TEMPLATE FOR THE SKILL CARD CREATION AND STRATEGY DESIGN

Template 1 for Skill Card Development

Level (based on EQF and DigComp 2.1; Levels 2 to 3)	Knowledge (What they know)	Cognitive and practical skills (What they can do)	Digital skills (What they can do)	Competences (How responsible and selfreliant they can do it)
Level 2 Basic factual **knowledge** of a field of work or study. Basic **cognitive and practical skills** required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. A range of **digital skills** required to identification of information needs, finding data, information and content through a simple search in digital environments, finding how to access these data, information and				

identifying simple personal search strategies. **Competence**: work or study under supervision with some autonomy.			
Level 3 **Knowledge** of facts, principles, processes, and general concepts, in a field of work or study. A range of **cognitive and practical skills** required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials, and information. A range of **digital skills** required for explaination of information needs, performing well-defined and routine searches to find data, information and content in digital environments, explaining how to access them and navigate between them;			

explaining well-defined and routine personal search strategies. As **competences** take responsibility for completion of tasks in work or study; adapt own behaviour to circumstances in solving problems.			

Strategy design/method of teaching

TEMPLATE FOR THE COMBINED SKILLS CARD

NAME OF THE MODULE, DURATION (IN TOTAL …H) & MODUL LEADER	TRAINING TOPICS - LIST OF SUB-TOPICS	LEVEL & SKILLS - WHAT THEY KNOW, CAN DO, ARE ABLE TO AND HOW RESPONSIBLE AND SELF-RELIANT THEY CAN DO IT	METHOD & STRATEGY - FACE-TO-FACE OR ONLINE
1. Name: Duration: Module Leader:	1.1 TOPIC	**Basic:** **Seniors know and are able to:** - ….. - …..	Face-to-Face and/or online
		Advanced: - …… - …..	
	1.2 TOPIC	**Basic:** - ……. - …….	
		Advanced: - ……. - …… - …..	
	1.3 TOPIC	**Basic:** - ….. - …..	
		Advanced: - ….. - …..	
2. Name: Duration:	2.1 TOPIC	**Basic:** **Seniors know and are able to:** - …..	
		Advanced:	

Module Leader:		- ...... -	
	2.2 TOPIC	**Basic:** - .... -	
		Advanced: - .... -	
	2.3 TOPIC	**Basic:** - ..... -	
		Advanced: -	