

## APPENDIX 3 PROFESSIONAL DIGITAL COMPETENCE AND PMSP

<b>Professional Digital Competence</b>	
<b>Information and data competence (IDC)</b>	<p>It includes KAS for handling digital information (data, information, content) and data and information management:</p> <ul style="list-style-type: none"> <li>&gt; Recognition of digital information needs (identification of the problem and definition of the goal; identification of the digital information needed to solve the problem)</li> <li>&gt; Search, recognize, locate, access, navigate among digital information (know and use digital information sources for quality, accuracy, and relevance, create and update personal search strategies).</li> <li>&gt; Evaluate and assess digital information (critical analysis, filtering and selection according to quality, accuracy, relevance) (<i>analytical skills</i>).</li> <li>&gt; Organization (management) of digital data, information and content (create, adapt, secure, store, retrieve, delete information at different electronic storage locations; summarize, organize and store information and data in a structured manner).</li> <li>&gt; Management of information to               <ul style="list-style-type: none"> <li>o facilitate the search for and retrieval of information by organizing data, information and content (<i>systematic method</i>)</li> <li>o to be able to find desired information more easily from an abundance of information sources (reduction of complexity)</li> <li>o Be able to evaluate the usefulness and appropriateness of the information for a particular purpose.</li> </ul> </li> </ul>
<b>Communication Competence (CC)</b>	<p><b>It</b> includes KAS for professional, safe, ethical use of digital resources for communication and collaboration based on a digital identity, which includes aspects of intercultural competence and inclusive practices:</p> <ul style="list-style-type: none"> <li>&gt; Creation of digital content (selection of suitable media, creation and dissemination of data, information, content via various digital communication media)</li> <li>&gt; Communication of digital information (forwarding, publishing, professional use of digital terminology)</li> <li>&gt; Conveying information and knowledge by presenting and routing digital data, information and content according to the content, context and target audience.</li> <li>&gt; Adaptation of digital resources and content to the context and needs of the communication participants (<i>ability to integrate, client orientation, cultural competence</i>).</li> <li>&gt; Digital interaction and exchange of digital data, information, content using digital resources with knowledge and attention to referencing and attribution practices.</li> <li>&gt; Communication and interaction via a digital network, taking into account the benefits and risks of a digital network.</li> <li>&gt; Collaborate digitally (digital networking, knowledge of collaborative digital tools, interactive communication).</li> <li>&gt; Participate in digital society (use public digital resources, social engagement through use of digital resources) (<i>social engagement</i>).</li> <li>&gt; Leverage digital resources for co-construction and co-creation of data, resources, and knowledge.</li> <li>&gt; Be aware of and respect digital norms of behavior when using digital resources and interacting in digital spaces (netiquette).</li> <li>&gt; Be able to set up, manage and protect one or more own digital identities</li> </ul>

<b>Media competence (MEC)</b>	<p>It includes KAS for professional creative and critical use of diverse digital and multimedia content (data, information, content), such as text, audio, and video.</p> <ul style="list-style-type: none"> <li>&gt; Knowledge of and access to a wide variety of digital resources and digital content</li> <li>&gt; Understanding digital content (understanding the meaning and impact of digital media and content, critical analysis of content, evaluation of content).</li> <li>&gt; Development and production of digital messages (selection of appropriate digital resources, use of common application software, creation, design and presentation of data, information, content in various formats, dissemination of content through various digital media) (<i>creativity, innovativeness</i>).</li> <li>&gt; Knowledge, handling and consideration of legal and professional ethical regulations, e.g. copyrights and licenses in the digital space (<i>ethical-normative action</i>).</li> <li>&gt; Knowledge and application of programming techniques</li> <li>&gt; Processing and integration of digital information (further processing existing digital products, adapting them and integrating them into existing knowledge)</li> <li>&gt; Understanding and reflecting on media in the digital world and their impact</li> </ul>
<b>Technology competence (protection, security, problem solving) (TC)</b>	<p>Includes KAS for solving problems and risks in dealing with digital resources and for solving problems and risks with the help of digital resources (risk and change management) and for the protection of users and beneficiaries</p> <ul style="list-style-type: none"> <li>&gt; Knowledge and use of digital resources</li> <li>&gt; Use digital resources to communicate and collaborate safely, appropriately, and ethically.</li> <li>&gt; Knowledge of modes of operation and basic principles: Recognize algorithm structures, operation of a computer</li> <li>&gt; Recognize, analyze, and solve opportunities, problems, and risks of using digital resources (recognize need for technical solutions, be able to adapt digital resources to needs).</li> <li>&gt; Development and application of suitable (digital) solution strategies and protective measures for problems and risks arising from the use of digital resources:</li> <li>&gt; Handling and protection of hardware and software</li> <li>&gt; Protecting health and well-being (Being able to avoid physical and mental health risks from using digital resources, Being able to protect oneself from dangers of digital environments, Being aware of the impact of digital resources on social well-being and inclusion).</li> <li>&gt; Protection of privacy and personal and employer data</li> <li>&gt; Environmental protection</li> <li>&gt; Develop and apply creative digital-related problem solving (innovate new knowledge, products, and processes; individually and collectively identify and solve conceptual problems in digital environments).</li> <li>&gt; Identifying digital competence needs and using them to improve digital competence</li> <li>&gt; Reflecting on one's own digital usage behavior</li> <li>&gt; Socio-technical competence in the form of human-machine interaction</li> </ul>

**Assignment of the professional digital competence model to professional, methodological, social, personal-competence (PMSP) and KAS.**

The clear assignment of the elements is not always possible. For example, problem-solving competence has both a professional and a technical-methodical aspect.

<b>Assignment of professional digital competences to PMSP specified by KAS (knowledge-skills- attitudes)</b>				
<b>KAS</b>	<b>Professional competence</b>	<b>Methodological competence</b>	<b>Social competence</b>	<b>Personal-competence</b>
<b>KNOWLEDGE</b>	<p>Knowledge of digital information, communication and interaction needs (own and target groups/individuals) IDC</p> <p>Knowledge of relevant digital information sources IDC</p> <p>Understanding the opportunities, risks and threats of digital environments TC</p> <p>Knowledge of how to prevent or remediate risks and threats in digital environments; TC.</p> <p>Knowledge of how to prevent/remedy risks and threats of</p>	<p>Knowledge of digital resources and their use for information, communication, and interaction, e.g., desktop computers, laptops, cell phones, personal digital assistants, digital voice recorders for data collection and storage, monitoring information, assessment, recording, and communication MEC</p> <p>Knowledge of referencing and attribution practices CC.</p> <p>Recognize technical problems in the use of digital devices and environments (TC).</p>	<p>Knowledge of copyright laws and licenses governing access to and use of information from various digital technologies, including e-books, remote testing, software, and digital tools</p> <p>Understanding how copyrights and licenses apply to data, info, and digital content (MEC).</p> <p>Knowledge of measures to protect the privacy and personal data of target groups/individuals (clients, employers) in digital environments;</p>	<p>Knowledge of measures to protect own privacy and personal data in digital environments; TC.</p> <p>Knowledge of own strengths and weaknesses of digital competence</p>

	<p>the digital environment and promote opportunities.</p> <p>Know the possibilities and limitations of using and sharing personal data in the digital space TC (understand that digital services use a "privacy statement" to inform how personal data is used) TC</p> <p>Know how to review, evaluate, and use digital resources for professional practice</p> <p>Knowledge of professional, ethical, and legal standards for handling digital resources.</p> <p>Understanding the impact of digital. Transformation on society</p>	<p>Knowledge of protection and security measures to prevent or remediate risks and threats in digital environments; TC.</p> <p>Knowledge of protective measures for digital devices and contents TC</p> <p>Understanding the opportunities and risks of human-machine interaction</p> <p>Knowledge of programming techniques</p> <p>Know and understand algorithms</p>	<p>Knowledge of the norms of behavior in the digital space (netiquette).</p>	
<b>SKILLS</b>	<p>Analyze, compare, interpret, and critically evaluate data, info, and digital content sources for quality IDC</p>	<p>Demand-oriented use of digital resources at work</p> <p>Research, search and filter digital data, information and content IDC</p>	<p>Engage socially through digital technologies CC</p> <p>Participate in the use of public digital services CC.</p>	<p>Update one's own digital literacy and keep abreast of digital developments in the profession; TC</p>

	<p>Content management of digital data, information and content through organization, integration and processing in a structured environment IDC</p> <p>Content modification, refinement, enhancement, and integration of digital data, info, and content into a body of knowledge to create new, original, and relevant content and knowledge;MEC</p> <p>Protect privacy and personal/employer data in digital environments; <b>TC.</b></p> <p>Apply measures to prevent or address risks and threats to physical and mental well-being and health resulting from the use of digital technologies TC</p> <p>Individual and collective commitment to understanding and solving conceptual problems and</p>	<p>Technical management of digital data, information and content: organize, store and retrieve, technically organize and process in a structured environment IDC.</p> <p>Technical management of own/employer digital identity: Be able to technically set up one or more digital identities; handle data generated in different tools, environments and services; technically protect own/employer reputation;</p> <p>Using digital resources, develop, create and edit digital data, information, content in various formats MC.</p> <p>Technical modification, refinement, improvement, and integration of digital info and content into a body of knowledge MEC</p> <p>Be able to program:</p>	<p>Share data, info, and content using digital resources KK</p> <p>Using digital resources to interact CC</p> <p>Use digital resources for processes of collaboration, co-construction, and co-creation of data, information, content resources, and knowledge; CC</p> <p>Establishment and handling of one or more digital identities CC</p> <p>Adapt digital communication strategies to specific audiences CC</p> <p>Expressing oneself using digital media MK</p> <p>Protect others from dangers in digital environments, e.g. cyberbullying (TK)</p> <p>Protect privacy and personal/employer data in digital environments; TC.</p> <p>Protect others from harm through use of digital technology; TC</p>	<p>Being able to take care of your own digital well-being and security TC</p> <p>Be able to adapt digital resources and environments to personal needs MEC</p>
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	<p>problem situations in digital environments (TC).</p> <p>Creative use of digital technology to generate knowledge and innovate processes and products; MEC</p>	<p>Plan and develop a set of understandable instructions for a computer system to solve a given problem MEC</p> <p>Technically be able to protect privacy and personal/employer data, info, content in digital environments; TC.</p> <p>Be able to apply technical protective measures to prevent or address risks or threats to physical and mental well-being resulting from the use of digital technologies TC</p> <p>Be able to solve technical problems from simple troubleshooting to solving complex problems TC.</p> <p>Find technical answers to needs such as digital environments can be adapted to personal needs (e.g. barrier-free access, assistive technology) TC</p>	<p>Preventing or addressing health risks and threats to physical and mental well-being of others due to the use of digital technologies Tc</p> <p>Support others in their digital literacy development (helpfulness) CC</p> <p>Adapt digital resources according to the needs of users CC</p>	
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		<p>Be able to access and handle a wide range of digital resources IDC</p> <p>Be able to use digital resources creatively MEC</p>		
<b>ATTITUDES</b>	<p>Respect for privacy and personal/employer data protection in digital environments. TC</p> <p>Respect for digital security, health and well-being TC</p> <p>Appreciation of the use of digital resources at work TC</p>	<p>Give due consideration to reliability of digital devices and tools and data protection TC</p>	<p>Respecting behavioral norms (netiquette) when communicating and interacting in digital spaces CC</p> <p>Be aware of cultural and age diversity in digital spaces; CC</p> <p>Be aware of the impact of the use of digital resources on society; TC</p> <p>Be aware of the environmental impact of using digital resources; TC</p> <p>Awareness of the digital divide issue, where technology is often more accessible to those with greater economic resources CC</p> <p>Awareness of the possibility of adapting digital resources to the needs of the users. CC</p>	<p>Be willing to support others in their digital literacy development (helpfulness) CC</p> <p>Be aware of your own expertise when using digital technologies; TC</p> <p>Value your own digital security, health, and well-being; TC</p> <p>Respect ethical and legal principles in the use of digital resources MEC</p>

