



Co-funded by the
Erasmus+ Programme
of the European Union

MAP TEACHING DIGITAL COMPETENCE

DEVELOPING DIGITAL
PEDAGOGY COMPETENCES
FOR C_VET TRAINERS
2020-1-ES01-KA226-VET-095377





Information	Communication	Content creator	Security	Problem resolution
Identify, locate, retrieve, store, organize and analyze digital information, evaluating its purpose and relevance.	Communicate in digital environments, share resources through online tools, connect and collaborate with others through digital tools, interact and participate in educational communities and networks; with intercultural awareness and (global) perspective.	Create and edit new content (texts, images, videos ...), integrate and rework previous knowledge and content, make artistic productions, multimedia content and computer programming, know how to apply intellectual property rights and use licenses	Protection of information and personal data, protection of digital identity, security measures, safe and sustainable use.	Protection of information and personal data, protection of digital identity, security measures, safe and sustainable use.
1.1. BROWSE, SEARCH AND FILTER INFORMATION	2.1. INTERACT THROUGH TECHNOLOGIES	3.1. CONTENT DEVELOPMENT	4.1. DEVICE PROTECTION	5.1. TECHNICAL PROBLEM SOLVING
Searching for and accessing information on the web, expressing information needs in an organized way, finding relevant information, selecting resources effectively, managing different information sources, creating personal information strategies.	Interact through various digital devices and applications, understand how digital communication is distributed, presented and managed, understand the appropriate use of different forms of communication through digital media, contemplate different communication formats, adapt strategies and modes of communication to specific audiences.	Create content in different formats, including multimedia content, edit and improve content created by themselves or others, express themselves creatively through digital media and technologies.	Protect your own devices and understand network risks and threats, know protection and security measures.	Identify potential technical problems and solve them (from basic troubleshooting to more complex problem solving).
Configure web browsers, find dynamic information sources of interest to the teaching profession and manage the tracking of these information flows for professional updating.	Know and use digital work environments for communication with students, other teachers and the educational community in general. Organize, manage and evaluate interaction activities in digital media and participate with information accompanied by images, links and videos.	Create digital educational materials by remixing text, images and/or videos,) and share them. Publish multimedia educational content adapted to the learning needs of your students.	Performs frequent operations to update and protect the devices used, is aware of the risks of digital environments and guides students to adopt safe behaviors.	Knows the characteristics of the devices, tools, environments and digital services that he/she uses on a regular basis in his/her work as a teacher, and is able to identify a technical problem explaining clearly what the malfunction consists of. Is able to solve some technical problems with the help of a manual or available technical information.



Information	Communication	Content creator	Security	Problem resolution
1.2. EVALUATE THE INFORMATION	2.2. SHARE INFORMATION AND CONTENTS	3.2. INTEGRATION AND REWORKING	4.2. PERSONAL DATA PROTECTION	5.2. IDENTIFICATION OF TECHNOLOGICAL NEEDS AND RESPONSES
Gather, process, understand and critically evaluate information.	Share the location of information and content found, be willing and able to share knowledge, content and resources, act as an intermediary, be proactive in disseminating news, content and resources, know citation and referencing practices, and integrate new information into the existing body of knowledge.	Modify, refine and combine existing resources to create new, original and relevant content and knowledge.	Understand the common terms of use of digital programs and services, actively protect personal data, respect the privacy of others, protect yourself from threats, fraud and cyberbullying.	Analyze one's own needs in terms of use of resources, tools and competence development, assign possible solutions to the detected needs, adapt the tools to personal needs and critically evaluate possible solutions and digital tools.
-Knows the restrictions of educational resources published with copyright and that there are other types of licenses that allow their reuse or dissemination, whose information he/she knows how to identify. -Evaluates the quality of educational resources available through the Internet in terms of accuracy and alignment with the curriculum.	Shares educational content and resources of different formats in virtual work environments, respecting citation and reference practices. Selects and communicates news, contents and educational resources found in different social networks and virtual communities.	Integrates, combines and reworks digital content and converts it into new and creative digital content, licensing them appropriately. Collaborates and contributes to the creative reuse of digital content in virtual teaching and learning communities, facilitating its reuse.	Knows how their private data is collected and used and is aware of their digital footprint. Maintains an active attitude in the management and protection of their own and their students' digital identities.	Can critically evaluate the different possibilities that digital environments, tools and services offer to solve tasks related to teaching work and select the most appropriate solution to the needs of each moment. Creates their own digital repositories that they keep updated and use regularly to meet the needs they identify in their work and professional development as teachers. Participates in virtual learning communities in which needs related to teaching work are identified and technological solutions are proposed and disseminated among the members of the educational community.



Information	Communication	Content creator	Security	Problem resolution
1.3 INFORMATION STORAGE AND RETRIEVAL	2.3. ONLINE CITIZEN PARTICIPATION	3.3. COPYRIGHT AND LICENSING	4.3. HEALTH PROTECTION	5.3. INNOVATION AND CREATIVE USE OF TECHNOLOGY
Manage and store information and content for easy retrieval, organize information and data.	Engage with society through online participation, seek technological opportunities for empowerment and self-development in terms of technologies and digital environments, be aware of the potential of technology for citizen participation.	Understand how copyright and licensing apply to information and digital content.	Avoiding health risks related to the use of technology in relation to both physical integrity and psychological well-being.	Innovate using technology, actively participate in multimedia and digital collaborative productions, express themselves creatively through digital media and technologies, generate knowledge and solve conceptual problems with the support of digital tools.
Is able to store educationally useful information in different formats (videos, images, text, and web pages) and classify it in a way that allows him/her to retrieve it. Makes backup copies of information or documentation that he/she considers relevant and knows how to use external storage spaces for this purpose. Uses digital social media to bookmark and organize resources for didactic purposes.	Knows and selects network participation services according to their educational usefulness and encourages student participation. Actively participates in virtual communities and social networks for updating and professional development purposes. Encourage the educational community to be aware of the potential of technology for citizen participation through the development of online projects and activities.	- Knows the regulations applicable to the use of digital educational materials and knows how to license their own digital production.	Knows, detects and knows how to avoid the risks that the use of digital devices can have on physical health and psychological well-being.	He uses technologies to analyze needs in his daily work, manage innovative solutions and participate in creative projects, adapting and dynamically complementing the digital media offered by his organization for his teaching tasks.



Communication	Content creator	Security	Problem resolution
<p>2.4. COLLABORATION THROUGH DIGITAL CHANNELS</p> <p>Use technologies and media for teamwork, for collaborative processes and for the creation and common construction of resources, knowledge and content.</p> <p>Knows communication strategies to share experiences and resources in the development of their educational tasks. Uses various digital media to develop resources and knowledge in collaboration with other teachers or with their students. Promotes and actively participates in collaborative network projects.</p>	<p>3.4. PROGRAMMING</p> <p>Make modifications to software, applications, configurations, programs, devices, understand the principles of programming</p> <p>Modifies the basic configuration of digital media for the needs of your work as a teacher.</p>	<p>4.4. ENVIRONMENTAL PROTECTION</p> <p>Take into account the impact of ICT on the environment.</p> <p>Has informed opinions on the positive and negative aspects of the use of technology on the environment and knows how to optimize the use of the devices (reduction of energy consumption and problems related to the materials used in the manufacture of the devices).</p>	<p>5.4. IDENTIFICATION OF GAPS IN DIGITAL COMPETENCE</p> <p>Understand the needs to improve and update one's own competence, support others in developing their own digital competence, keep abreast of new developments.</p> <p>It organizes its own updating and learning system, makes changes and methodological adaptations for the continuous improvement of the educational use of digital media, which it shares with its educational community, supporting others in the development of their digital competence.</p>
<p>2.5. NETIQUETTE</p> <p>Be familiar with the rules of conduct in online or virtual interactions, be aware of cultural diversity, be able to protect oneself and others from potential online dangers (e.g., cyberbullying), develop active strategies for identifying inappropriate behaviors.</p> <p>Knows the basic rules of behavior and legal provisions in digital media communication and works with students to recognize cultural diversity and appropriate behavior in various digital contexts depending on the target audience. Knows strategies for detecting inappropriate behavior and applies protocols for action.</p>	<p>2.6. DIGITAL IDENTITY MANAGEMENT</p> <p>Create, adapt and manage the digital identity, be able to protect one's digital reputation, and be able to manage the data generated through the various accounts and applications used.</p> <p>They know that the data they provide in the use of digital media make up their digital identity and appreciate the importance of managing it appropriately. Contributes to students learning to manage their digital identity. Updates their professional teaching profile reflecting the educational tasks they carry out and the resources they share online.</p>		

Teaching Digital Competence

1. Information

Identify, locate, retrieve, store, organize and analyze digital information, evaluating its purpose and relevance.

1.1. BROWSE, SEARCH AND FILTER INFORMATION

Searching for and accessing information on the web, expressing information needs in an organized manner, finding relevant information, selecting resources effectively, managing different information sources, creating personal information strategies

Configures web browsers, finds dynamic information sources of interest to the teaching profession and manages the tracking of these information flows for professional updating.

1.2. EVALUATE THE INFORMATION

Gather, process, understand and critically evaluate information.

-Knows the restrictions of educational resources published with copyright and that there are other types of licenses that allow their reuse or dissemination, whose information can be identified.
-Evaluates the quality of educational resources available through the Internet in terms of accuracy and alignment with the curriculum.

1.3 INFORMATION STORAGE AND RETRIEVAL

Manage and store information and content for easy retrieval, organize information and data.

-Knows the restrictions of educational resources published with copyright and that there are other types of licenses that allow their reuse or dissemination, whose information can be identified.
-Evaluates the quality of educational resources available through the Internet in terms of accuracy and alignment with the curriculum.
Is able to store educationally useful information in different formats (videos, images, text, and web pages) and classify it in a way that allows him/her to retrieve it.
Makes backup copies of information or documentation that he/she considers relevant and knows how to use external storage spaces for this purpose.
Uses digital social media to bookmark and organize resources for didactic purposes.



Teaching Digital Competence

2. Communication

Communicate in digital environments, share resources through online tools, connect and collaborate with others through digital tools, interact and participate in educational communities and networks; with intercultural awareness and (global) perspective.

2.1. INTERACTING THROUGH TECHNOLOGIES

Interact through various digital devices and applications, understand how digital communication is distributed, presented and managed, understand the appropriate use of different forms of communication through digital media, contemplate different communication formats, adapt strategies and modes of communication to specific audiences.

Knows and uses digital work environments for communication with students, other teachers and the educational community in general. Organizes, manages and evaluates interaction activities in digital media and participates with information accompanied by images, links and videos.

2.2. SHARE INFORMATION AND CONTENT

Share the location of information and content found, be willing and able to share knowledge, content and resources, act as an intermediary, be proactive in disseminating news, content and resources, know citation and referencing practices, and integrate new information into the existing body of knowledge.

Shares educational content and resources of different formats in virtual work environments, respecting citation and reference practices. Selects and communicates news, contents and educational resources found in different social networks and virtual communities.

2.3. ONLINE CITIZEN PARTICIPATION

Engage with society through online participation, seek technological opportunities for empowerment and self-development in terms of technologies and digital environments, be aware of the potential of technology for citizen participation.

Knows and selects network participation services according to their educational usefulness and encourages student participation. Actively participates in virtual communities and social networks for updating and professional development purposes. Encourage the educational community to become aware of the potential of technology for citizen participation through the development of projects and activities in

2.4. COLLABORATION THROUGH DIGITAL CHANNELS

Use technologies and media for teamwork, for collaborative processes and for the creation and common construction of resources, knowledge and content.

Knows communication strategies to share experiences and resources in the development of their educational tasks. Uses various digital media to develop resources and knowledge in collaboration with other teachers or with their students. Promotes and actively participates in collaborative network projects.

2.5. NETIQUETTE

Be familiar with the rules of conduct in online or virtual interactions, be aware of cultural diversity, be able to protect oneself and others from potential online dangers (e.g., cyberbullying), develop active strategies for identifying inappropriate behaviors.

Knows the basic rules of behavior and legal provisions in digital media communication and works with students to recognize cultural diversity and appropriate behavior in various digital contexts depending on the target audience. Knows strategies for detecting inappropriate behavior and applies protocols for action.

2.6. DIGITAL IDENTITY MANAGEMENT

Use technologies and media for teamwork, for collaborative processes and for the creation and common construction of resources, knowledge and content.

They know that the data they provide in the use of digital media make up their digital identity and appreciate the importance of managing it appropriately. Contributes to students learning to manage their digital identity. Updates their professional teaching profile reflecting the educational tasks they carry out and the resources they share online.



Teaching Digital Competence

3. Content creation

Create and edit new content (texts, images, videos...), integrate and rework previous knowledge and content, produce artistic productions, multimedia content and computer programming, know how to apply intellectual property rights and licenses of use.

3.1. CONTENT DEVELOPMENT

Create content in different formats, including multimedia content, edit and improve content created by themselves or others, express themselves creatively through digital media and technologies.

Creates digital educational materials (by remixing text, images and/or videos,) and shares them. Publishes multimedia educational content adapted to the learning needs of your students.

3.2. INTEGRATION AND REWORKING

Modify, improve and combine existing resources to create new, original and relevant content and knowledge.

Integrates, combines and reworks digital content and converts them into new and creative digital content, licensing it appropriately. Collaborates and contributes to the creative reuse of digital content in virtual teaching and learning communities, facilitating its reuse.

3.3. COPYRIGHT AND LICENSING

Understand how copyright and licensing apply to information and digital content.

- Knows the regulations applicable to the use of digital educational materials and knows how to license their own digital production.

3.4. PROGRAMMING

Make modifications to software, applications, configurations, programs, devices, understand the principles of programming, understand what is behind a program.

Modifies the basic configuration of digital media for the needs of your working needs as a teacher.

4. Security

Protection of information and personal data, protection of digital identity, security measures, secure and sustainable use.

4.1. DEVICE PROTECTION

Protect your own devices and understand network risks and threats, know protection and security measures.

Performs frequent operations to update and protect the devices it uses, is aware of the risks of digital environments and guides students to adopt safe behaviors.

4.2. PROTECTION OF PERSONAL DATA

Understand the common terms of use of digital programs and services, actively protect personal data, respect the privacy of others, protect yourself from threats, fraud and cyberbullying.

Knows how their private data is collected and used and is aware of their digital footprint. Maintains an active attitude in the management and protection of their own and their students' digital identities.

4.3. HEALTH PROTECTION

Avoiding health risks related to the use of technology in relation to both physical integrity and psychological well-being.

Knows, detects and knows how to avoid the risks that the use of digital devices can have on physical health and psychological well-being.

4.4. ENVIRONMENT PROTECTION

Take into account the impact of ICT on the environment.

Has informed opinions about the positive and negative aspects of the use of technology on the environment and knows how to optimize the use of devices (reduction of energy consumption and problems related to the materials used in the manufacture of the devices).



Teaching Digital Competence

5. Problem resolution

Identify needs and digital resources, make decisions when choosing the appropriate digital tool, according to the purpose or need, solve conceptual problems through digital media, solve technical problems, creative use of technology, update own and others' competence.

5.1. TECHNICAL TROUBLESHOOTING

Identify potential technical problems and solve them (from basic troubleshooting to more complex problem solving).

Knows the characteristics of the devices, tools, environments and digital services that he/she uses on a regular basis in his/her work as a teacher and is able to identify a technical problem explaining clearly what the malfunction consists of. Is able to solve some technical problems with the help of a manual or available technical information.

5.2. IDENTIFICATION OF NEEDS AND TECHNOLOGICAL RESPONSES

Analyze one's own needs in terms of use of resources, tools and competence development, assign possible solutions to the detected needs, adapt the tools to personal needs and critically evaluate possible solutions and digital tools.

Can critically evaluate the different possibilities that digital environments, tools and services offer to solve tasks related to teaching work and select the most appropriate solution to the needs of each moment. Creates their own digital repositories that they keep updated and use regularly to meet the needs they identify in their work and professional development as teachers. Participates in virtual learning communities in which needs related to teaching work are identified and technological solutions are proposed and disseminated among the members of the educational community.

5.3. INNOVATION AND CREATIVE USE OF TECHNOLOGY

Innovate using technology, actively participate in multimedia and digital collaborative productions, express themselves creatively through digital media and technologies, generate knowledge and solve conceptual problems with the support of digital tools.

He uses technologies to analyze needs in his daily work, manage innovative solutions and participate in creative projects, adapting and dynamically complementing the digital media offered by his organization for his teaching tasks.

5.3. INNOVATION AND CREATIVE USE OF TECHNOLOGY

Understand the needs to improve and update one's own competence, support others in developing their own digital competence, keep posted of new developments.

It organizes its own updating and learning system, makes changes and methodological adaptations for the continuous improvement of the educational use of digital media, which it shares with its educational community, supporting others in the development of their digital competence.



Co-funded by the
Erasmus+ Programme
of the European Union

