

STATEMENT OF DIGITAL SKILLS FOR:

This system of specifying digital competences is an adaptation of DIGCOMP 2.1: see

[http://publications.jrc.ec.europa.eu/repository/bitstream/JRC106281/web-digcomp2.1pdf_\(online\).pdf](http://publications.jrc.ec.europa.eu/repository/bitstream/JRC106281/web-digcomp2.1pdf_(online).pdf)

For the named individual, the system states the digital skills firstly in generic terms and then in relation to the specific project in which they took part, namely ENACT.

Further information on the ENACT project can be found on <https://enacteuropa.com/>.

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Competence area 1: Information and data literacy 1.1 Browsing, searching and filtering data, information and digital content

To articulate information needs, to search for data, information and content in digital environments, to access and navigate between them. To create and update personal search strategies

Proficiency Levels	Foundation		Intermediate	
	1	2	3	4
	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • identify my information needs, • find data, information and content through a simple search in digital environments, • find how to access these data, information and content and navigate between them. • identify simple personal search strategies. 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • identify my information needs, • find data, information and content through a simple search in digital environments, • find how to access these data, information and content and navigate between them. • identify simple personal search strategies. 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • explain my information needs, • perform well-defined and routine searches to find data, information and content in digital environments, • explain how to access them and navigate between them. • explain well-defined and routine personal search strategies. 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • illustrate information needs, • organise the searches of data, information and content in digital environments, • describe how to access to these data, information and content, and navigate between them. • organise personal search strategies.
ENACT	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • identify on a device (computer or iPad) which applications/programs to use for specific digital needs (such as recording and editing videos) and access them • search for material (e.g. text, images, video, audio) I need for my task online and select suitable ones to use 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • identify on a device (computer or iPad) which applications/programs to use for specific digital needs (such as recording and editing videos) and access them • search for material I need for my task online and select suitable ones to use 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • explain to a friend how to find material for their tasks online and give tips to choose suitable ones • use key words to find the exact material I need 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • illustrate to a friend how to find material for their tasks online and give tips to choose suitable ones • use key words to find the exact material I need and describe this process to a friend

Competence area 1: Information and data literacy 1.2 Evaluating data, information and digital content

To analyse, compare and critically evaluate the credibility and reliability of sources of data, information and digital content. To analyse, interpret and critically evaluate the data, information and digital content.

	Foundation		Intermediate	
	1	2	3	4
Proficiency Levels	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • detect the credibility and reliability of common sources of data, information and their digital content. 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • detect the credibility and reliability of common sources of data, information and their digital content. 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • perform the analysis, comparison and evaluation of the credibility and reliability of well-defined sources of data, information and digital content. • perform the analysis, interpretation and evaluation of well-defined data, information and digital content 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • perform the analysis, comparison and evaluation of sources of data, information and digital content. • perform the analysis, interpretation and evaluation of data, information and digital content
ENACT	<p>At basic level and with guidance, I can:</p> <p>detect the credibility and reliability of common sources of digital materials (e.g. text, images, video, audio) I need for my task online and select suitable ones to use.</p>	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <p>detect the credibility and reliability of common sources of digital materials (e.g. text, images, video, audio) I need for my task online and select suitable ones to use.</p>	<p>On my own and solving straightforward problems, I can:</p> <p>perform the analysis, comparison and evaluation of the credibility and reliability of well-defined sources of digital material for my task</p> <ul style="list-style-type: none"> • perform the analysis, interpretation and evaluation of well-defined digital material 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • perform the analysis, comparison and evaluation of sources of digital material for my task. • perform the analysis, interpretation and evaluation of digital material.

Competence area 1: Information and data literacy 1.3 Managing data, information and digital content

To organise, store and retrieve data, information, and content in digital environments. To organise and process them in a structured environment.

Proficiency Levels	Foundation		Intermediate	
	1	2	3	4
Proficiency Levels	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • identify how to organise, store and retrieve data, information and content in a simple way in digital environments. • recognise where to organise them in a simple way in a structured environment. 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • identify how to organise, store and retrieve data, information and content in a simple way in digital environments. • recognise where to organise them in a simple way in a structured environment. 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • select data, information and content in order to organise, store and retrieve in a routine way in digital environments. • organise them in a routine way in a structured environment. 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • organise information, data and content to be easily stored and retrieved. • organise information, data and content in a structured environment.
ENACT	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • find documents or folders on a device when the location is given • save a document, video or audio file with an appropriate title on a device and retrieve it when necessary 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • find documents or folders on a device when the location is given • save a document, video or audio file with an appropriate title on a device and retrieve it when necessary 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • save a document, video or audio file with an appropriate title on a device and retrieve it when necessary • organise my material in a separate folder with appropriate titles where I can access them with ease 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • save a document, video or audio file with an appropriate title on a device and retrieve it when necessary • organise my material in a separate folder with appropriate titles where I can access them with ease

Competence area 2: Communication and collaboration 2.1 Interacting through digital technologies

To interact through a variety of digital technologies and to understand appropriate digital communication means for a given context.

Proficiency Levels	Foundation		Intermediate	
	1	2	3	4
Proficiency Levels	At basic level and with guidance, I can: <ul style="list-style-type: none"> •select simple digital technologies to interact, and •identify appropriate simple communication means for a given context. 	At basic level and with autonomy and appropriate guidance where needed, I can: <ul style="list-style-type: none"> •select simple digital technologies to interact, and •identify appropriate simple communication means for a given context. 	On my own and solving straightforward problems, I can: <ul style="list-style-type: none"> •perform well-defined and routine interactions with digital technologies, and •select well-defined and routine appropriate digital communication means for a given context. 	Independently, according to my own needs, and solving well-defined and non-routine problems, I can: <ul style="list-style-type: none"> •select a variety of digital technologies to interact, and •select a variety of appropriate digital communication means for a given context.
ENACT	At basic level and with guidance , I can: <ul style="list-style-type: none"> • identify the appropriate digital platform to use to interact with my friends (e-mail, social media, etc.) 	At basic level and with autonomy and appropriate guidance where needed, I can: <ul style="list-style-type: none"> • identify the appropriate digital platform to use to interact with my friends (e-mail, social media, etc.) 	On my own and solving straightforward problems , I can: <ul style="list-style-type: none"> • identify the appropriate digital platform to use to interact with my friends (e-mail, social media, etc.) • select the appropriate digital platform to interact for different contexts: such as using social media for sharing recipes and e-mail for contacting a colleague 	Independently, according to my own needs, and solving well-defined and non-routine problems , I can: <ul style="list-style-type: none"> • identify the appropriate digital platform to use to interact with my friends (e-mail, social media, etc.) • select the appropriate digital platform to interact for different contexts: such as using social media for sharing recipes and e-mail for contacting a colleague

Competence area 2: Communication and collaboration 2.2 Sharing through digital technologies

To share data, information and digital content with others through appropriate digital technologies. To act as an intermediary, to know about referencing and attribution practices.

	Foundation		Intermediate	
	1	2	3	4
Proficiency Levels	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> •recognise simple appropriate digital technologies to share data, information and digital content. •identify simple referencing and attribution practices. 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> •recognise simple appropriate digital technologies to share data, information and digital content. •identify simple referencing and attribution practices. 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> •select well-defined and routine appropriate digital technologies to share data, information and digital content. •explain how to act as an intermediary for sharing information and content through well-defined and routine digital technologies, •illustrate well-defined and routine referencing and attribution practices. 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> •manipulate appropriate digital technologies to share data, information and digital content. •explain how to act as an intermediary for sharing information and content through digital technologies, •illustrate referencing and attribution practices
ENACT	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • identify which programs (e-mail, icloud, etc.) to use to share digital materials (e.g. text, images, video, audio) 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> identify which programs (e-mail, icloud, etc.) to use to share digital materials (e.g. text, images, video, audio) 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • select the appropriate digital platform (e-mail, icloud, social media etc.) to use to share digital materials (e.g. text, images, video, audio) 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • select the appropriate digital platform (e-mail, icloud, social media etc.) to use to share digital materials (e.g. text, images, video, audio)

Competence area 2: Communication and collaboration 2.5 Netiquette

To be aware of behavioural norms and know-how while using digital technologies and interacting in digital environments. To adapt communication strategies to the specific audience and to be aware of cultural and generational diversity in digital environments.

	Foundation		Intermediate	
	1	2	3	4
Proficiency Levels	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> •differentiate simple behavioural norms and know-how while using digital technologies and interacting in digital environments. •choose simple communication modes and strategies adapted to an audience and •differentiate simple cultural and generational diversity aspects to consider in digital environments. 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> •differentiate simple behavioural norms and know-how while using digital technologies and interacting in digital environments. •choose simple communication modes and strategies adapted to an audience and •differentiate simple cultural and generational diversity aspects to consider in digital environments. 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> •clarify well-defined and routine behavioural norms and know-how while using digital technologies and interacting in digital environments. •express well-defined and routine communication strategies adapted to an audience and •describe well-defined and routine cultural and generational diversity aspects to consider in digital environments. 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> •discuss behavioural norms and know-how while using digital technologies and interacting in digital environments. •discuss communication strategies adapted to an audience and •discuss cultural and generational diversity aspects to consider in digital environments.
ENACT	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • understand the concept of digital etiquette and identify appropriate behaviour • transform existing information to fit the digital audience, like being careful with selected vocabulary and sentence structure while creating materials for learners 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • understand the concept of digital etiquette and identify appropriate behaviour • transform existing information to fit the digital audience, like being careful with selected vocabulary and sentence structure while creating materials for learners 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • understand the concept of digital etiquette and describe appropriate behaviour • describe to a friend the issues to consider when producing material in a foreign language for learners from different cultures 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • understand the concept of digital etiquette and discuss appropriate behaviour • discuss communication strategies to adapt material for language learners from different cultures

Competence area 3: Digital content creation 3.1 Developing content

To create and edit digital content in different formats, to express oneself through digital means.

Proficiency Levels	Foundation		Intermediate	
	1	2	3	4
	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • identify ways to create and edit simple content in simple formats, • choose how I express myself through the creation of simple digital means. 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • identify ways to create and edit simple content in simple formats, • choose how I express myself through the creation of simple digital means. 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • indicate ways to create and edit well-defined and routine content in well-defined and routine formats, • express myself through the creation of well-defined and routine digital means. 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • indicate ways to create and edit content in different formats, • express myself through the creation of digital means.
ENACT	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • identify which programs I need to create digital materials (e.g. text, images, video, audio) • Follow instructions on how to edit an image (e.g. rotate and crop) or a video/audio into smaller clips 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • identify which programs I need to create digital materials • Take images, and record videos and audio clips for individual steps of my task 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • indicate the steps needed to carry out a task using suitable digital formats such as text, audio and video • uploading the created digital material to an online platform 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • indicate the steps needed to carry out a task using suitable digital formats such as text, audio and video • uploading the created digital material to an online platform

Competence area 3: Digital content creation 3.2 Integrating and re-elaborating digital content

To modify, refine, improve and integrate information and content into an existing body of knowledge to create new, original and relevant content and knowledge.

	Foundation		Intermediate	
	1	2	3	4
Proficiency Levels	At basic level and with guidance, I can: <ul style="list-style-type: none"> •select ways to modify, refine, improve and integrate simple items of new content and information to create new and original ones. 	At basic level and with autonomy and appropriate guidance where needed, I can: <ul style="list-style-type: none"> •select ways to modify, refine, improve and integrate simple items of new content and information to create new and original ones 	On my own and solving straightforward problems, I can: <ul style="list-style-type: none"> •explain ways to modify, refine, improve and integrate well-defined items of new content and information to create new and original ones. 	Independently, according to my own needs, and solving well-defined and non-routine problems, I can: <ul style="list-style-type: none"> •discuss ways to modify, refine, improve and integrate new content and information to create new and original ones.
ENACT	At basic level and with guidance , I can: <ul style="list-style-type: none"> • select ways to adapt existing knowledge to use it in a digital form, such as creating individual and understandable steps for creating a cultural artefact (e.g. a dance) 	At basic level and with autonomy and appropriate guidance where needed, I can: <ul style="list-style-type: none"> • select ways to adapt existing knowledge to use it in a digital form, such as creating individual and understandable steps for creating a cultural artefact (e.g. a dance) 	On my own and solving straightforward problems , I can: <ul style="list-style-type: none"> • explain ways to adapt existing knowledge to use it in a digital form, such as the different formats that can be used to create a cultural artefact (e.g. a dance) for language learners 	Independently, according to my own needs, and solving well-defined and non-routine problems , I can: <ul style="list-style-type: none"> • discuss ways to adapt existing knowledge to use it in a digital form, such as how to modify and refine an existing material to make it suitable for an online platform and language learners

Competence area 3: Digital content creation 3.3 Copyright and licenses

To understand how copyright and licenses apply to data, digital information and content.

Proficiency Levels	Foundation		Intermediate	
	1	2	3	4
	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • identify simple rules of copyright and licenses that apply to data, digital information and content. 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • identify simple rules of copyright and licenses that apply to data, digital information and content. 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • indicate well-defined and routine rules of copyright and licenses that apply to data, digital information and content. 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • discuss rules of copyright and licenses that apply to digital information and content.
ENACT	<p>At basic level and with guidance, I can:</p> <ul style="list-style-type: none"> • understand the concept of legal responsibility for online actions including copyright issues • identify how to use digital content without violating copyright rules 	<p>At basic level and with autonomy and appropriate guidance where needed, I can:</p> <ul style="list-style-type: none"> • understand the concept of legal responsibility for online actions including copyright issues • identify how to use digital content without violating copyright rules 	<p>On my own and solving straightforward problems, I can:</p> <ul style="list-style-type: none"> • understand the concept of legal responsibility for online actions including copyright issues • indicate the rules of copyright and choose copyright free images for my online materials 	<p>Independently, according to my own needs, and solving well-defined and non-routine problems, I can:</p> <ul style="list-style-type: none"> • understand the concept of legal responsibility for online actions including copyright issues • discuss the rules of copyright and choose copyright free images for my online materials