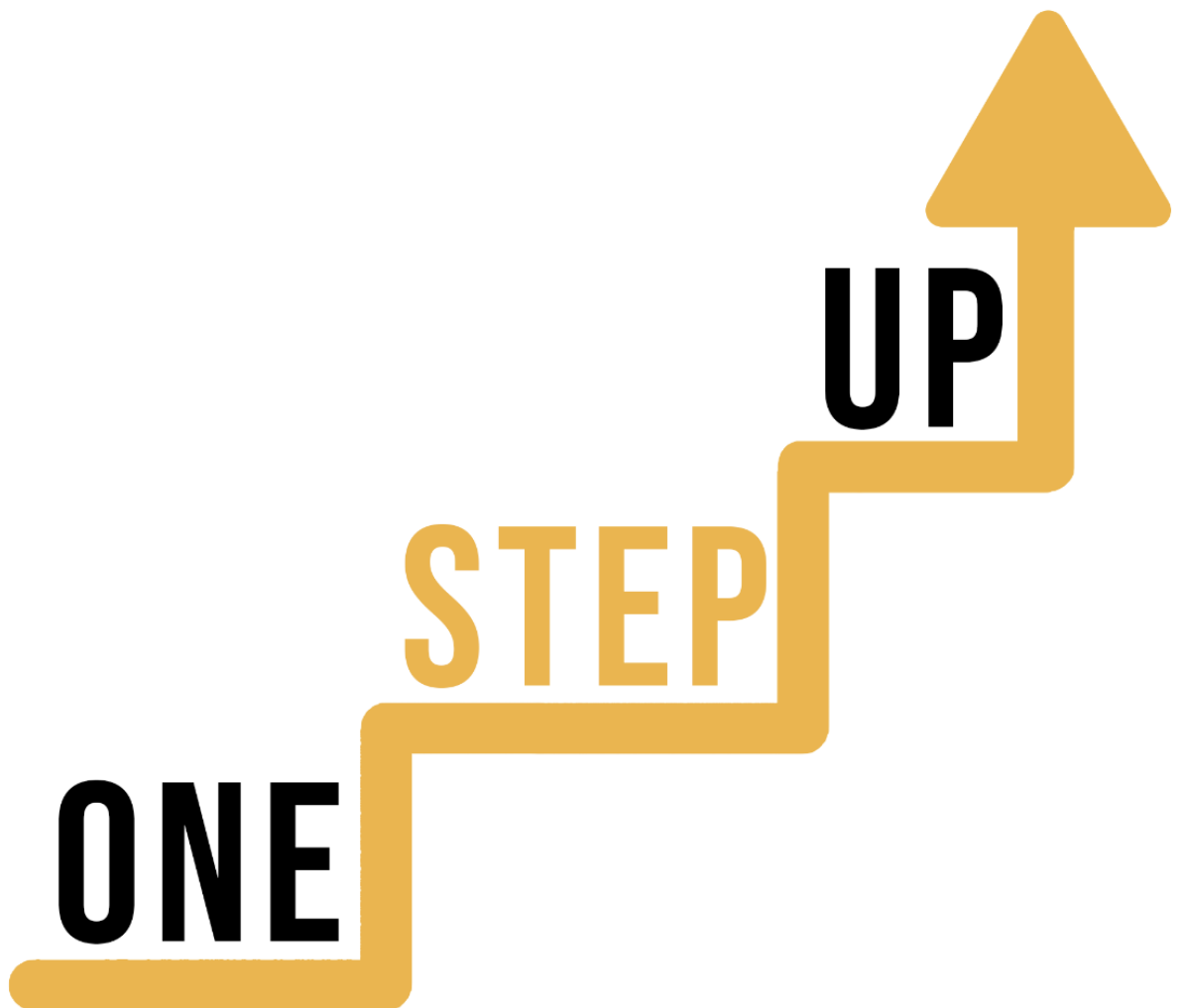# BUILDING DIGITAL COMPETENCES THROUGH DIGITAL AND SOCIAL MEDIA

ADULT EDUCATOR MANUAL

UP

STEP

ONE

MICRO-LEARNING RESOURCES TO RE-ENGAGE LOW-SKILLED ADULT LEARNERS IN EDUCATION AND TRAINING

Adult Educator Manual

The aim of this short handbook is to support you, as an experienced educator working with low-skilled and marginalised adult learners, with diverse needs, to use the video resources and the activity sheets provided in the Suite of Micro-Learning Resources to Re-Engage Low-Skilled Adult Learners in your centre and in your community. Through this short manual, we will provide you with some background information on the topic being discussed in the video resource and provide some guidance to support you to introduce and implement the accompanying activity with adult learners in your group. The activity that has been developed to accompany the video resources aims to further develop their understanding of the topic outlined in the video resource. Finally, this manual will also present you with some de-briefing questions that you can use in your group of adult learners, to assess the user-friendliness and quality of the activity you have completed with them.

The topic of this manual relates to the resources *Building Digital Competences through Digital and Social Media.*

INTRODUCTION TO THE TOPIC

In today's digital world, building digital competences through the utilisation of digital and social media platforms has become increasingly important. These competences encompass a wide range of skills, including navigating online environments, effectively communicating through digital channels, and critically evaluating digital information. By developing digital competences, learners can confidently navigate the vast information available online, adapt to evolving technologies, enhance their employability prospects, and effectively engage with diverse online communities. Moreover, digital competences enable learners to harness the power of social media as a tool for networking, collaboration, and knowledge sharing.

INTRODUCTION TO THE ACTIVITY

Using the case study of *An Cosán,* learners are introduced to an innovative and inclusive programme which aims to support learners of all ages improve their digital literacy skills in a way and environment which feels comfortable to them. Learners will also be provided with the opportunity to engage in the *'Trace Your Digital Footprint'* activity, enabling them to explore the readily accessible information about themselves on the internet. This activity aims to encourage learners to gain insight into the extent of their online presence and the information that can be found about them with ease.
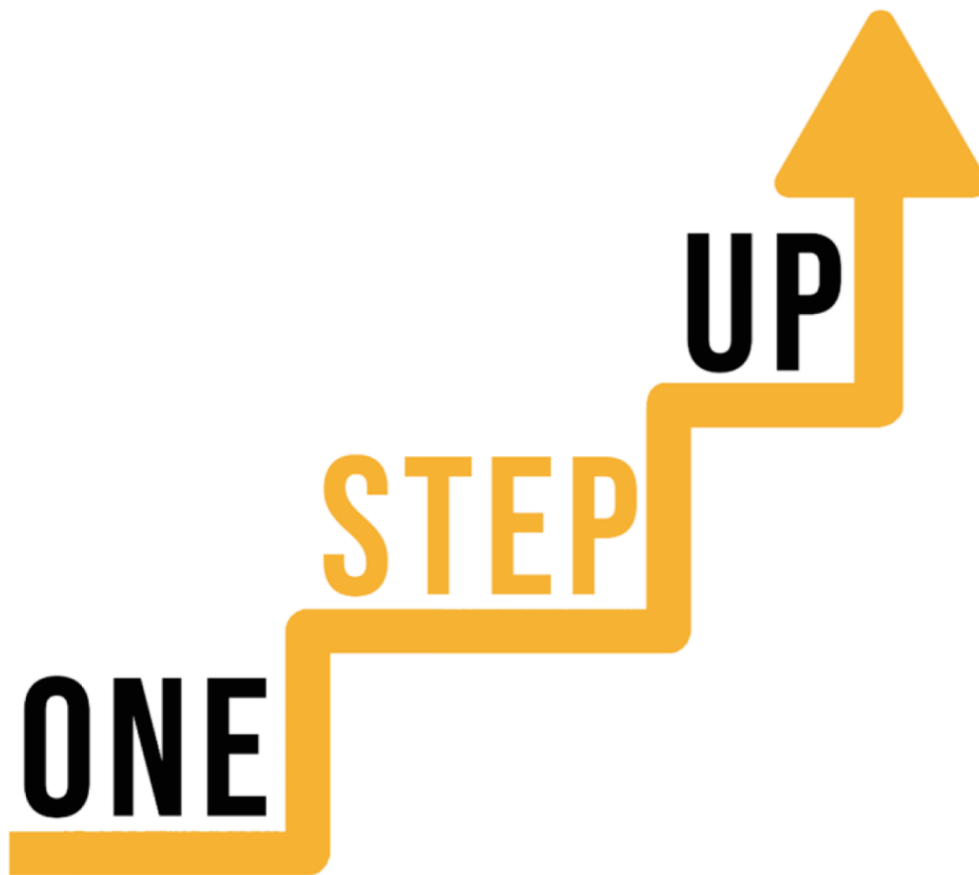
USING THIS RESOURCE WITH A GROUP

To use this resource with adult learners in your local group, we recommend that you begin by showing them the video resource to introduce the theme of *Building Digital Competences through Digital and Social Media.* This video will help learners to understand the topic before they begin the Learner Handout activity. Once they have gained a general knowledge of the theme, they will be able to begin the learner handout. For this, we recommend that you print one handout per learner to complete. All learners need for this resource is a pen to complete the learner handout and a computer to view the video. This resource will take one hour in total to complete. To assess learner knowledge, we suggest finishing the session with the *Building Digital Competences through Digital and Social Media* quiz. This can help learners to evaluate what they have learned through the ONE-STEP UP resources.

DE-BRIEFING QUESTIONS

Here are some de-briefing questions for participants to reflect on after completing the case study and activity:

- What did you learn about the *An Cosán* programme?
- What do you think is the key to their success?
- What is one key takeaway that you will bring from this case study and activity? How will you apply it to your own life or work?
- How did you find the '*Trace Your Digital Footprint'* activity? Did you find it helpful in improving your digital competences?
- How do you think digital and social media can be incorporated into the traditional educational system or training programmes to improve digital literacy?

ONE STEP UP

Co-funded by
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