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Training offer
on digital skills



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Netherlands
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Training offer on digital skills

Course / Module

Digital Literacy - Initiation

Geographical Scope

National

Target groups

Adults with low qualifications

Typology of areas

Non-exclusive

Training organization

Face-to-face

Typology of education

Formal

Theoretical duration of the course/module

25h

Minimum Entry

No applicable

Level of qualification acquired (ISCED 2011 level)

Not applicable

Theoretical starting age

18-65 years old

Resources

Not available

Learning outcomes

By the end of this course, trainees will be able to:

- Operate and use the computer
- Navigate and surf the internet
- Manage an electronic mailbox
- Interact across platforms
- Protect identity, privacy and personal data in digital environments

Modules/Contents

- Using the computer
- Digital navigation
- Digital platforms
- Security and privacy

↑
More
Information

Course / Module

Key-competences - Introduction to the Information and Communication Technologies

Geographical Scope

National

Target groups

Adults with low qualifications

Typology of areas

Non-exclusive

Training organization

Face-to-face

Typology of education

Formal

Theoretical duration of the course/module

50h

Minimum Entry

No applicable

Level of qualification acquired (ISCED 2011 level)

Not applicable

Theoretical starting age

18-65 years old

Resources

Not available

Learning outcomes

By the end of this course, trainees will be able to:

- Recognize the importance of using technologies in everyday life
- Make contact with the computer
- Use a word processor
- Use the calculating machine
- Use the computer's calculator
- Use the mobile phone

Modules/Contents

- Technologies
- Computer Components
- Word processor
- Computer calculator and calculator
- Mobile Phone

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More
Information

Course / Module

Information and Communication Technologies (ICT)

Geographical Scope

National

Typology of areas

Non-exclusive

Typology of education

Formal

Minimum Entry

ISCED 1: Primary education

Theoretical starting age

18-65 years old

Target groups

Adults with low qualifications

Training organization

Face-to-face

Theoretical duration of the course/module

200h

Level of qualification acquired (ISCED 2011 level)

ISCED 2: Lower secondary education

Resources

Not available

Learning outcomes

By the end of this course, trainees will be able to:

- Operate and use diverse technologic devices safely;
- Use different programs and/or applications;
- Use the internet to search, obtain, transmit and publish information.

Modules/Contents

- Safe operation of technological equipment, including computer (50h)
- Use a spreadsheet application (50h)
- Use a word processing and information presentation programme (50h)
- Use the Internet to obtain, transmit and publish information (50h)

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Greece

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Training offer on digital skills

Course / Module

Tech Academy

Geographical Scope

National

Typology of areas

Non-exclusive

Typology of education

Formal

Minimum Entry

ISCED 2: Lower secondary education

Theoretical starting age

18 years old

Learning outcomes

1. To bring new technological talent that will strengthen the country and help it move forward in the digital age.
2. To help tackle the great problem of unemployment

Target groups

Youth, Unemployed, Refugees

Training organization

Not specified

Theoretical duration of the course/module

3 months

Level of qualification acquired (ISCED 2011 level)

ISCED 2: Lower secondary education

Resources

Not available

Modules/Contents

1. Cyber Security which includes Networking Fundamentals and Security Fundamentals.
2. System Administration which includes Networking Fundamentals and Database Fundamentals

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More Information

Course / Module

National Digital Academy

Geographical Scope

National

Typology of areas

Non-exclusive

Typology of education

Mixed

Minimum Entry

ISCED 2: Lower secondary education

Theoretical starting age

15 years old

Target groups

Women, Refugees, Youth, Adults above 50

Training organization

E-Learning

Theoretical duration of the course/module

2-3 months

Level of qualification acquired (ISCED 2011 level)

ISCED 2: Lower secondary education

Resources

Not available

Learning outcomes

1. The Digital Citizens' Academy gives you the opportunity to improve your general digital skills, ie the skills you need in your digital daily life, with a free choice of courses per level in the 5 digital skills areas for basic, advanced and proficient level

Modules/Contents

- 1.Communication and cooperation
- 2.Internet
- 3.Everyday tools
- 4.Digital entrepreneurship
- 5.Computer Science
- 6.Cutting-edge technologies

↑
More Information

Course / Module

Ψηφιακές Τεχνολογίες στην Εκπαίδευση

Geographical Scope

National

Typology of areas

Not specified

Typology of education

Formal

Minimum Entry

**ISCED 6: Bachelor's
or equivalent level**

Theoretical starting age

27 years old

Target groups

Teachers of all levels, adults working in the management and development of educational software and in general to all professionals in the field of education

Training organization

E-Learning

Theoretical duration of the course/module

50 hours

Level of qualification acquired (ISCED 2011 level)

ISCED 6: Bachelor's or equivalent level

Resources

Not available

Learning outcomes

Learners will be able to understand the impact of new technologies on education, use modern digital technology tools in a creative way in teaching their courses as well as develop their personal and professional career

Modules/Contents

1.Modern educational techniques
2.Multimedia content production tools
3.Digital Courses and Moodle Educational Software
4.Special topics in educational technology

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**More
Information**

Course / Module

Start Project> Digital Skills for all

Geographical Scope

National

Typology of areas

Not specified

Typology of education

Formal

Minimum Entry

ISCED 2: Lower secondary education

Theoretical starting age

18 years old

Target groups

Women, Refugees, Youth, Adults above 50 years

Training organization

Face-to-face

Theoretical duration of the course/module

2 months

Level of qualification acquired (ISCED 2011 level)

ISCED 2: Lower secondary education

Resources

Not available

Learning outcomes

Transform education and offer to youth, underserved communities and educators the opportunity to acquire training in digital skills and gain agile business skills in order to upskill and reskill professionally

Modules/Contents

1. System Administration which includes Networking Fundamentals and Database Fundamentals
2. Cyber Security which includes Networking Fundamentals and Security Fundamentals

[More Information](#) ↑

Course / Module

Learn Digitally, Teach Digitally

Geographical Scope

National

Typology of areas

Not specified

Typology of education

Formal

Minimum Entry

**ISCED 6: Bachelor's
or equivalent level**

Theoretical starting age

25 years old

Target groups

**Kindergarten teachers, teachers and
specialty teachers**

Training organization

E-Learning

Theoretical duration of the course/module

6.5 weeks

Level of qualification acquired (ISCED 2011 level)

ISCED 6: Bachelor's or equivalent level

Resources

Not available

Learning outcomes

The 4Cs (Collaboration, Communication, Critical Thinking, Creativity) and how they can prepare students for the future
How digital technology can support the development of key learning skills and the role of digital technology in innovative teaching and learning

Modules/Contents

1. Collaboration: Working together to achieve a common goal
2. Communication the skill that builds interpersonal relationships.
3. Critical Thinking, the skill of challenging claims.
4. Creativity, the skill of overturning the usual
5. Evaluation between colleagues

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**More
Information**

Italy

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Training offer on digital skills

Course / Module

Grandparents on the Internet

Geographical Scope

Combined

Typology of areas

Non-exclusive

Typology of education

Not specified

Minimum Entry

Not applicable

Theoretical starting age

+60 years old

Target groups

Low-skilled elderly

Training organization

Face-to-face

Theoretical duration of the course/module

30 hours

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Available on the website

Learning outcomes

The learners will learn to use the computer and its basic functions. He/she will be able to browse the internet and interact with his/her email and social media. The learners will be able to interact with different devices.

Modules/Contents

- The fundamentals on the computer
- Browsing on the Internet,
- The use of e-mail and social networks.
- Devices connected to the PC (scanner, printer etc.)
- New communication technologies (mobile telephony, digital terrestrial television, etc.).

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Information

Course / Module

The Internet school for everyone

Geographical Scope

National

Typology of areas

Non-exclusive

Typology of education

Not specified

Minimum Entry

Not applicable

Theoretical starting age

For all

Target groups

Low-skilled people

Training organization

E-Learning

Theoretical duration of the course/module

4h + 4h

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Available by participating in the course

Learning outcomes

- 1) The learners will learn how to use the apps to simplify daily life; how to use online payment systems safely and how to use digital tools to have access to public administration and health care services.
- 2) The learners will learn how to use online tools to manage and store their documents, to use the online environment safely and to use social networks to communicate with other people.

Modules/Contents

The program offers two free courses that can be accessed by completing a questionnaire:

- 1) Improve life with digital:
Digital apps;
Online payment system;
digital tools for public administration and health care.
- 2) Collaborate with digital:
Online tools for store documents/files;
Browsing;
Security online;
Social media.

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More
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Course / Module

The computer, internet and new devices

Geographical Scope

National

Typology of areas

Non-exclusive

Typology of education

Not specified

Minimum Entry

ISCED 2: Lower secondary education

Theoretical starting age

For all

Learning outcomes

The learners will learn how to use the main functions of a computer and the online environment, in which they will be able to browse and share contents. They will learn how works the main electronic devices and their benefits to daily life.

Target groups

Low-skilled people

Training organization

E-Learning

Theoretical duration of the course/module

4hours

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Not available

Modules/Contents

- The main functions of computers
- Browsing on the Internet,
- Creation and spread of online contents
- Characteristic of the main electronic devices (e.g., smartphones and tablets)

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Information**

Romania

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Training offer on digital skills

Course / Module

Digitalise Me - Upgrading Older Adults' Digital Competences to improve their social inclusion and development

Geographical Scope

Combined

Typology of areas

Non-exclusive

Typology of education

Non-Formal

Minimum Entry

Not applicable

Theoretical starting age

+50 years old

Target groups

Seniors and educators working with seniors

Training organization

E-Learning

Theoretical duration of the course/module

20 hours

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Content in progress. Course available from November 2021.

Learning outcomes

- A transversal mapping of Basic Digital Competences needed for a higher and better social and civic participation
- A "Digital Living Basics Pack"
- An online training course "Basic Digital Skills for social and civic active participation"

Modules/Contents

1. Information and Data Literacy,
2. Communication and Colaboration,
3. Digital Content Creation,
4. Safety,
5. Problem Solving,
6. Media Literacy

↑
More Information

Course / Module

Digital S - Developing innovation to generate impact on trainers and adult learners' skills in rural areas

Geographical Scope

Combined

Target groups

Adults in rural areas, educators

Typology of areas

Rural

Training organization

E-Learning

Typology of education

Mixed

Theoretical duration of the course/module

30 hours

Minimum Entry

ISCED 3: Upper secondary education

Level of qualification acquired (ISCED 2011 level)

ISCED 3: Upper secondary education

Theoretical starting age

Adults

Resources

Resources available by creating a moodle account.

Learning outcomes

The course focuses on distance education learning for adult learners from rural areas (mostly with disadvantaged backgrounds) having urgent specific needs to enhance their digital skills.

Modules/Contents

The content of the modules are about the digital skills, which are the basic knowledge and understanding of how to use basic and classical software such as Word, Excel or Gmail, computer material and surfing on the Internet, how to easily use simple interfaces from distance learning platform or from national state or region authorities.

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[More Information](#)

Course / Module

Course: Using the computer, organizing files and notions Office package

Geographical Scope

National

Target groups

Adults

Typology of areas

Non-exclusive

Training organization

B-Learning

Typology of education

Formal

Theoretical duration of the course/module

40 hours

Minimum Entry

**ISCED 3: Upper
secondary education**

Level of qualification acquired (ISCED 2011 level)

ISCED 3: Upper secondary education

Theoretical starting age

18-35 years old

Resources

**Course is organised every 2 weeks.
It is not available free of charge.**

Learning outcomes

The components of a computer. Windows and window operations, file and folder operations. Operating and information storage systems, archiving utilities. Notions of networking - beginner level.
Internet browsing and protection.
Email. Create an email address. Sending and receiving messages.
Word, Excel and Power Point 2019 Basics - Practical applications.

Modules/Contents

Using the computer and organizing the files

Internet

Word 2019
Excel 2019
Power-Point 2019 presentations

↑
**More
Information**

Course / Module

Digital skills to use information technology as a tool for learning and knowledge

Geographical Scope

National

Target groups

Young and Adults

Typology of areas

Non-exclusive

Training organization

B-Learning

Typology of education

Not specified

Theoretical duration of the course/module

Not specified

Minimum Entry

ISCED 2: Lower secondary education

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Not available

Theoretical starting age

14 years old

Learning outcomes

Graduation certificates for the occupation of "Digital competences for the use of information technology as a learning and knowledge tool"

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More
Information

Course / Module

Computer Skills Course

Geographical Scope

National

Typology of areas

Non-exclusive

Typology of education

Not specified

Minimum Entry

**ISCED 2: Lower
secondary
education**

Theoretical starting age

Adults

Target groups

Adults

Training organization

B-Learning

Theoretical duration of the course/module

4 weeks

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Not available

Learning outcomes

ANC accredited diploma, authorized by the Ministry of Labor and the Ministry of Education. In order to be able to practice abroad, you can request the issuance of an internationally recognized Europass certificate.

↑
[More Information](#)

Course / Module

Digital skills to use information technology as a tool for learning and knowledge

Geographical Scope

Regional

Typology of areas

Non-exclusive

Typology of education

Not specified

Minimum Entry

ISCED 2: Lower secondary education

Theoretical starting age

18 years old

Target groups

Employees of private companies can attend the courses

Training organization

Not specified

Theoretical duration of the course/module

Not specified

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Not available

Learning outcomes

- Understanding the terms hardware, software and networks;
- Learning general notions about the Internet;
- Use of search engines;
- Saving information;
- Creating Microsoft Word documents;
- Formatting and printing the content of a word document;
- Use and work with pictures, objects and tables;
- Perform basic operations with data from an Excel sheet;
- Performing calculations based on formulas using Excel equations;
- Making graphs based on available data;

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[More Information](#)

Course / Module

Digital skills course

Geographical Scope

Regional

Typology of areas

Non-exclusive

Typology of education

Not specified

Minimum Entry

**ISCED 2: Lower
secondary
education**

Theoretical starting age

25 years old

Target groups

**Employees of private companies
can attend the courses**

Training organization

E-Learning

Theoretical duration of the course/module

60 hours

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Not available

↑
More
Information

Netherlands

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Training offer on digital skills

Course / Module

Microsoft 365: Teams

Geographical Scope

National

Typology of areas

Non-exclusive

Typology of education

Non-formal

Minimum Entry

Not applicable

Theoretical starting age

18 years old

Target groups

Digitally illiterate/ those who want to upskill, advance themselves

Training organization

E-Learning

Theoretical duration of the course/module

84 minutes

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

Not Available unless registered for course

Learning outcomes

S1 - Learning objectives
S2 - Learning how to schedule a meeting in
S3- Learning how to organise a webinar via
Teams
S4- Sharing files
Teams and SharePoint
Digital meetings

Modules/Contents

Collaborating in Teams
Meeting in Teams
Presenting in Teams
Test

↑
More
Information

Denmark

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Training offer on digital skills

Course / Module

Digital Acceleration Programme

Geographical Scope

Combined

Typology of areas

Non-exclusive

Typology of education

Non-Formal

Minimum Entry

Not applicable

Theoretical starting age

21 years old

Target groups

Policy building staff

Training organization

E-Learning

Theoretical duration of the course/module

3 hours

Level of qualification acquired (ISCED 2011 level)

Not applicable

Resources

tutors@digitaltrainingacademy.com.

Learning outcomes

- An immediate shift in digital marketing knowledge and skills
- Renewed confidence in how to apply digital marketing
- A focus on effectiveness and return on investment
- Transformed approached for agency management with greater accountability, and selection of the right KPIs to measure agency performance

Modules/Contents

- Building consumer insight through digital tools
- Boosting the reach of your content through search engine discoverability
- Paid media: Using online advertising effectively, online advertising creative design, maximising ROI from search engine advertising, effective online media planning
- Earned media: Harnessing social tools and channels, boosting the reach of social media messages, blogger engagement
- Digital media management: Using analytics to track performance and drive stronger agency management

↑
More
Information

Course / Module

Building Inclusive Policies for Ensuring Digital Literacy and Skills

Geographical Scope

Regional

Target groups

Policy building staff

Typology of areas

Urban

Training organization

E-Learning

Typology of education

Non-Formal

Theoretical duration of the course/module

3 hours

Minimum Entry

Not applicable

Level of qualification acquired (ISCED 2011 level)

Not applicable

Theoretical starting age

21 years old

Resources

Not available

Learning outcomes

Digital literacy as a life skill

Modules/Contents

Chapter 2 on Basic concepts in digital inclusion – digital literacy as a life skill, digital skills and competences

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