ADULT LEARNING RO—SK

Challenges from the pandemics:
adult learning in Romania and Slovakia
— projekt AdultLearningROSK
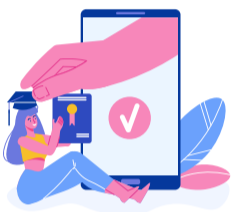
Experimental Curriculum

Experimental cross-sectoral curricula for higher education vocational studies in the digital and tech fields provide more opportunities for micro-credentials.

The curricula:

▶ aims to increase digital competencies as part of lifelong learning

▶ contains theoretical knowledge and practical manuals for acquiring competencies in communication and digital content creation at several levels of user skills

▶ creates a training environment for learners in which they get the opportunity to solve different tasks and situations and enables them to acquire real practical digital knowledge, skills and attitudes

▶ it offers stakeholders some guidance on how to implement this type of learning in training programmes and a basis for discussing the necessary digital knowledge, skills and attitudes

▶ is based on the results of several analyses, in-depth interviews and meetings with professional partners and stakeholders in the affected areas. The design is based on the results of several national and international studies, projects and frameworks and reflects the recommendations and needs of the labour market and the education system

▶ is built on **DigComp 2.2.** The Digital Competence Framework for Citizens

▶ **primarily intended for employees of the Retail, HoReCa, Administration and Banking sectors**

▶ primarily intended for following occupations but is compiled that it is transferable and applicable to other professions, sectors, and EU countries

5153002 Správca bytových, administratívnych a priemyselných objektov **5153.1** Buildingcaretakers	**515100** Prevádzkar ubytovacieho, stravovacieho zariadenia **1411, 1412** Hotel and restaurant managers	**4110000** Všeobecný administratívny pracovník **4110.1** General office clerks

Teaching methodology

▶ A combination of theoretical lectures, practical exercises and projects
▶ Interactive and participatory approach
▶ Adapting teaching to different levels of progress

Course Composition:

4 modules
▶ applicant chooses no. of modules (1-4) & levels of difficulty

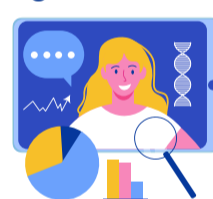Applicant can take a lower number of modules which shortens duration of the course.

Course Duration:

10 HOURS module
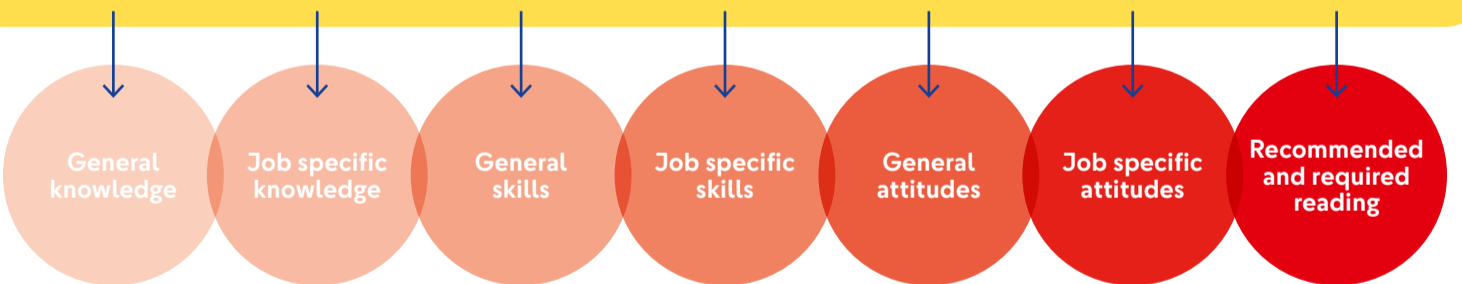
40 HOURS standard length

Credit System:

1 COMPLETED module **=** **1 CREDIT**

4 modules

Each module contains list of:

- General knowledge
- Job specific knowledge
- General skills
- Job specific skills
- General attitudes
- Job specific attitudes
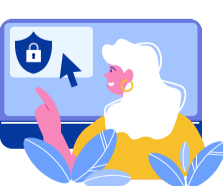- Recommended and required reading

Contents module 1:

Information and data literacy course contents
1. Techniques in data discovery and content navigation
2. Critical analysis and evaluation of digital information sources
3. Strategies for effective data and digital content management
4. Digital distribution: sharing and disseminating information effectively
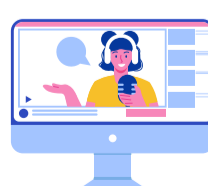5. Navigating modern storage solutions

Contents module 2:

Communication and digital content creation course contents
1. Digital communication and Netiquette
2. Cooperation through digital technologies
3. Managing digital personality
4. Digital content creation
5. Copyright in digital content creation

Contents module 3:

Cyber security course contents
1. Protecting your computer and other hardware
2. Data and personal data security
3. Safe use of IT (protecting health and social well-being)
4. Elimination of negative environmental impacts of IT use
5. Knowledge of the legal and ethical aspects of cybersecurity

Contents module 4:

Problem solving course contents
1. Analysing technical issues
2. Identifying digital and information technology needs and responses
3. Digital and information technology threats
4. Identifying and solving digital risks
5. Information security management