



Competence goals
Digital competence



Competence goals for digital competence

Digital competence is the competence which makes adults capable of using and exploiting digital tools and services connected with a broad spectrum of tasks and challenges in professional and everyday contexts. It is made up of a variety of elements that are important in a modern society.

The framework – a tool in the training of basic skills for adults

Having sufficient basic skills is a decisive requirement for all other learning and competence development. For many adults the quality of the training opportunity and the way the training has been adapted will decide whether they can and wish to participate.

Level 1

Relates to digital information and makes use of simple digital tools

The adult should be able to

- use digital information in everyday life, working life and social life
- use digital information in particular contexts without being able to transfer it to new situations
- gather and produce information related to concrete and familiar tasks or situations
- follow simple rules of netiquette and have knowledge of the concerns related to the protection of personal information

Competence goals

Use of ICT systems

At this level the adult should be able to

- recognise and use interface solutions (icons, buttons)
- follow recommended routines for safe and secure use of equipment and services
- follow recommendations regarding ergonomics
- make use of simple digital tools and services with some instruction/guidance

Searching for and exchanging digital information

At this level the adult should be able to

- use information sources
- gather relevant information from a familiar digital source
- receive and process ICT-based information
- send information to one or more users
- use sources critically and have knowledge of copyright issues

Production and presentation of digital information

At this level the adult should be able to

- enter and edit information to get access to digital services
- identify and correct simple errors
- use word processing tools
- use spreadsheet
- use presentation tools

Level 2

Relates actively to digital information, processes the information and can use the information in new situations

The adult should be able to

- process digital information that he/she meets in everyday life, working life and social life
- use digital information in various contexts and apply the information in new situations
- make use of digital tools in order to take part in democratic processes

Competence goals

Use of ICT systems

At this level the adult should be able to

- make use of new digital tools on his/her own
- follow recommended routines for storing information
- understand and protect his/her own safety through rules of safe and secure use, with a particular emphasis on the protection of personal information and information safety

Searching for and exchanging digital information

At this level the adult should be able to

- select and use appropriate sources of information and pay attention to copyright
- apply ICT to search for, find and use information that is relevant
- assess information from digital sources with particular emphasis on critical use of sources

Production and presentation of digital information

At this level the adult should be able to

- assess content and correct errors
- enter, format and edit information for a specific purpose, e.g. using a word processing tool
- present information for a particular target group and pay attention to ethical issues
- use and produce spreadsheet models for the presentation of calculations
- find and use presentation tools with multimedia content

Level 3

Understands and uses complex digital information to draw his/her own conclusions and to communicate independently

The adult should be able to

- process, compare and critically assess digital information
- on his/her own initiative apply digital tools appropriate for the purpose and the situation
- use his/her digital competence to communicate and present information

Competence goals

Use of ICT systems

At this level the adult should be able to

- on his/her own select, use and exploit various digital resources to perform familiar and new tasks
- follow recommended routines for safe and secure use and manage stored information efficiently

Searching for and exchanging digital information

At this level the adult should be able to

- select and use various sources of information in connection with complex tasks
- search for, choose and register information from ICT-based sources and assess relevance in relation to objectives
- have a conscious attitude to potential reuse of one's own published digital material

Production and presentation of digital information

At this level the adult should be able to

- enter, organise, develop, format and join together information that fits the content and the purpose
- handle word processing tools for production, filing and systematic organisation of digital information
- assess and use various methods to organise and present information adapted to the occasion and the target group
- use spreadsheets to develop models for calculation
- produce and use presentations with multimedia content

Arenas for digital competence

Level 1 Examples

In private and social life	In working life	In education and training
<p>Use of ICT systems Can interpret information from a screen in the form of icons</p> <p>Can use a cash dispenser</p> <p>Can use pin codes and passwords in a safe manner</p> <p>Searching for and exchanging digital information Can find information on the web by means of a search engine</p> <p>Can receive and send text messages (SMS)</p> <p>Can open and add an enclosure to an e-mail</p> <p>Can send in his/her income return form via the Internet</p> <p>Production and presentation of digital information Can use a simple word processing tool to write letters</p> <p>Can insert an answer to an entry in a web-based newspaper</p>	<p>Use of ICT systems Can use the PC as a tool for simple operations</p> <p>Can use simple functions in multifunctional machines</p> <p>Can log on in a safe manner to his/her own workstation</p> <p>Searching for and exchanging digital information Can find and open broadsheet files</p> <p>Can read and respond to job instructions on the screen</p> <p>Can use simple digital storage functions and administrative programmes</p> <p>Production and presentation of digital information Can use simple presentation tools</p> <p>Can fill in and save digital forms</p> <p>Can change his/her own data on the enterprise intranet</p>	<p>Use of ICT systems Can make use of learning management systems</p> <p>Can follow simple instructions in educational programmes</p> <p>Can log on to the school computer system</p> <p>Searching for and exchanging digital information Can find courses and education providers on the Internet</p> <p>Can search for information in databases</p> <p>Can deliver a written assignment via the Internet</p> <p>Production and presentation of digital information Can produce written assignments digitally</p> <p>Can respond to questions from the teacher via e-mail</p> <p>Can present simple digital slides</p>

Level 2 Examples

In private and social life	In working life	In education and training
<p>Use of ICT systems Can use various functions of the mobile phone</p> <p>Can create folders and sub-folders for safe storage and retrieval</p> <p>Can download and run files from the Internet in a safe manner</p> <p>Searching for and exchanging digital information Can take part in discussions on the Internet</p> <p>Can relate to the Internet log and temporary files of web browsers</p> <p>Can send e-mails to numerous recipients in group e-mails</p> <p>Production and presentation of digital information Can insert a picture in a document</p> <p>Can make a broadsheet overview of his/her economy</p> <p>Can write his/her own CV by using a word processing tool</p>	<p>Use of ICT systems Can use digital tools routinely in job contexts</p> <p>Can use digital tools to book and change travels</p> <p>Can use established formats for the production of formal documents</p> <p>Searching for and exchanging digital information Can enter and retrieve information in a spreadsheet or a database</p> <p>Can use the Intranet to gain access to the policies and procedures of an enterprise and other work related information</p> <p>Production and presentation of digital information Can use suitable layout for presentations with a multimedia content</p> <p>Can add appropriate illustrations to documents and presentations</p>	<p>Use of ICT systems Can use help functions to find relevant information when a problem arises or an error message occurs</p> <p>Can securely connect to the school ICT services</p> <p>Searching for and exchanging digital information Can take part in discussion groups on specific subjects</p> <p>Can use digital learning platforms for storage and retrieval</p> <p>Can critically assess sources when searching in external sources</p> <p>Production and presentation of digital information Can produce written assignments using the relevant presentation tools</p> <p>Can set up and run his/her own blog</p>

Level 3 Examples

In private and social life	In working life	In education and training
<p>Use of ICT systems Can use “online access to public services” interactively</p> <p>Can connect to and run external digital units</p> <p>Can observe security routines when using wireless networks</p> <p>Searching for and exchanging digital information Can search for and find high-quality providers of goods and services on the web</p> <p>Can find and use appropriate virtual communities that correspond to his/her interests</p> <p>Can assess information sources in relation to security and quality</p> <p>Production and presentation of digital information Can make and publish his/her own web page</p> <p>Can use editing tools for pictures and illustrations</p> <p>Can send pictures and video via MMS to friends and family</p>	<p>Use of ICT systems Can use digital tools in the planning and completion of comprehensive tasks and projects</p> <p>Can use e-trade and electronic reports in the business management</p> <p>Searching for and exchanging digital information Can use advanced filing functions for storage and retrieval</p> <p>Can find and assess various types of information sources in connection with job tasks</p> <p>Can trace and find deliveries to his/her enterprise via web services</p> <p>Production and presentation of digital information Can use advanced presentation tools</p> <p>Can set up formal documents with numerical presentations, graphs and tables</p>	<p>Use of ICT systems Can synchronise various storage units</p> <p>Can download podcasts of lectures</p> <p>Searching for and exchanging digital information Can use advanced search methods and can critically assess sources</p> <p>Can use databases to retrieve subject-related material</p> <p>Can use search techniques to find relevant information in large documents, e.g. pdf documents</p> <p>Production and presentation of digital information Can make a presentation of his/her own work adapted to an audience and a genre</p> <p>Can design and process collected data in a spreadsheet or a database</p>

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