, content creation, and idea generation within remote teams. Proficiency in using these resources enhances their ability to work seamlessly with others in virtual settings.
Throughout the certification, participants engage in hands-on activities, gaining proficiency in using digital tools for idea generation in a remote collaborative context. Actively experimenting with different platforms, they develop the confidence and competence to apply knowledge in diverse remote collaborative settings.
Furthermore, the micro-credential emphasizes the practical application of routine digital tools for real-world collaborative processes. Participants learn to integrate digital resources into remote workflows, using technology for seamless communication, efficient content creation, and effective idea generation in virtual teams. Equipped with skills to utilize digital tools, participants maximize the benefits of remote collaboration, fostering teamwork.
As a result of this micro-credential, participants leave with a comprehensive understanding of managing and utilizing simple digital tools for idea generation in remote collaboration. They gain awareness, proficiency, and practical skills for effective digital collaboration, promoting teamwork and creativity in remote settings. Embracing digital tools for collaborative processes prepares participants to navigate the digital landscape, leveraging technology for communication, cooperation, and creative problem-solving in remote collaboration. This practical knowledge benefits participants individually and contributes to the broader goal of fostering effective and efficient remote collaboration.

Questions

Managing Remote Idea Generation

1. How do you approach idea generation using simple digital tools in a remote collaborative context?
2. Can you share specific techniques or strategies you employ to facilitate collaborative idea generation?

Digital Tools for Remote Idea Generation

3. What specific simple digital tools do you find effective for managing remote idea generation sessions?

Training for Remote Idea Generation

4. How do you train and onboard team members on the use of digital tools for remote collaborative idea generation?

Well-Defined Routine Digital Tools

5. What routine digital tools and technologies are you aware of that are commonly used for collaborative processes?

Effective Communication with Routine Tools

6. How do routine digital tools contribute to effective communication within a collaborative context?

Ensuring Accessibility in Routine Collaboration

7. How do you ensure that routine digital tools are accessible to all team members in a collaborative setting?

TASK PLANNING WITH ROUTINE DIGITAL TOOLS IN COLLABORATION (CODE 2.4.B.2)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	TASK PLANNING WITH ROUTINE DIGITAL TOOLS IN COLLABORATION **Code: 2.4.B.2**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
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Notional workload needed to achieve the learning outcomes	Minimum 5 – Maximum 7 hrs
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Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 3-4 LOs 2.4.11 and 2.4.12)

Selecting Tools for Effective Presentations

- Can choose routine digital tools and technologies in a collaborative context to give a presentation of his/her work.

Efficient Job Planning through Collaborative Digital Tools

- Can apply routine digital tools and technologies in a collaborative context to plan the tasks of a particular job.

Description

Through this micro-credential, participants gain knowledge and practical skills in selecting and applying routine digital tools for collaboration, enhancing their ability to present and plan tasks in a professional setting. The certification focuses on developing proficiency in choosing digital tools for impactful presentations and effective task planning within collaborative environments.
A key benefit is the comprehensive understanding participants gain in selecting digital platforms designed for collaborative presentations. They learn to choose and utilize digital resources that support content creation, enhancing their capacity to deliver engaging presentations and communicate effectively within collaborative settings.
Furthermore, the micro-credential equips participants with practical skills in applying routine digital tools for collaborative task planning. Participants become adept at using digital platforms to organize, schedule, and manage tasks, fostering effective teamwork and project management in collaborative professional environments.
Throughout the certification, participants engage in hands-on activities, gaining proficiency in choosing and applying routine digital tools. Experimenting with different platforms, they develop confidence and competence in using digital resources for presentation delivery, content creation, and task planning within collaborative settings.
Emphasizing practical application, the micro-credential teaches participants to integrate digital resources into collaborative workflows, leveraging technology for effective communication, task coordination, and project management. This knowledge enables participants to collaborate effectively, delivering impactful presentations and planning tasks within professional environments.
As a result, participants leave with a comprehensive understanding of selecting and applying routine digital tools for collaboration. Equipped with awareness, proficiency, and practical skills, they enhance presentation delivery and task planning in collaborative professional settings. Embracing digital tools, participants navigate the digital landscape, leveraging technology for communication, coordination, and project management in collaborative settings. This practical knowledge benefits participants individually and contributes to fostering effective collaboration within professional environments.

Questions

Selecting Digital Tools for Collaborative Presentations

1. How do you go about choosing routine digital tools for collaborative presentations of your work?
2. How do you ensure optimal use of these tools to enhance collaboration and engagement during presentations?

Training Team Members on Presentation Tools

3. How do you educate team members on the routine digital tools chosen for collaborative

presentations?

Effective Task Planning with Routine Tools

4. What routine digital tools do you find most effective for collaborative task planning in a job context?

Communication and Collaboration in Task Planning

5. How do routine digital tools enhance communication and collaboration when planning tasks collaboratively?

Ensuring Accessibility in Collaborative Task Planning

6. How do you ensure that routine digital tools are accessible to all team members during collaborative task planning?
7. Can you discuss strategies for accommodating diverse needs and preferences within the routine digital collaborative environment?

Project Management with Routine Tools

8. How do routine digital tools contribute to project management and task coordination within collaborative projects?

CHOOSING THE RIGHT DIGITAL TOOLS (CODE 2.4.B.3)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	CHOOSING THE RIGHT DIGITAL TOOLS **Code: 2.4.B.3**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
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Notional workload needed to achieve the learning outcomes	Minimum 5 – Maximum 7 hrs
Level of the learning experience leading to the micro-credential	INTERMEDIATE
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 3-4 LOs 2.4.13)

Choosing the Right Digital Tools for Collaborative Content Creation

- Can select routine digital tools and technologies in a collaborative context to co-create digital content with others.

Description

In this micro-credential, participants acquire knowledge and practical skills for selecting routine digital tools to co-create digital content collaboratively. The certification focuses on developing proficiency in choosing and using digital platforms to enhance collaborative digital content creation.
A key benefit is the comprehensive understanding participants gain in selecting digital tools for collaborative content creation. They learn to choose platforms and tools designed to support the co-creation of digital content, fostering effective teamwork and creative collaboration in a digital environment.
Moreover, the micro-credential equips participants with practical skills in applying routine digital tools for collaborative digital content creation. They become adept at using digital platforms to collaborate on documents, presentations, videos, and multimedia materials. Proficiency in applying digital resources streamlines the collaborative content creation process, fostering creative collaboration within a digital environment.
Throughout the certification, participants engage in hands-on activities and practical demonstrations of selecting and applying routine digital tools for collaborative content creation. Experimenting with different platforms and tools, they gain confidence and competence in using digital resources for effective collaboration.
Emphasizing practical application, the micro-credential teaches participants to integrate digital resources into collaborative workflows, leveraging technology for creative collaboration and the seamless integration of digital content within professional settings.
As a result, participants leave with a comprehensive understanding of selecting and applying routine digital tools for collaborative digital content creation. Equipped with awareness, proficiency, and practical skills, they enhance their ability to collaborate on digital content within a digital environment. Embracing digital tools, participants navigate the digital landscape, harnessing technology for communication, creative collaboration, and the seamless integration of digital content within collaborative settings. This practical knowledge and skill set benefit participants individually and contribute to fostering effective collaboration in digital content creation processes.

Questions

Choosing Digital Tools for Co-Creation

1. How do you approach the selection of routine digital tools for collaborative content co-creation?

Optimizing Tools for Content Co-Creation

2. Share experiences where routine digital tools significantly contributed to the success of collaborative content co-creation.
3. How do you ensure optimal use of these tools to enhance creativity and efficiency during co-creation processes?

Effective Communication in Co-Creation

4. How do routine digital tools enhance communication and collaboration when co-creating digital content?

Ensuring Accessibility in Co-Creation

5. How do you ensure that routine digital tools are accessible to all team members during collaborative content co-creation?
6. Can you discuss strategies for accommodating diverse needs and preferences within the routine digital collaborative environment?

UNDERSTANDING NON-ROUTINE COLLABORATIVE TOOLS (CODE 2.4.B.4)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	UNDERSTANDING NON-ROUTINE COLLABORATIVE TOOLS **Code: 2.4.B.4**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: **101087628**
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 5 – Maximum 7 hrs
Level of the learning experience leading to the micro-credential	INTERMEDIATE
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 3-4 LOs 2.4.14 and 2.4.15)

Navigating Non-Routine Tech for Collaboration

- Is aware of non-routine digital tools and technologies for collaborative processes.

Utilizing Advanced Digital Tools for Collaborative Processes

- Knows how to use non-routine digital tools and technologies for collaborative processes.

Description

This micro-credential empowers participants with valuable knowledge and practical skills in non-routine digital tools and technologies for collaborative processes. The certification aims to cultivate awareness and proficiency in utilizing diverse digital resources effectively in collaborative settings.
A key benefit is the development of awareness regarding non-routine digital tools and technologies. Participants gain a comprehensive understanding of the wide array of digital platforms and tools available to support collaborative processes. They become familiar with non-routine digital resources that enhance collaboration in various professional contexts.
Moreover, the certification imparts practical knowledge on using non-routine digital tools and technologies. Participants learn to leverage these resources to streamline workflows, improve communication, and facilitate effective collaboration in professional settings. Proficiency is gained in applying non-routine digital tools for tasks like project management, communication, and task coordination.
Throughout the certification, participants engage in hands-on activities and practical demonstrations, experimenting with different platforms and tools. This active engagement instills confidence and competence in leveraging non-routine digital resources for collaborative workflows and improved communication.
Emphasizing practical application, the micro-credential teaches participants to integrate non-routine digital resources into collaborative workflows, enhancing communication, project management, and task coordination within professional settings. Participants leave with a comprehensive understanding of non-routine digital tools and technologies, equipped with awareness, proficiency, and practical skills to enhance collaborative effectiveness. Embracing these tools, participants navigate the digital landscape, utilizing technology for efficient communication, coordination, and project management in professional and organizational settings. This practical knowledge and skill set not only benefit participants individually but also contribute to fostering effective collaboration in professional and organizational contexts.

Questions

Awareness of Non-Routine Digital Tools

1. How do you stay informed about the latest non-routine digital tools for collaborative processes?
2. Can you share sources or platforms you rely on to discover and stay updated on emerging collaborative technologies?

Exploration and Evaluation of Non-Routine Tools

3. When introduced to a new non-routine digital tool, what criteria do you use to evaluate its potential for enhancing collaborative processes?

Training and Onboarding for Non-Routine Tools

4. How do you approach training team members on the use of non-routine digital tools for collaborative processes?
5. Can you share strategies for ensuring a smooth onboarding process for individuals unfamiliar with these innovative tools?

Communication and Collaboration Enhancement

6. In what ways do non-routine digital tools contribute to enhanced communication and collaboration within your team?

Adapting to Change with Non-Routine Tools

7. How do you and your team adapt to changes introduced by the adoption of non-routine digital tools?

USING NON-ROUTINE TOOLS ACROSS DEVICES (CODE 2.4.B.5)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	USING NON-ROUTINE TOOLS ACROSS DEVICES **Code: 2.4.B.5**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: **101087628**
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 5 – Maximum 7 hrs
Level of the learning experience leading to the micro-credential	INTERMEDIATE
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 3-4 LOs 2.4.16 and 2.4.17)

Use of non-routine digital tools and technologies on multiple devices

- Knows how to use non-routine digital tools and technologies on multiple devices.

Exploring Personal Solutions with Collaborative Tools

- Is open to explore his/her own solutions to a straightforward problem when using collaborative tools and technologies.

Description

This micro-credential empowers participants with valuable knowledge and practical skills in using non-routine digital tools and technologies across multiple devices for collaborative purposes. The certification aims to equip participants with the proficiency to effectively utilize digital resources on various devices, fostering adaptability and innovation in collaborative settings.
A key benefit is the development of proficiency in using non-routine digital tools and technologies on multiple devices. Participants gain practical knowledge on leveraging digital resources across computers, tablets, and smartphones to support collaborative processes. This proficiency enhances their ability to collaborate effectively regardless of the device in use.
Moreover, the micro-credential cultivates an open mindset among participants, encouraging them to explore their own solutions to straightforward problems when using collaborative tools and technologies. Empowered to experiment with different approaches, participants adapt to diverse scenarios, effectively addressing problems that may arise during collaborative processes.
Throughout the certification, hands-on activities and practical demonstrations provide participants the opportunity to use non-routine digital tools and technologies on multiple devices. Actively engaging with various platforms and devices, participants gain confidence and competence in adapting to different technological environments, enhancing their collaborative workflows.
Emphasizing practical application, the micro-credential teaches participants to explore their own solutions to straightforward problems when using collaborative tools and technologies across multiple devices. Equipped with the skills to adapt to different technological environments and explore innovative solutions, participants foster a flexible and resourceful approach to using digital tools for collaboration.
As a result, participants leave with a comprehensive understanding of using non-routine digital tools and technologies on multiple devices. They are equipped with proficiency and an open mindset to enhance collaboration effectively, navigating diverse technological environments with adaptability and innovation. This practical knowledge and skill set contribute not only to the participants' growth but also to fostering flexible and innovative collaboration in professional and organizational settings.

Questions

Utilizing Non-Routine Tools Across Devices

1. How do you ensure seamless use of non-routine digital tools across multiple devices in a collaborative setting?

Accessibility and Compatibility

2. What considerations do you take into account to ensure the accessibility and compatibility of non-routine tools across different devices?
3. Can you discuss strategies for addressing challenges related to varying device specifications within a collaborative environment?

Adapting Workflows to Multiple Devices

4. In what ways do non-routine digital tools allow you to adapt collaborative workflows to different devices?

Exploring Personal Solutions to Problems

5. When faced with a straightforward problem in a collaborative setting, how do you approach exploring your own solutions using tools and technologies?

Collaborative Learning through Personal Exploration

6. How does exploring personal solutions contribute to collaborative learning within a team?

ADVANCED LEVEL

(Level 5 and Level 6)

RECOGNIZING TOOLS FOR EFFECTIVE COLLABORATION (MC 2.4.C.1)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	RECOGNIZING TOOLS FOR EFFECTIVE COLLABORATION **Code: MC 2.4.C.1**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: **101087628**
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 7 – Maximum 9 hrs
Level of the learning experience leading to the micro-credential	ADVANCED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 5-6 LOs 2.4.18 and 2.4.19)

Recognizing Digital Collaborative Technologies

- Recognizes different digital tools and technologies for collaborative processes.

Blending Routine and Innovative Digital Tools

- Knows how to combine routine with non-routine digital tools and technologies for collaborative processes.

Description

This micro-credential provides participants with valuable knowledge and practical skills in recognizing and effectively utilizing different digital tools and technologies for collaborative processes. The certification aims to equip participants with awareness and proficiency in identifying various digital resources and leveraging them for effective collaboration.
A key benefit is the development of the ability to recognize different digital tools and technologies for collaborative processes. Participants gain practical knowledge of the diverse range of digital resources available to support collaborative workflows. They become adept at identifying and understanding the functionalities of various digital tools and technologies, enabling informed decisions about the best-suited resources for specific collaborative tasks and processes.
Moreover, the certification equips participants with proficiency in combining routine and non-routine digital tools and technologies for collaborative processes. Participants learn to integrate both traditional, routine digital tools and innovative, non-routine technologies to enhance communication, project management, and task coordination within collaborative settings.
Throughout the certification, hands-on activities and practical demonstrations provide participants with the opportunity to recognize and combine different digital tools and technologies for collaborative processes. Actively engaging with various digital resources, participants gain proficiency in understanding functionalities and capabilities for supporting collaboration, developing the confidence and competence to enhance their collaborative workflows.
Emphasizing practical application, the micro-credential teaches participants to integrate a variety of digital resources into their collaborative workflows. They learn to leverage both routine and non-routine tools, fostering a comprehensive and integrated approach to using digital resources for collaboration. Equipped with skills to combine traditional and innovative technologies, participants are better prepared to optimize collaborative processes, harnessing technology for effective communication, coordination, and project management within professional and organizational settings.
As a result, participants leave with a comprehensive understanding of different digital tools and technologies for collaborative processes. They are equipped with proficiency to recognize and combine routine with non-routine digital tools and technologies, optimizing their collaborative workflows. By embracing diverse digital resources and integrating routine and non-routine tools, participants are better prepared to facilitate comprehensive and integrated collaboration within digital environments, benefiting both themselves and contributing to broader organizational goals.

Questions

Recognition of Digital Tools for Collaboration

1. How do you stay informed about the diversity of digital tools available for collaborative processes?
2. What criteria do you use to recognize digital tools as effective for collaborative processes?

Seamless Integration of Routine and Non-Routine Tools

3. How do you seamlessly integrate routine and non-routine digital tools into collaborative processes?
4. In what ways does combining routine and non-routine digital tools contribute to enhanced communication within your team?

Collaborative Learning through Tool Integration

5. How does the integration of routine and non-routine tools contribute to collaborative learning within a team?

Project Management with Combined Tools

6. How do combined routine and non-routine digital tools contribute to project management and task coordination within collaborative projects?

SKILLS FOR EFFECTIVE WIKI PARTICIPATION (MC 2.4.C.2)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	SKILLS FOR EFFECTIVE WIKI PARTICIPATION Code: MC 2.4.C.2
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: 101087628
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 7 – Maximum 9 hrs
Level of the learning experience leading to the micro-credential	ADVANCED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 5-6 LOs 2.4.20)

Effective Collaboration in Wiki Environments

- Knows how to engage collaboratively in a wiki.

Description

By completing this micro credential, participants will gain valuable knowledge and practical skills related to engaging collaboratively in a wiki environment. This certification is designed to equip participants with the awareness and proficiency to effectively collaborate within a wiki platform, fostering a comprehensive understanding of how to engage collaboratively and utilize this digital tool to support collaborative processes. One of the key benefits of obtaining this badge is the development of the ability to engage collaboratively in a wiki. Participants will gain practical knowledge of how to effectively contribute and collaborate within a wiki environment. They will become adept at understanding the functionalities and best practices for engaging with a wiki platform, enabling them to actively participate in collaborative content creation and editing.
Throughout the certificate, participants will have the opportunity to engage in hands-on activities and practical demonstrations of engaging collaboratively in a wiki. They will gain proficiency in understanding the structure and collaborative features of wiki platforms, learning how to contribute, edit, and collaborate with others within this digital environment. By actively engaging with wiki tools and functionalities, participants will develop the confidence and competence to effectively engage collaboratively in a wiki environment.
Furthermore, this small credential will emphasize the practical application of engaging collaboratively in a wiki for real-world collaborative purposes. Participants will learn how to utilize a wiki platform to support collaborative content creation, editing, and knowledge sharing. They will be equipped with the skills to engage in collaborative editing, version control, and content management within a wiki, fostering a comprehensive and integrated approach to utilizing this digital tool for collaborative purposes.
As a result of participating in this micro credential, participants will leave with a comprehensive understanding of how to engage collaboratively in a wiki. They will be equipped with the proficiency to actively participate and contribute within a wiki environment, supporting collaborative content creation, editing, and knowledge sharing. By embracing the use of wiki platforms and understanding best practices for collaborative engagement, participants will be better prepared to leverage this digital tool to facilitate effective collaboration and knowledge sharing within professional and organizational settings. This practical knowledge and skill set will not only benefit the participants themselves but also contribute to the broader goal of fostering comprehensive and integrated collaboration within digital environments.

Questions

Familiarity with Wiki Collaboration

1. How did you first become familiar with collaborative engagement in a wiki?
2. How do you approach training team members on effective collaborative engagement in a wiki?
3. Can you share strategies for ensuring a smooth onboarding process for individuals new to wiki collaboration?
4. What techniques do you use for effective editing and contribution when engaged collaboratively in a wiki?

Promoting Collaboration through Wiki Features

5. In what ways do you utilize specific features of a wiki to promote collaboration among team members?

Integration of Wiki Collaboration with Other Tools

6. How do you integrate wiki collaboration with other digital tools for enhanced project management and coordination?

BALANCING SOCIAL SKILLS AND DIGITAL TOOLS FOR SUCCESS (MC 2.4.C.3)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	BALANCING SOCIAL SKILLS AND DIGITAL TOOLS FOR SUCCESS Code: MC 2.4.C.3
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: 101087628
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 7 – Maximum 9 hrs
Level of the learning experience leading to the micro-credential	ADVANCED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 5-6 LOs 2.4.21 and 2.4.22)

The Role of Social Skills in Co-Creating Digital Content

- Understands that in order to co-create digital content with other people, good social skills are important to compensate for the limitations of online communication.

Maximizing Collaborative Processes through Digital Tools

- Knows how to use digital tools to facilitate and improve collaborative processes.

Description

By completing this micro credential, participants will gain valuable knowledge and practical skills related to co-creating digital content with others and utilizing digital tools to facilitate and improve collaborative processes. This certification is designed to equip participants with the awareness and proficiency to effectively collaborate with others in digital environments, compensating for the limitations of online communication and leveraging digital tools to enhance collaboration.
One of the key benefits of obtaining this badge is the development of the ability to recognize the importance of good social skills in co-creating digital content with others. Participants will gain practical knowledge of how to effectively communicate and collaborate with others in digital environments. They will become adept at understanding the limitations of online communication and how to compensate for these limitations through the use of good social skills, enabling them to effectively co-create digital content with others.
Throughout this small credential, participants will have the opportunity to engage in hands-on activities and practical demonstrations of utilizing digital tools to facilitate and improve collaborative processes. They will gain proficiency in understanding the functionalities and best practices for utilizing digital tools to support collaborative workflows, learning how to effectively communicate, coordinate tasks, and manage projects within digital environments. By actively engaging with digital tools and functionalities, participants will develop the confidence and competence to effectively utilize digital resources to enhance collaborative processes.
Furthermore, this certification will emphasize the practical application of utilizing digital tools to facilitate and improve collaborative processes for real-world collaborative purposes. Participants will learn how to leverage digital tools to support collaborative content creation, editing, and knowledge sharing. They will be equipped with the skills to utilize digital resources to enhance communication, task coordination, and project management within collaborative settings, fostering a comprehensive and integrated approach to utilizing digital tools for collaborative purposes.
As a result of participating in this micro credential, participants will leave with a comprehensive understanding of how to effectively co-create digital content with others and utilize digital tools to facilitate and improve collaborative processes. They will be equipped with the proficiency to effectively communicate, coordinate tasks, and manage projects within digital environments, compensating for the limitations of online communication and leveraging digital tools to enhance collaboration. By embracing the use of digital tools and understanding best practices for collaborative engagement, participants will be better prepared to optimize their collaborative processes, harnessing technology to facilitate effective communication, coordination, and project management within professional and organizational settings. This practical knowledge and skill set will not only benefit the participants themselves but also contribute to the broader goal of fostering comprehensive and integrated collaboration within digital environments.

Questions

Importance of Social Skills in Online Collaboration

1. Why do you believe good social skills are crucial when co-creating digital content with others in an online environment?

2. How do you adapt your communication style to compensate for the limitations of online interactions when collaborating on digital content creation?
3. How do you build and nurture relationships with collaborators when working on digital content creation projects?
4. How do you proactively address and mitigate misunderstandings that may arise due to the limitations of online communication in collaborative settings?

Digital Tools for Facilitating Collaboration

5. What digital tools do you find most effective in facilitating and improving collaborative processes for digital content creation?
6. How do you approach training team members on the use of digital tools to facilitate collaborative processes?
7. In what ways do digital tools contribute to collaborative project planning, especially in the context of co-creating digital content?

Effective Use of Collaboration Platforms

8. How do you ensure the effective use of collaboration platforms to support and enhance the collaborative process in digital content creation?

SELECTING DIGITAL TOOLS FOR CO-CREATION IN REMOTE COLLABORATION (MC 2.4.C.4)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	SELECTING DIGITAL TOOLS FOR CO-CREATION IN REMOTE COLLABORATION **Code: MC 2.4.C.4**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: **101087628**
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 7 – Maximum 9 hrs
Level of the learning experience leading to the micro-credential	ADVANCED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 5-6 LOs 2.4.23 and 2.4.24)

Advantages of Digital Tools for Remote Collaboration

- Is willing to share/explain the advantages of using digital tools and technologies for remote collaborative processes.

Strategic Digital Tool Selection for Co-Constructing Data and Knowledge

- Is able to choose the most appropriate digital tools and technologies for co-constructing and co-creating data, resources and knowledge.

Description

This micro-credential provides participants with valuable knowledge and practical skills, focusing on the benefits of utilizing digital tools for remote collaborative processes and the ability to choose suitable tools for co-constructing and co-creating data, resources, and knowledge. It aims to equip participants with the awareness and proficiency necessary for effective remote collaboration using digital resources.
A key benefit is the development of the willingness to share and explain the advantages of digital tools for remote collaboration. Participants gain practical insights into the benefits and opportunities provided by digital tools, enabling them to articulate and advocate for the advantages of utilizing these resources in remote collaborative processes. This knowledge empowers them to effectively communicate the value of digital tools for collaborative work.
Throughout the micro-credential, participants engage in hands-on activities and practical demonstrations, gaining proficiency in selecting and utilizing digital tools for co-constructing and co-creating data, resources, and knowledge. They understand functionalities and best practices for choosing and utilizing digital tools, learning to evaluate and select the most appropriate resources for collaborative content creation and knowledge sharing. Active engagement with digital tools builds confidence and competence in leveraging these resources for remote collaboration.
The certification emphasizes the practical application of choosing the most appropriate digital tools for co-constructing and co-creating data, resources, and knowledge in real-world collaborative scenarios. Participants learn to assess and select tools that align with their collaborative objectives, enabling effective co-creation and sharing of data and knowledge. They are equipped with skills to foster a comprehensive and integrated approach to utilizing digital resources for collaboration.
As a result, participants leave with a comprehensive understanding of the advantages of digital tools for remote collaboration and the ability to choose the most appropriate tools for co-constructing and co-creating data, resources, and knowledge. They possess proficiency in communicating the benefits of digital tools and selecting suitable resources for collaborative content creation and knowledge sharing. Embracing digital tools and understanding best practices, participants are well-prepared to optimize remote collaborative processes, leveraging technology for effective communication, coordination, and knowledge sharing within professional and organizational settings. This practical knowledge and skill set benefit participants individually and contribute to fostering comprehensive and integrated collaboration within digital environments.

Questions

Promoting digital tools in remote cooperation

1. Why do you believe it's essential to share and explain the advantages of using digital tools for remote collaborative processes?

Effective Communication of Tool Advantages

2. How do you effectively communicate the advantages of using digital tools to team members or collaborators?
3. How do you tailor your explanation of digital tool advantages to align with specific collaborative objectives?

Training and Support for Digital Tool Adoption

4. How do you approach training and supporting team members in the adoption of new digital tools for collaborative processes?
5. What criteria do you consider when choosing digital tools for co-constructing and co-creating data, resources, and knowledge?

Integration of Digital Tools with Collaborative Workflows

6. How do you integrate digital tools seamlessly into existing collaborative workflows?
7. What considerations do you take into account to ensure that the chosen digital tools are user-friendly and accessible to all collaborators?

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	ADAPTING TO DIGITAL CO-CREATION CHALLENGES Code: MC 2.4.C.5
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: 101087628
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 7 – Maximum 9 hrs
Level of the learning experience leading to the micro-credential	ADVANCED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Use of collaborative tools and technologies to increase public knowledge

- Is inclined to use collaborative tools and technologies to increase public knowledge.

Navigating Unexpected Situations in Digital Co-Creation

- Is able to overcome unexpected situations that arise on the digital environment when co-creating data and content.

Description

This micro-credential provides participants with valuable knowledge and practical skills, focusing on the use of collaborative tools and technologies to enhance public knowledge and the ability to navigate unexpected issues during digital content creation. It aims to equip participants with the awareness and proficiency necessary for effective collaboration using digital resources while overcoming challenges that may arise.
A key benefit is the development of an inclination to use collaborative tools for increasing public knowledge. Participants gain practical insights into the benefits of collaborative tools for effective knowledge sharing and communication. They become adept at identifying and utilizing digital resources that facilitate collaboration, enabling them to disseminate information to the public more effectively.
Throughout the certification, participants engage in hands-on activities and practical demonstrations of navigating and troubleshooting unexpected issues during collaborative content creation. They gain proficiency in understanding the functionalities and best practices for utilizing digital tools, learning effective communication, task coordination, and project management within digital environments. Active engagement builds confidence and competence to effectively use digital resources, particularly in overcoming unexpected challenges during collaborative content creation.
The certification emphasizes the practical application of using collaborative tools and technologies to increase public knowledge. Participants learn to leverage digital tools for collaborative content creation and knowledge sharing, focusing on disseminating information to the public. They are equipped with skills to navigate and troubleshoot unexpected issues during collaborative processes, fostering a comprehensive approach to using digital tools for collaboration.
As a result, participants leave with a comprehensive understanding of effectively utilizing collaborative tools to increase public knowledge and the ability to navigate unexpected challenges during collaborative content creation. They possess proficiency in effective communication, task coordination, and project management within digital environments. By embracing collaborative tools and understanding best practices, participants are well-prepared to optimize collaborative processes, leveraging technology for effective communication, coordination, and knowledge sharing within professional and organizational settings. This practical knowledge and skill set benefit participants individually and contribute to the broader goal of increasing public knowledge through collaborative content creation and dissemination.

Questions

Utilizing Collaborative Tools for Knowledge Sharing

1. Why do you believe using collaborative tools and technologies is crucial for increasing public knowledge?
2. How do you approach the strategic use of collaborative tools to ensure effective knowledge dissemination to the public?
3. In what ways do you adapt your approach to digital collaboration when unexpected situations arise?

Communication and Transparency during Challenges

4. How do you communicate with collaborators and stakeholders during unexpected digital challenges to ensure transparency and understanding?

Post-Challenge Reflection and Improvement

5. What steps do you take after overcoming unexpected digital challenges to reflect on the experience and identify areas for improvement?

Public Engagement and Co-Creation

6. In what ways do you involve the public in the co-creation of data and content using collaborative tools?

HIGH SPECIALIZED LEVEL

(Level 7 and Level 8)

DIGITAL TOOL SELECTION FOR COLLABORATIVE PROCESSES (MC 2.4.D.1)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	DIGITAL TOOL SELECTION FOR COLLABORATIVE PROCESSES **Code: MC 2.4.D.1**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: **101087628**
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 8 – Maximum 10 hrs
Level of the learning experience leading to the micro-credential	HIGH SPECIALIZED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 7-8 LOs 2.4.27 and 2.4.28)

Distinguishing digital tools for effective collaboration

- Is able to differentiate between appropriate and inappropriate digital tools for collaborative processes.

Proactive Approaches to Collaborating Effectively

- Is proactive about appropriate and inappropriate collaborating practices.

Description

This micro-credential empowers participants with knowledge and practical skills to discern between appropriate and inappropriate digital tools for collaborative processes. Participants develop the ability to proactively engage in suitable collaborative practices while being mindful of potential risks. The certificate emphasizes awareness and proficiency in leveraging digital tools for effective collaboration, considering both the advantages and limitations associated with specific tools.
A key benefit is the cultivation of the skill to differentiate between appropriate and inappropriate digital tools for collaboration. Participants gain practical insights into various digital tools, assessing their appropriateness for specific collaborative tasks. They become adept at identifying and utilizing resources that facilitate effective collaboration while remaining mindful of potential limitations and risks.
Throughout the micro-credential, participants engage in hands-on activities, gaining proficiency in utilizing digital tools for collaborative workflows. They learn best practices for effective communication, task coordination, and project management within digital environments. Active engagement fosters the confidence and competence to utilize digital resources effectively, all while being conscious of appropriate and inappropriate collaborative practices.
The certification underscores the practical application of appropriate and inappropriate collaborating practices. Participants learn to leverage digital tools for collaborative content creation, emphasizing secure and successful processes. They acquire skills to identify and mitigate risks associated with inappropriate practices, fostering a comprehensive and integrated approach to using digital tools for collaboration.
Participants leave with a comprehensive understanding of effectively discerning between appropriate and inappropriate digital tools for collaboration. They possess proficiency in communication, task coordination, and project management within digital environments, while also being mindful of best practices. By embracing appropriate digital tools and understanding collaborative engagement best practices, participants are well-prepared to optimize collaborative processes, utilizing technology for effective communication, coordination, and knowledge sharing within professional and organizational settings. This knowledge and skill set benefits participants individually and contributes to fostering comprehensive and integrated collaboration within digital environments.

Questions

Differentiating Digital Tools for Collaboration

1. What specific criteria do you use to differentiate between appropriate and inappropriate digital tools for collaborative processes?
2. How do you proactively stay informed about evolving collaborating practices and methodologies?
3. When selecting digital tools, how do you ensure alignment with the specific objectives of a collaborative project?
4. In what ways do you continuously assess the suitability of digital tools throughout the lifecycle of a collaborative project?

Promoting Best Collaborative Practices

5. What strategies do you employ to promote and encourage the adoption of best collaborative practices within your team?

Mitigation of Risks in Collaborative Processes

6. How do you assess and mitigate potential risks associated with inappropriate collaborating practices or tools?

CO-CREATION AND CO-CONSTRUCTION IN DIGITAL COLLABORATION (MC 2.4.D.2)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	CO-CREATION AND CO-CONSTRUCTION IN DIGITAL COLLABORATION **Code: MC 2.4.D.2**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: **101087628**
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 8 – Maximum 10 hrs
Level of the learning experience leading to the micro-credential	HIGH SPECIALIZED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 7-8 LOs 2.2.29 and 2.4.30)

Understanding the Pros and Cons of Digital Applications for Collaboration

- Knows how to evaluate the advantages and disadvantages of digital applications for making collaboration effective.

Strategies for Co-Creation and Co-Construction in Digital Collaboration

- Is able to manage complex problems with many interacting factors that are related to using collaborative processes and co-construction and co-creation of data, resources and knowledge through digital tools and technologies.

Description

This micro-credential empowers participants with valuable knowledge and practical skills to evaluate the advantages and disadvantages of digital applications for effective collaboration. Participants develop proficiency in managing complex problems related to collaborative processes and knowledge co-creation through digital tools and technologies. The certification emphasizes awareness and practical application, enabling participants to assess digital applications, make informed decisions, and address complex issues during collaboration.

A key benefit is the development of the ability to assess the advantages and disadvantages of digital applications for effective collaboration. Participants gain practical knowledge of various digital tools, becoming adept at evaluating their strengths and weaknesses. They learn to identify the pros and cons of different digital tools and technologies, enabling informed decision-making for specific collaborative tasks.

Throughout the certification, participants engage in hands-on activities, gaining proficiency in managing complex problems related to collaborative processes and knowledge co-creation. They understand factors contributing to complex problems and learn strategies for effective management and mitigation. Active engagement with digital tools fosters the confidence and competence to address complex issues during collaborative processes.

The certification underscores the practical application of managing complex problems related to collaborative processes and knowledge co-creation through digital tools. Participants learn to leverage digital applications for effective collaboration while gaining skills to identify and address complex issues. The focus includes navigating and troubleshooting unexpected problems, fostering a comprehensive approach to using digital tools for collaboration.

Participants leave with a comprehensive understanding of evaluating digital applications for collaboration and managing complex problems in collaborative processes and knowledge co-creation. They are equipped with proficiency to assess and decide on digital tools, effectively manage complexities, and optimize collaborative processes. By embracing digital tools and understanding best practices for collaboration, participants are better prepared to facilitate effective communication, coordination, and knowledge sharing within professional and organizational settings. This practical knowledge benefits participants individually and contributes to fostering comprehensive and integrated collaboration within digital environments.

Questions

Evaluating Digital Applications for Collaboration Effectiveness

1. How do you approach the evaluation of digital applications to assess their advantages and disadvantages for effective collaboration?
2. What role does user experience play in your evaluation of digital applications for collaboration effectiveness?

Balancing Features and Simplicity in Collaboration Tools

3. How do you balance the consideration of features and functionalities with the need for simplicity when evaluating collaboration tools?

Evaluating Scalability and Flexibility:

4. When assessing digital applications, how do you evaluate their scalability and flexibility to accommodate various collaboration scenarios?

Managing Complex Problems in Collaborative Processes

5. How do you manage complex problems that arise from interacting factors related to using collaborative processes and co-construction of data?

Strategies for Co-Construction and Co-Creation

6. What strategies do you employ for the co-construction and co-creation of data, resources, and knowledge through digital tools and technologies in collaborative settings?

INNOVATIVE THINKING AND PROCESS PROPOSALS IN THE FIELD (MC 2.4.D.3)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	INNOVATIVE THINKING AND PROCESS PROPOSALS IN THE FIELD Code: MC 2.4.D.3
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: 101087628
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 8 – Maximum 10 hrs
Level of the learning experience leading to the micro-credential	HIGH SPECIALIZED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 7-8 LOs 2.4.31 and 2.4.32)

Innovative Ideas and Processes in the Field

- Is keen to propose new ideas and processes to the field.

Promoting Constructive Expression in Digital Collaboration

- Encourages everyone to express their own opinions constructively when collaborating in digital environments.

Description

This micro-credential equips participants with knowledge and skills to propose innovative ideas and processes while fostering a constructive expression of opinions in digital collaboration. Participants gain the ability to think critically, propose creative ideas, and contribute to field advancement. The certification emphasizes creating an inclusive environment for collaborative discussions, promoting diverse opinions constructively.
Key benefits include the development of the ability to propose new ideas and processes to enhance the field. Participants learn to identify opportunities for improvement, communicate effectively, and advocate for innovative concepts in professional contexts. Hands-on activities focus on encouraging constructive expression of opinions in digital collaboration, fostering proficiency in creating inclusive environments. Participants engage with digital tools, developing confidence to empower everyone in expressing opinions constructively.
The certification practically applies proposing new ideas and processes and encouraging constructive expression in digital collaboration. Participants leverage digital platforms for open dialogue, equipped with skills to address challenges. Practical knowledge includes creating a culture of constructive communication and idea sharing, fostering a comprehensive and inclusive approach to digital collaboration.
Participants leave with a comprehensive understanding of proposing new ideas and processes and encouraging constructive expression in digital collaboration. They are motivated and proficient in contributing innovative ideas, creating inclusive environments. Embracing digital tools and collaborative best practices prepares participants to advance their field and foster comprehensive collaboration. The acquired knowledge benefits participants and contributes to the broader goal of integrated collaboration within digital environments.

Questions

Proposing New Ideas and Processes

1. How do you approach the process of proposing new ideas and processes to advance your field in digital collaboration?

Innovative Problem-Solving in Digital Collaboration

2. In what ways do you incorporate innovative problem-solving techniques when proposing new ideas in digital collaboration?
3. When proposing new ideas, how do you strike a balance between creativity and practicality in the digital collaboration context?
4. What strategies do you employ to promote a culture of innovation within your collaborative team or digital environment?

Encouraging Constructive Expression of Opinions

5. How do you encourage team members to express their opinions constructively in digital collaboration

settings?

Recognition and Acknowledgment of Contributions

6. How do you recognize and acknowledge the contributions of team members who propose new ideas in the digital collaborative process?

BUILDING TRUST IN CO-CONSTRUCTION OF RESOURCES AND KNOWLEDGE (MC 2.4.D.4)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	BUILDING TRUST IN CO-CONSTRUCTION OF RESOURCES AND KNOWLEDGE **Code: MC 2.4.D.4**
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: **101087628**
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 8 – Maximum 10 hrs
Level of the learning experience leading to the micro-credential	HIGH SPECIALIZED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 7-8 LOs 2.4.33)

Reliability and Trust in Co-Creating Resources and Knowledge

- Acts in trustworthy ways to achieve group goals when engaging in co-construction of resources or knowledge.

Description

This micro-credential empowers participants with knowledge and skills to act in trustworthy ways, fostering trust within collaborative environments and contributing effectively to the co-construction of resources and knowledge. Key benefits include developing the ability to understand and prioritize trust in collaborations, gaining practical knowledge in building and maintaining trust within professional contexts.
Participants engage in hands-on activities, learning to demonstrate integrity, reliability, and accountability in their collaborative efforts. The credential emphasizes the practical application of trustworthy behavior in co-constructing resources and knowledge, fostering proficiency in factors contributing to trust, strategies for promoting trustworthiness, and accountability.
Practical knowledge is applied through leveraging digital platforms for transparent and accountable collaboration. Participants learn to address challenges and conflicts, demonstrating trustworthiness and reliability in collaborative efforts. The credential promotes a comprehensive and integrated approach to co-constructing resources and knowledge.
Participants leave with a comprehensive understanding of acting in trustworthy ways, equipped with motivation and proficiency to foster trust and contribute effectively to collaborative efforts. Embracing digital tools and best practices, participants are prepared to build and maintain trust, fostering comprehensive and integrated collaboration within digital environments for the benefit of participants and the broader goal of collaborative success.

Questions

Trustworthy Engagement in Co-Construction

1. How do you define trustworthy behaviour in the context of engaging in the co-construction of resources or knowledge?
2. How do you approach conflict resolution within a collaborative group while maintaining trustworthiness?

Transparent Communication in Co-Construction

3. In what ways do you ensure transparent communication when working on co-constructing resources or knowledge?

Consistent Reliability in Group Goals

4. How do you maintain consistent reliability in your actions to contribute to group goals during the co-construction process?

Sharing Credit and Recognition

5. How do you ensure the fair sharing of credit and recognition for achievements within a co-constructed project?

BALANCING COLLABORATION AND ACCESSIBILITY WITH DIGITAL TOOLS (MC 2.4.D.5)

Basic Information

Identification of the learner	Any Citizen
Title and code of the micro-credential	BALANCING COLLABORATION AND ACCESSIBILITY WITH DIGITAL TOOLS Code: MC 2.4.D.5
Country(ies)/Region(s) of the issuer	ITALY, CYPRUS, GREECE, ROMANIA http://dsw.projectsgallery.eu
Awarding body(ies)	DSW Consortium Project Number: 101087628
Date of issuing	Nov 2023
Notional workload needed to achieve the learning outcomes	Minimum 8 – Maximum 10 hrs
Level of the learning experience leading to the micro-credential	HIGH SPECIALIZED
Type of assessment	Automatically marked Questions Number of Questions: 16 – 20 Passing Score: 75%
Form of participation in the learning activity	Online Asynchronous
Type of quality assurance used to underpin the micro-credential	Peer Review

Learning Outcomes

Learning Outcomes (ref. Level 7-8 LOs 2.4.34)

Effective Digital Collaboration Tools and Accessibility

- Is inclined to use appropriate digital tools for fostering collaboration between the members of a team while, at the same time, ensuring digital accessibility.

Description

This micro-credential equips participants with knowledge and skills to effectively use digital tools for fostering collaboration among team members, with a focus on ensuring digital accessibility. Key benefits include developing the ability to understand and prioritize inclusive collaboration, gaining practical knowledge in selecting and implementing tools that prioritize accessibility for all team members.
Throughout the certification, participants engage in hands-on activities, learning the features and functionalities of various digital tools supporting inclusive collaboration. The credential emphasizes the practical application of using digital tools for collaboration while ensuring accessibility, fostering proficiency in addressing potential barriers to accessibility.
Participants leave with a comprehensive understanding of using appropriate digital tools for collaboration while ensuring accessibility. Equipped with motivation and proficiency, they can leverage digital tools effectively, prioritizing accessibility within digital environments. By embracing digital tools and understanding best practices for inclusive collaboration, participants are better prepared to create an environment promoting active participation and contribution for all team members. This knowledge benefits participants individually and contributes to the broader goal of fostering comprehensive and accessible collaboration in digital environments.

Questions

Selecting Appropriate Digital Tools for Collaboration

1. How do you go about selecting digital tools to foster collaboration within a team?
2. What steps do you take to ensure digital accessibility when implementing collaborative digital tools?
3. How do you use digital tools to facilitate seamless communication among team members?

Training and Support for Digital Tools

4. How do you address the need for training and support when introducing new digital collaboration tools to a team?

Customizing Tools for Team Needs

5. How do you approach customizing digital collaboration tools to meet the specific needs of your team?

Monitoring and Improving Digital Collaboration

6. What mechanisms do you have in place for monitoring and evaluating the effectiveness of digital collaboration tools?
7. How do you strike a balance between introducing innovative digital tools and ensuring that team members are comfortable with and proficient in using them?

APPENDIX I: LEARNING OUTCOMES FOR COMPETENCE DIMENSION 2.4 COLLABORATING THROUGH DIGITAL TECHNOLOGIES

BASIC/FOUNDATION (LEVEL 1 and LEVEL 2)

COMPETENCE AREA: 2. COMMUNICATION AND COLLABORATION			
COMPETENCE DIMENSION: 2.4 COLLABORATING THROUGH DIGITAL TECHNOLOGIES			
LEVEL: 1 – FOUNDATION At basic level and with guidance, I can: • choose simple digital tools and technologies for collaborative processes. LEVEL: 2 – FOUNDATION At basic level and with autonomy and appropriate guidance where needed, I can: • choose simple digital tools and technologies for collaborative processes.			
Learning Outcome	**Level**	**K – S – A**	**Description**
1. Is aware of simple digital tools and technologies for collaborative processes.	L1 – L2	K	Recognizes the main simple digital tools and technologies for collaborative processes. Describes what the main differences of these technologies are.
2. Understands the use of collaborative technologies in a public or private manner.	L1 – L2	K	Distinguishes the public or private collaborative context of simple digital tools and technologies.
3. Knows how to use simple digital tools and technologies in a collaborative context to give a presentation of his/her work.	L1 – L2	S	Explores the use of simple collaborative platforms (e.g. Zoom) to present ideas or files of his/her own work.

4. Knows how to use simple digital tools and technologies in a collaborative context to plan the tasks of a particular job.	L1 – L2	S	Can use simple collaborative digital tools (e.g. Google calendar) to plan the tasks of a job workload within a team.
5. Is aware of the advantages of using digital tools and technologies for remote collaborative processes.	L1 – L2	K	Recognizes the advantages of using technology for remote collaborative processes (e.g. reduced commuting time, join specialized skills together regardless of location).
6. Knows how to use simple digital tools and technologies in a collaborative context to co-create digital content with others.	L1 – L2	S	Illustrates the use of simple collaborative digital tools (e.g. Google doc) to generate content in real-time within a group.
7. Knows how to switch the privacy level of simple digital tools and technologies for collaborative processes.	L1 – L2	S	Explores the use of sharing publicly or privately with the main simple digital tools and technologies for collaborative purposes (e.g. “view only” / “anyone with the link can edit” features on Google docs).
8. Knows how to use simple digital tools and technologies on multiple devices.	L1 – L2	S	Explores the use of simple digital tools and technologies on multiple devices (pc, smartphone, tablet).

INTERMEDIATE (LEVEL 3 AND LEVEL 4)

COMPETENCE AREA: 2. COMMUNICATION AND COLLABORATION			
COMPETENCE DIMENSION: 2.4 COLLABORATING THROUGH DIGITAL TECHNOLOGIES			
LEVEL: 3 – INTERMEDIATE On my own and solving straightforward problems, I can: • select well-defined and routine digital tools and technologies for collaborative processes. LEVEL: 4 – INTERMEDIATE Independently, according to my own needs, and solving well-defined and non-routine problems, I can: • select digital tools and technologies for collaborative processes.			
Learning Outcome	**Level**	**K – S – A**	**Description**
9. Can manage using simple digital tools and technologies in a remote collaborative context for idea generation.	L1 – L2	S	Knows how to interact in shared mind maps and whiteboards, or live polling tools.
10. Is aware of well-defined routine digital tools and technologies for collaborative processes.	L3 – L4	K	Distinguishes the differences of the main routine digital tools and technologies for collaborative processes.
11. Can choose routine digital tools and technologies in a	L3 – L4	S	Explores the use of routine collaborative platforms (e.g. Skype) to present ideas or files of his/her own work.

collaborative context to give a presentation of his/her work.			
12. Can apply routine digital tools and technologies in a collaborative context to plan the tasks of a particular job.	L3 – L4	S	Illustrates the use of routine collaborative digital tools (e.g. Trello) to plan the tasks of a job workload within a team.
13. Can select routine digital tools and technologies in a collaborative context to co-create digital content with others.	L3 – L4	S	Illustrates the use of routine collaborative digital tools (e.g. commenting and tracking changes in a Google doc) to generate content with others.
14. Is aware of non-routine digital tools and technologies for collaborative processes.	L3 – L4	K	Recognizes the main differences of non-routine digital tools and technologies for collaborative processes.
15. Knows how to use non-routine digital tools and technologies for collaborative processes.	L3 – L4	S	Explores the use of non-routine digital tools and technologies for collaborative processes.
16. Knows how to use non-routine digital tools and technologies on multiple devices.	L3 – L4	S	Compares the use of non-routine digital tools and technologies on multiple devices (pc, smartphone, tablet).
17. Is open to explore his/her own solutions to a straightforward problem when using collaborative tools and technologies.	L3 – L4	A	Outlines the problem and its possible solution when using collaborative tools and technologies.

ADVANCED LEVEL (LEVEL 5 AND LEVEL 6)

COMPETENCE AREA: 2. COMMUNICATION AND COLLABORATION			
COMPETENCE DIMENSION: 2.4 COLLABORATING THROUGH DIGITAL TECHNOLOGIES			
LEVEL: 5 – ADVANCED As well as guiding others, I can: • propose different digital tools and technologies for collaborative processes. LEVEL: 6 – ADVANCED At advanced level, according to my own needs and those of others, and in complex contexts, I can: • vary the use of the most appropriate digital tools and technologies for collaborative processes, • choose the most appropriate digital tools and technologies for co-constructing and co-creating data, resources and knowledge.			
Learning Outcome	**Level**	**K – S – A**	**Description**
18. Recognizes different digital tools and technologies for collaborative processes.	L5 – L6	K	Enumerates the various digital tools and technologies for collaborative processes.
19. Knows how to combine routine with non-routine digital tools and technologies for collaborative processes.	L5 – L6	S	Illustrates using routine along with non-routine digital tools and technologies for collaborative processes.
20. Knows how to engage collaboratively in a wiki.	L5 – L6	S	Constructs a new entry on a subject that is missing from Wikipedia alone or with others.

21. Understands that in order to co-create digital content with other people, good social skills are important to compensate for the limitations of online communication.	L5 – L6	K	Discusses the importance of clear communication and the ability to clarify misunderstandings when collaborating online with others.
22. Knows how to use digital tools to facilitate and improve collaborative processes.	L5 – L6	S	Optimizes the collaborative process through shared visual boards and digital canvases (e.g. Mural, Miro, Padlet).
23. Is willing to share/explain the advantages of using digital tools and technologies for remote collaborative processes.	L5 – L6	A	Summarizes the advantages of using digital tools and technologies for remote collaborative processes.
24. Is able to choose the most appropriate digital tools and technologies for co-constructing and co-creating data, resources and knowledge.	L5 – L6	S	For example, can use the most appropriate digital tools at work (e.g. Dropbox, Google Drive, wiki) to create with my colleagues a leaflet or brochure for the event.
25. Is inclined to use collaborative tools and technologies to increase public knowledge.	L5 – L6	A	Modifies an entry on a subject on Wikipedia.
26. Is able to overcome unexpected situations that arise on the digital	L7 – L8	S	Identifies the solution to an unexpected situation while co-creating data or content online (e.g. a file is not updating the changes made by the members, a member doesn't know how to upload a file in the digital tool).

environment when co-creating data and content.			

EXPERT LEVEL (LEVEL 7 AND LEVEL 8)

COMPETENCE AREA: 2. COMMUNICATION AND COLLABORATION

COMPETENCE DIMENSION: 2.4 COLLABORATING THROUGH DIGITAL TECHNOLOGIES

LEVEL: 7 – HIGHLY SPECIALISED

At highly specialized level, I can:

- vary the use of the most appropriate digital tools and technologies for collaborative processes,
- choose the most appropriate digital tools and technologies for co-constructing and co-creating data, resources and knowledge.

LEVEL: 8 – HIGHLY SPECIALIZED

At the most advanced and specialized level, I can:

- create solutions to solve complex problems with many interacting factors that are related to using collaborative processes and co-construction and co-creation of data, resources and knowledge through digital tools and technologies,
- propose new ideas and processes to the field.

Learning Outcome	Level	K – S – A	Description
27. Is able to differentiate between appropriate and inappropriate digital tools for collaborative processes.	L7 – L8	S	For example, when two people editing text simultaneously using a wiki is impractical.
28. Is proactive about appropriate and inappropriate collaborating practices.	L7 – L8	A	Recommends avoiding inappropriate collaborating practices. The latter are those that do not address the purpose and scope of the task.

29. Knows how to evaluate the advantages and disadvantages of digital applications for making collaboration effective.	L7 – L8	S	Breaks down the characteristics of the use of online spaces for co-creation, shared project management tools etc.
30. Is able to manage complex problems with many interacting factors that are related to using collaborative processes and co-construction and co-creation of data, resources and knowledge through digital tools and technologies.	L7 – L8	S	Figures out the solution to complex problem with many interacting factors that are related to using collaborative processes and co-construction and co-creation of data, resources and knowledge through digital tools and technologies.
31. Is keen to propose new ideas and processes to the field.	L7 – L8	A	Constructs new ideas and solution related to a netiquette-related issue.
32. Encourages everyone to express their own opinions constructively when collaborating in digital environments.	L7 – L8	A	Facilitates discussion among the members of a team when co-constructing data, resources, and knowledge through digital tools and technologies.
33. Acts in trustworthy ways to achieve group goals when engaging in co-construction of resources or knowledge.	L7 – L8	A	Verifies the achievement of group goals when co-constructing data, resources, and knowledge through digital tools and technologies.
34. Is inclined to use appropriate digital tools for fostering collaboration between the	L7 – L8	A	Combines various digital tools for fostering collaboration between the members of a team, while ensuring digital accessibility.

members of a team while, at the same time, ensuring digital accessibility.			

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