



# MODULE 3 - ASSESS YOUR DIGITAL SKILLS



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# INTRODUCTION

In order to provide efficient online guidance and/or counselling, practitioners need to be aware of their digital skills and competencies. In this activity, they will be introduced to tools they can use to identify their strengths and weaknesses, as a steppingstone to improving the skills they actually need in their practice.



## OBJECTIVES

- Assess your own digital needs as well with those of your clients

## TYPE



ASSIGNEMENT

## DURATION

45 minutes

# MATERIALS NEEDED FOR THE IMPLEMENTATION

To carry out this activity, you will need:

- The Digital Skills matrix:  
[https://www.cedefop.europa.eu/files/inline-images/000\\_4.png](https://www.cedefop.europa.eu/files/inline-images/000_4.png)
- If doing the training in person, either print out one matrix per person, or have a projector to show it to all participants.



# METHODOLOGY

## STEP 1

- The trainer presents the digital skills matrix to the participants.
- The trainer asks the participants to evaluate on a scale of 1 to 5 how proficient they are in each skill, while stressing that the goal is not to score as high as possible, but to take a critical look at where their strengths and weaknesses are, in order to identify where they need to progress.



# METHODOLOGY

## STEP 2

Then, the trainer asks the participants to identify which skills are the most important for them and your guidance counselling practice.



# METHODOLOGY

## STEP 3

At the end of the activity, the trainer pairs up participants, and asks them to discuss a few strengths and weaknesses they have identified, encouraging them to also share resources they have used to improve their skills.



## FURTHER RESOURCES

These two online quizzes are very useful for guidance practitioners looking to further deepen the evaluation of their digital skills:

- “Test your digital skills!”, Europass,  
<https://europa.eu/europass/digital-skills/screen/home> (available in 29 languages)
- “Check your digital skills”,  
Fit4Internet,  
<https://www.fit4internet.at/page/assessment/&lang=EN> (available in English and German)





## REFERENCES

- Vuorikari, R., Kluzer, S. and Punie, Y., DigComp 2.2: The Digital Competence Framework for Citizens – With new examples of knowledge, skills and attitudes, EUR 31006 EN, Publications Office of the European Union, Luxembourg, 2022, ISBN 978-92-76-48882-8, doi:10.2760/115376, JRC128415.

