



# GREENBRIDGE Instructions for the on-line platform self-learners

## Digital Literacy in the Labor Market

### 1. Introduction

This document has been created to help you navigate the online learning platform and make the most of your self-learning experience. Inside, you will find guidance on how to follow the course step-by-step, complete activities, watch the video lessons and check your progress through quizzes and reflections.

The aim of this guide is to support you as you build the digital skills needed for today's workplaces. You do not need advanced technical knowledge to begin. Each module includes clear explanations, practical examples from real jobs and simple tasks that help you connect what you learn to the profession you are preparing for.

Use this document as your personal roadmap. It will show you what to expect in each module and how to approach learning activities confidently and independently. Take your time, explore the platform and enjoy discovering how digital skills can open new opportunities for your future career.

### 2. Learning outcomes

By the end of the course, participants will be able to:

- Analyse labour-market signals from job adverts and sector briefings to identify and map digital skills to ESCO descriptors, revealing priority competences and trends.
- Differentiate between transversal and sector-specific digital skills, including content creation, data, and AI literacy, to prioritise essential competences for VET provision.
- Identify common participation barriers (e.g., connectivity, confidence, disability) and design inclusive, evidence-based mitigation strategies for learning materials and simple dashboards.

### 3. How to study each module

Each module includes a short introductory video, online reading materials and simple activities to help you connect what you learn with real labour-market needs. Follow the steps in the order presented to get the most out of the course.

#### 3.1. Module 1 - Labour-Market Signals and ESCO Mapping

| Duration | Content                                   | Additional materials                     |
|----------|---|--|
| 3 min    | Watch the introductory video for Module 1 | Video is integrated into the module page |



|      |   |   |
|------|---|---|
| 9min | Read the content of Subtitle 1.1:<br><i>Sourcing and Interpreting Labour-Market Data</i>          | Optional: download the sample checklist for collecting skills from job adverts    |
| 9min | Read the content of Subtitle 1.2:<br><i>Extracting and Normalising Digital Skills Terminology</i> | Use a simple spreadsheet or notebook to create your first list of skills keywords |
| 9min | Read the content of Subtitle 1.3:<br><i>Connecting Skills and Standards</i>                       | Visit the ESCO platform (embedded link provided) and explore an example search    |

### 3.2. Module 2 - Core Digital Skills Across VET-Served Sectors

| Duration | Content   | Additional Materials   |
|----------|---|--|
| 3 min    | Watch the introductory video for Module 2   | Video is integrated into the module page   |
| 9min     | Read the content of Subtitle 2.1:<br><i>Building Foundational Digital Competences</i> | Review the example workplace tasks shown in the module; note one relevant to your sector                                       |
| 9min     | Read the content of Subtitle 2.2: <i>The Role of AI Literacy in VET</i>               | Optional: Try one common AI tool mentioned (e.g., spellchecker, translation tool) and reflect on how it supports work tasks    |
| 9min     | Read the content of Subtitle 2.3:<br><i>Transversal and Sector-Specific Skills</i>    | Compare your Module 1 skills list with examples given in the module; identify which skills are transversal vs. sector-specific |

### 3.3. Module 3 - Barriers and Inclusion Strategies

| Duration | Content   | Additional materials  |
|----------|---|---|
| 3 min    | Watch the introductory video for Module 3   | Video is integrated into the module page  |
| 9min     | Read the content of Subtitle 3.1:<br><i>Identifying Common Barriers to Digital Learning</i> | Think of a learner you support and note which barriers may apply (technical, confidence, accessibility, language, motivation) |
| 9min     | Read the content of Subtitle 3.2:<br><i>Designing Inclusive Digital Learning Materials</i>  | Download or review the accessibility checklist provided; evaluate one of your own materials or a sample provided              |
| 9min     | Read the content of Subtitle 3.3:<br><i>Creating Accessible Dashboards and Visual Aids</i>  | Try a simple spreadsheet or template to record learner progress; observe clarity and readability                              |

## 4. Guidance for reflective activity and quiz

At the end of the course, you will complete a Reflective Activity and a Final Course Quiz. These help you check what you have learned and consider how to apply it in real VET situations.



#### 4.1. Reflective Activity – How to Approach It

1. Take a short moment to think about your learners and the digital skills they need.
2. Answer the questions honestly - there are no right or wrong answers
3. Focus on one real example from your teaching or training context.
4. Write in short, clear sentences - the goal is to support your own planning.
5. Keep your notes - they can help improve your future lessons and discussions with colleagues.
6. This activity is designed to help you transfer course ideas into practical action.

#### 4.2. Final Course Quiz – Tips for Success

1. The quiz includes multiple-choice questions about key points from each module.
2. You can re-read any part of the course before taking it.
3. Try to answer based on your understanding rather than memorisation.
4. If you miss a question, review the topic and try the quiz again.
5. The quiz helps confirm that you are ready to use these digital concepts in your daily work.

### 5. Conclusion

Thank you for completing the course Digital Literacy in the Labor Market. By working through the modules, you have strengthened your understanding of the digital skills that are shaping today's workplaces and the important role VET educators play in preparing learners for modern careers.

Throughout the course, you have:

- Explored real labour-market signals and connected them to recognised standards like ESCO
- Identified foundational, transversal and sector-specific digital skills
- Considered how AI literacy contributes to everyday work tasks
- Learned strategies to reduce barriers and create more inclusive digital learning environments

Every small improvement you make in your teaching practice can greatly benefit your learners, by helping them feel more confident, motivated and ready for employment.

Digital change can sometimes feel fast, but remember that you do not need to know everything at once. What matters most is curiosity, willingness to adapt and supporting learners step-by-step. By applying the ideas from this course in your own context, you are already contributing to a stronger, more inclusive digital future in vocational education.

We encourage you to keep exploring labour-market trends, updating your examples and sharing experiences with colleagues. Your effort creates real opportunities for learners and helps ensure that education stays relevant to evolving workplace needs.

Well done for your dedication and commitment and thank you for the important work you do every day in VET.