

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

## Aligning Digital Skills Training with Labor Market Needs

### 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:

- Use skills intelligence from labour-market sources to map existing VET competences against the DigComp 2.2 framework, identifying priority gaps and overlaps.
- Design a structured Continuous Professional Development (CPD) plan that defines a target group, sets measurable learning outcomes and selects appropriate training formats and resources.
- Develop strategies for cultivating a responsive digital culture, including establishing support structures and creating a shared repository of resources to promote inclusive practices.

### 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 - Skills Intelligence and DigComp Mapping

Duration	Content	Additional materials
3 min	Watch the introductory video for Module 1	Video integrated on the module page



9min	Read the content of Subtitle 1.1: <i>Gathering Intelligence on Current and Emerging Digital Skills</i>	Note 2 to 3 digital skills frequently mentioned in job adverts from your sector
9min	Read the content of Subtitle 1.2: <i>Mapping VET Competences to DigComp 2.2</i>	Compare one course you teach with the 5 DigComp areas and note where it fits
9min	Read the content of Subtitle 1.3: <i>Gap and Overlap Analysis</i>	Identify one gap and one overlap from your mapping results

### 3.2. Module 2 - Developing a CPD Plan for VET Providers

Duration	Content	Additional materials
3 min	Watch the introductory video for Module 2	Video integrated on the module page
9min	Read the content of Subtitle 2.1: <i>Defining the CPD Purpose and Target Group</i>	Write a short purpose statement for a CPD plan in your institution
9min	Read the content of Subtitle 2.2: <i>Writing Measurable Learning Outcomes</i>	Draft 3 learning outcomes using observable action verbs
9min	Read the content of Subtitle 2.3: <i>Selecting Training Modes and Resources</i>	Choose one suitable training mode and one resource for your target group

### 3.3. Module 3 - Cultivating a Responsive Digital Culture

Duration	Content	Additional materials
3 min	Watch the introductory video for Module 3	Video integrated on the module page
9min	Read the content of Subtitle 3.1: <i>Models for Digital Upskilling</i>	Select one upskilling model that fits your institution
9min	Read the content of Subtitle 3.2: <i>Building Support Structures</i>	Note one new support structure that could help staff adopt digital tools
9min	Read the content of Subtitle 3.3: <i>Creating a Central Resource Repository</i>	Identify at least 2 digital resources that could be added to a shared repository
9min	Read the content of Subtitle 3.4: <i>Strategies for Industry Collaboration</i>	Name one potential industry partner and how they could contribute

## 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 are designed to help you check your understanding and think about how to apply what you learned to strengthen digital skills training in your VET institution.

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

1. Take a moment to think about the digital-skills needs in your sector and how your institution responds to them.
2. Refer back to the activities in each module to support your answers.
3. Focus on one concrete situation in your teaching or institutional context.



4. Write short and clear sentences – the goal is to support action and decision-making.
5. Keep your notes as they will help you plan improvements with colleagues.
6. Remember there are no right or wrong answers – the purpose is to help you transfer course ideas into practice.

## 4.2. Final Course Quiz – Tips for Success

1. The quiz includes multiple-choice questions covering key points from all modules (skills intelligence, DigComp mapping, CPD planning and digital culture)
2. You can revisit any part of the course before answering.
3. Try to answer based on your understanding, not memorisation.
4. If you miss a question, review the topic and try again.
5. The quiz helps confirm that you are ready to apply these concepts in your daily work and institutional planning.

## 5. Conclusion

Thank you for completing the course Aligning Digital Skills Training with Labour Market Needs. By working through the modules, you have strengthened your ability to ensure that VET training remains relevant to current and emerging digital demands in the workplace.

Throughout the course, you have:

- Gathered skills intelligence from labour-market sources to understand which digital competences are in demand
- Mapped existing VET competences to the DigComp 2.2 framework to identify strengths, overlaps and priority gaps
- Designed a structured CPD plan to improve the digital readiness of your institution
- Explored how a responsive digital culture can be sustained through continuous upskilling, shared resources and industry collaboration

Your role as a VET educator is essential in preparing learners for modern careers. Even small improvements, such as adding a new digital task or updating a learning activity, can help learners feel more confident, capable and employable.

Digital transformation is ongoing and no institution needs to do everything at once. What matters most is a commitment to progress - staying curious, adapting step by step and supporting colleagues and learners along the way.

We encourage you to continue exploring labour-market needs, refining CPD strategies and sharing ideas with your team. By applying the knowledge gained in this course, you are helping shape a future-ready VET system that remains aligned with the realities of work and responsive to change.

Well done for your dedication and thank you for your important contribution to strengthening digital education in VET.