Add rich heading

**1ST EDITION 2022**

# DIGI-TOOL
# MAGAZINE

# Table of Contents

Welcome to Digi-tool 2021!

# Introduction



APOLLO
NASA 1970

DISCOVERY
NASA 1984

DRAGON V2
SPACEX 2014

A set of picutres of the different cockpits of the space shuttles throughout the years.

Since the Industrial Revolution, technology has been ingrained into everyday human life. For instance, what began as complex-looking machines that performed a single purpose such as the Printing Press converted to rather looking simple machines with endless functions. As an ordinary illustration, observe all the different operations the phone lying in your pocket can do. Furthermore, technology as a whole has been on a linear path of continuous refinements. Consequently, the users have had to adapt and upgrade their digital literacy in parallel with technology.

In the present day, it is rather rare to find an activity that functions without the need for technology or the internet. For instance, the acknowledged label "smart" is to be found in almost every product we use today. Today, one can purchase smart TVs, smart Fridges, smartphones, and the list goes on and on. As technology is frequently upgraded, people must as well update-improve their knowledge about the machines themselves. Programs developed five years ago are today better and can potentially do more, but that means that the complexity of the software itself is greater. For instance, take a look at Microsoft Office, some years ago the programs were more automatic and uncomplicated, today, they are more manual and the user can adjust more the software to their needs.

# Introduction

The project itself is scheduled to last roughly two years and is formed by four different partners organizations from the countries Italy (ACARBIO), France (D' Antilles es D' Ailleurs), Greece (Solidarity Track), and Romania (ATA). The initial event, of the project, happened in the beautiful town of Maiori Italy. There, around twenty participants from the abovementioned countries gathered for four days to learn about the importance of digital skills and have the opportunity to discover some programs out there.

Furthermore, each partner association created beforehand a tool. For instance, the Romania organization (ATA) created a user manual for young individuals leaving abroad for the first time. To learn about each other's tools, each country had to present another countries' idea. The purpose of this was for each respective association to receive feedback and improve their project accordingly.

After the event in Maori terminates, the project will continue in different locations from Greece to Martinique and even Romania. Hence, it creates a great opportunity to travel and enhance digital competence.

The **seminar's primary and secondary objectives** are the following: 1) Learn about digital competence and its significance, 2) How can youth workers be benefited from digital skills?, 3) Create two contributions: Magazine and E-Mentoring, 4) Intercultural Exchange, 5) Create a self-learning Digital Skills plan, 6) Improve tools created by the respective organizations and 7) lastly, experiment with new software to improve digital competence.

**Begin the day with breakfast made within the locaton.**

1

**Energizer followed by short presentation for the day.**

2

**Organizers present skills of the day and assign participants into groups.**

3

**Participants work in their groups for their assigned project.**

4

**Lunch break followed by an energizer to wake up the system.**

5

**Participant do final adjustments and prepare to present.**

6

**All groups present and gather feedback for their project.**

7

**Wrap of the day followed shortly by dinner.**
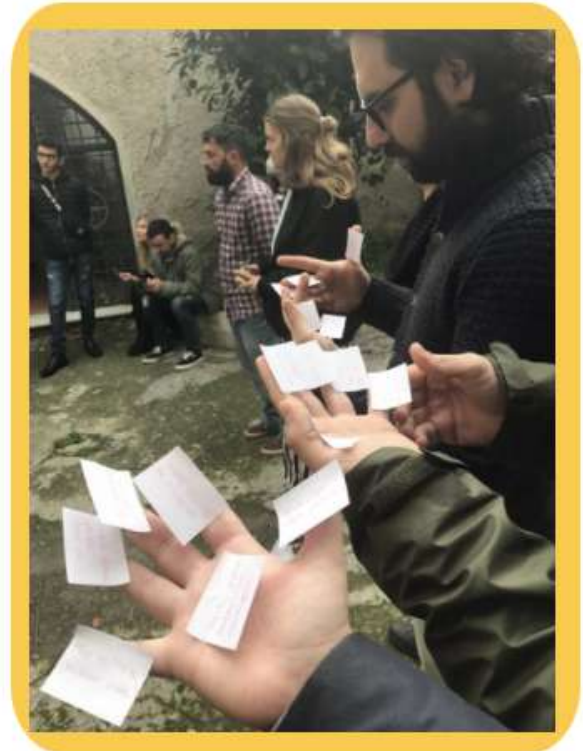
8

# A day within the Seminar

# What are Digital Skills?

**Author:** Ioanna Livitsanou

In our globalized and digitalized world, technological competencies are a must-have for the everyday person. However, the speed at which technology is integrated into our day-to-day lives is rather fast challenging the foundations of our societal-structural system. Inevitably, institutions are behind the processes of direct practical learning, especially in this new specialized world. Furthermore, some skills are not certified but acquired and imprinted in the production process, in cultural practice, in everyday communication.

This remarkable education-technology mismatch raises questions that policymakers and scientists in the field are called upon to answer. The main inquiry arises from the labor market which produces new needs that go beyond the current professional profiles. The new literacy in the digital environment is not acquired by a structured educational system. Students enter education with skills they have already acquired outside the educational process. Yet, there are many different ways of acquiring knowledge, through the internet itself, which is by nature a powerful source of information and education. With that being said, digital competence is one of the eight core competencies for all citizens in the context of lifelong learning, as it is the backbone of the digital society and the prerequisite for maximizing productivity in today's digital world.

The European Commission has taken an integrated approach to support the development of digital competence in the EU by developing theoretical frameworks for the digital proficiencies of educational institutions, teachers of all levels, citizens, and lifelong learners. These are educational programs that help create a common language and a shared vision for learning in the digital era among organizations and countries within Europe. Many of the abovementioned strategies are already used in many countries, for example, in curriculum development, student assessment, adult education, training, and as well as in national and European digital skills strategies and policies.
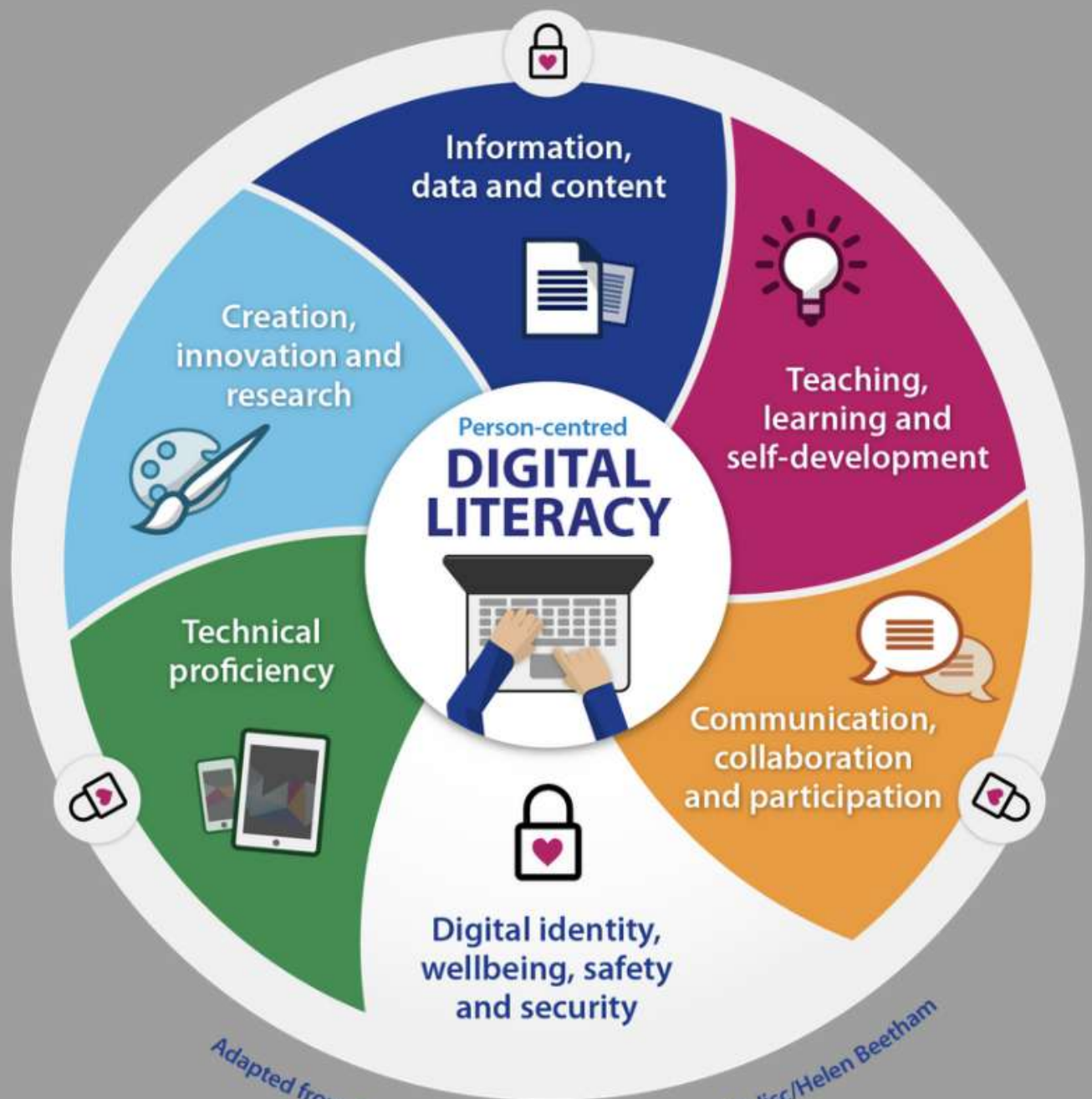


**The particapnts are brainsotrming what digital skills are together.**

Digital competence can be described as the correct usage of digital technologies to inform, communicate and solve key problems in all aspects of life confidently and critically. Moreover, it is also remarkable to understand that as a traversal ability, digital competence also fosters individuals to improve other core competencies. To mention a few, communication, language skills or basic and even advanced skills in mathematics and science."
To provide an idea, the bare minimum digital skills required include the ability to carry out the following tasks:

- Utilizing E-mail
- To be able to the internet as a research information source.
- Handling sensitive information in virtual ecosystems
- Safely use cloud-based collaboration tools like Google Drive, DropBox, and Microsoft Teams
- Device management like connecting to the internet or installing software updates
- Using online tools to arrange your everyday life

Person-centred
**DIGITAL LITERACY**

Information, data and content

Teaching, learning and self-development

Communication, collaboration and participation

Digital identity, wellbeing, safety and security

Technical proficiency

Creation, innovation and research

Adapted from Jisc Digital Capacity Framework (2015) Jisc/Helen Beetham

*The ciricle of*
# DIGITAL LITERACY

"When planning the project, we asked ourselves what are the main challenges we face when working digitally?. From that point, the answers were multiple: 1) How can we reach our target group in this new situation and still form personal relationships? 2) How can we offer appealing activities remotely? 3) Lastly, which are the actual needs of our target groups?. In the last 2 years, society made a huge step forward to switch online, however, it feels like we are left behind. After all, we are youth workers, we are used to personal encounters. Consequently, the objective of this seminar was to test new methods of digital work. With the participants, we tested new collaborative tools, stated our ideas on improving prior digital tools, and spent time trying out new programs online. Digitalization has engulfed all parts of life our careers, social life, and even democratic involvement. Having this said, we were having with the end results. Overall, as a group, we not only improved our digital skills, we discovered curiosity in new activities and improved ourselves and individuals."

-Cornelia Kramsall

FEATURED

# WHY IS DIGITAL LITERACY IMPORTANT?

# WHAT IS SOMETHING YOU LIKED IN THE SEMINAR?

"Throughout the Digi-Tool seminar, the one thing I enjoyed was that I learned how to use programs like Canva better. In the past, I knew about the program but never really had the opportunity to work it. It was the same story for software like Miro and Jamboard which I now use more often in my everyday life."

— Francesco Giordino

# Young People & Digital Skills

**Author:** Ioanna Livitsanou

As young individuals prepare for today's workforce, they should constantly expand-update their knowledge with emerging technologies. For instance, software used ten years ago are not the same as today.

Therefore, reinforcing behavior will enable future workers to be more educated and qualified, thus, perform better in a digitalized society. Digital literacy allows individuals with various technological competencies that ensure creativity outflow, promote fast learning, and overall participate actively in one's job role by utilizing existing and upcoming digital tools. The acquisition of digital skills, from basic to advanced, is a journey that should start from home and continue through their education, always improving from primary to further or tertiary education. For instance, the more a person knows about technology, the more attractive they become in career development hence potentially securing high-quality employment.

To enhance the importance of digital skills in today's society" According to the European Digital Agenda 2015 (Digital Agenda Scoreboard 2015), the level of digital capacity of 40% of the EU population is insufficient, while 22% of this percentage do not use the internet".  Consequently, the true potential of technology is not utilized efficiently. Furthermore, the current global pandemic has drastically altered education systems. For instance, one could observe learning inequalities before the pandemic, but the closure of society worsened the situation, disproportionately affecting children and young people from vulnerable social groups. Access to online education and training was not a shared good, many teachers and students did not have access to technological means (devices, broadband) and/or digital skills required to fully participate in the "new regularity called the globalized world".

To accentuate the reality, available data show that even today, 42% of the EU population aged 16 to 74 have little or no digital skills. Furthermore, in Greece, this percentage is even higher, as one in two citizens (49.5%) has little or no digital skills.



Fig. Participants worked together to create a presentation to highlight the importance of digital knowledge.

All that being said, it is rather observable that technology is great and fosters development, but these opportunities only reach certain social groups. Even though young people are to be considered digital natives, that is, inherently capable of digital technologies, research shows that this is not entirely true. According to a recent international study, young people are not fully developing their digital skills simply through the intensive use of new technologies. It is characteristic that only 2% of students aged 13-14 have the ability to evaluate the information they find on the internet in a critical way. Therefore, young people also need to improve their digital skills, especially in terms of secure use, data protection and privacy, and the creation, not just consumption, of digital content.

# Pros *and* Cons
# OF DIGITAL SKILLS

**Author:** Adelle Mariette

Instant Communication. It is now possible to connect with people instantly almost anywhere in the world.

Educational Benefits. As a result of different applications, it is possible to learn new languages and to improve our knowledge of a subject using different learning platforms.

Individualized learning. Provide access to a multitude of information, but also allow for the personalization of programs: everyone can learn at their rhythm according to their own skills.

Information Availability. We have access to all the information we are looking for on the internet, and this instantly.

Information Storage. Most major firms now use digital storage facilities to keep documents that can be accessed from almost anywhere in the world. The capabilities of digital information storage are virtually limitless.

Working Collaboration. Collaborative work tools make changes and updates to content instantly. Team members will be able to communicate and inform each other in real-time.Add heading

Data Security. It is important to secure all data through passwords, anti-virus, etc,.

Online resources can be unreliable. With so much data, many people feel helpless and have difficulty finding information that is both reliable and relevant. It is then necessary to filter the information and choose reliable sources.

Disinformation 2.0. The Internet represents an important source of knowledge, but it is also a formidable tool of manipulation. If the objectivity of information seemed impossible to reach before, Internet has accentuated its subjectivity by giving the possibility to each one to express himself without any constraint, without obligation to verify his data.

# DID YOU KNOW?

## FEATURED

According to a study published about digital skills for career progress, "the number of jobs requiring digital skills is predicted to increase 12 percent by 2024."

54% of all employees will need significant reskilling by 2022. Specifically for technical skills like programming and app development.

Over the next five years, the global workforce can absorb around 149 million technology-oriented jobs.

# How to Digitalize your life?

**Author:** Natalia Radiowska

Now, do you have a multi-function device with a scanning function? Or do you have a smartphone on which you can download a scanning app? Well then, you can digitalize documents... Let's explore more options on how to digitalize your life!

It's not only about documents, you can turn into a digital world in many other aspects. But, why would one do that? There are quite a few reasons. Foremost, you are more eco-friendly. Hence, one does not use require as much paper and plastic.

Why would you print your tickets instead of saving them on your smartphone? I know, the phone might die, but aren't you going to charge it and have a power bank when traveling? Why not take notes on your laptop instead of the notebook? There is a higher chance that you're not going to lose them and they will be saved for a longer time. Moreover, is another reason why it's handy to have documents in a digital form. It is rather safe, once you lose something, you can always get back to this file on your device.

Do you have your shelves full of binders with papers? Why not save documents on the drive or cloud? You can always print them if it's necessary and as long as you remember about the backup, you won't lose anything. The same with pictures, music, or any other files one desires.

Digital tools can make your life easier and… lighter! If you're tired of carrying a heavy backpack with books, you can always switch to an e-book reader where you can download as many e-books as the device's memory stock allows you. The same with newspapers. You can have ten different titles on your table, but you can also have much more online. Once subscribed to a particular service like newspapers you have access to your daily portion of news and articles without going to the shop and buying the paper version. In addition, another area where digital tools are practical is banking. When it comes to paying the bills or money transfers, you can track your living expenses and invest your savings all via your mobile phone. Hence, You don't have to go to the bank or stock market office anymore.

Likewise, there are always two sides to the story. In the case of digital equipment, one must always remember about privacy and safety when it comes to the Internet and digitalized world. For instance, there can be many things that one cannot comprehend and you need to double-check the sources you're researching. We all have common sense and we shouldn't hesitate to use it. When you deal with private data online, make sure you're not going to be scammed or your data gets stolen or exposed. Additionally, electric waste is also very bad for the environment. That being said, transitioning to a digital lifestyle that appears to be more eco-friendly does not imply buying unnecessary devices and throwing away the previous one out of boredom. Technology can be helpful as long as one knows how to use it and it matches your needs. However, you don't have to know everything at once, take your time and think about how you can digitalize your life!

# Wrapping things up!
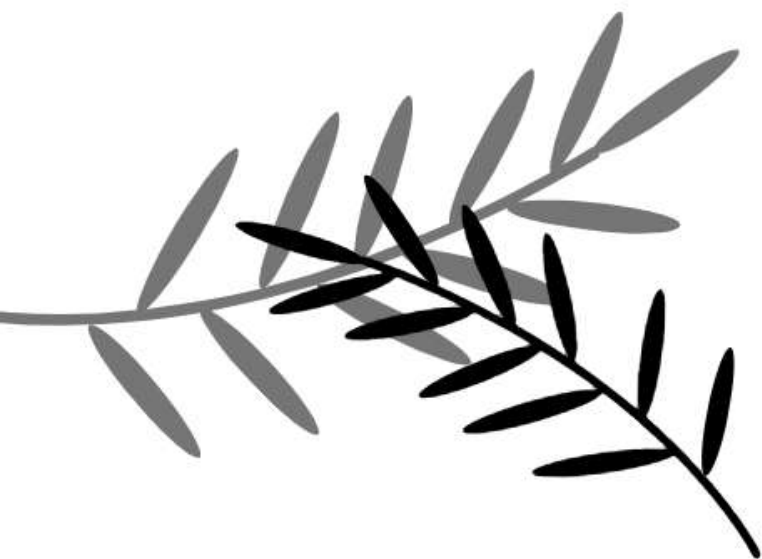
**Author:** Alessandro Di Landro

As a participant, the Digi-tool seminar highlighted to me the importance of digital competence. I not only learned that the field is growing but also learned digital skills I did not have before. Now, I can confidently say that I can make use of tools online that I was not aware of their existence. Likewise, the seminar itself was a fruitful environment for intercultural exchange. I made new friends and learned from their cultures. It was a fun experience learning about technology while listening to it from different perspectives.

Digital tools can make your life more comfortable. If you are exhausted from carrying a heavy backpack with books, you can always swap to an e-book reader. With it, you can download as many e-books as the device allows. The same can apply to newspapers. For instance, you can buy several in local shops, but it cannot compare to the amount one can find online. Furthermore, once subscribed to a particular service, you have access to a whole range of articles and magazines without having the need to move around looking for shops. Putting leisure reading to the side, online tools are practical likewise for online banking. When it comes to paying bills or transfers, one can track all their living expenses and other money-related activities all through your phone. Therefore, no need to visit the bank anymore. The aforementioned, all small things digital literacy can do to simplify one's life.

However, there are always two sides to the story. In the case of the digital world, one must remember about privacy and safety when it comes to the internet. For example, recently the safety of personal data online is uncertain. Hence, one should always keep an open eye for scams. Secondly, when doing research, one must double-check sources becuase you never know if the information you have is real or certified. Especially when it comes to academia or newspapers. We all have common sense and we shouldn't hesitate to use it. Delving away from the digital subject, electronics overall produce e-waste. Moreover, in recent years, this has become a concern for countries where the waste accumulates.

That being said, transitioning to a digital lifestyle appears to be promising for the world and surrounding environment, however, we have a long road ahead to understand. On the bright side, technology is helpful as long as one knows how to utilize it properly and caters to global needs. To conclude, you don't need to rush and stress about digital literacy. At the end of the day, it is better to take your time and think about how to digitalize your life for the better.

# ACKNOWLEDGEMENTS

# DIGITOOL

## MEET THE FUTURE

# MAGAZINE

## SECOND EDITION

## SECOND SEMINAR

All that happened in Romania, and even more!

## Hot Topic:

## DIGITAL SKILLS

With an everchanging reality surrounding us, let's tackle the question of Digital Competencies and their importance.

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# WELCOME TO

# DIGITOOL

## 2022

ROMANIA

## SECOND EDITION

# INTRODUCTION

We already talked about the goals of the Digi-tools project in the first edition of our magazine. Now we just finished the second seminar which was hosted by the Youth Association from Transylvania in Romania. This was the place where we started the improvement of four different tools:

**MyESC Diary**     **Youth Entrepreneurship Club**

**Re-NEWed Spaces**     **Go Responsible**

But what is about the Digi-tools project itself? The pandemic has pushed most of the world, including young people and youth educators into a situation of long-term isolation, revealing an unpleasant reality: actors in non-formal education for young people are not not ready to ensure a rapid and effective transition from traditional practices to distance education, assistance and mentoring for young people.

This requires adapting their services (assistance, supervision, tutoring) to online procedures and tools. There is an urgent need to further promote the use of digital means in the context of non-formal online education.



The project includes 4 seminars in different countries, many activities which are about improving the tools we already operate and it has 2 main objectives to reach by the end of the project:

1. Strengthen the digital skills of youth educators modernize pedagogical methods applied at a distance, as well as their ability to adapt their pedagogical approach according to unpredictable and variable situations.
2. Modernize non-formal educational tools aimed at young people and youth educators, the main drivers of socio-educational projects.

# WHY IS IT IMPORTANT TO IMPROVE DIGITAL SKILLS?

# HOT TOPIC DIGITAL SKILLS

Some years ago, it was enough to have very good interpersonal skills, project management skills, or just simply people skills to have a good job. Nowadays, it is really important to have strong digital skills in order to meet school requirements, later on, career requirements.



During the pandemic youth workers needed to change their routine, and they had to use different online platforms and tools. Everyone needed to adapt to the new situation.

## Why are Digital Skills important?

"They are essential parts of the modern world. You cannot efficiently accomplish anything without them. "
- Attila

"DIGITAL SKILLS ARE BROADLY DESCRIBED BY UNESCO AS THE ABILITY TO USE DIGITAL DEVICES, COMMUNICATION APPLICATIONS, AND NETWORKS TO ACCESS AND MANAGE INFORMATION. THEY ALLOW US TO CREATE AND SHARE CONTENT, COMMUNICATE, AND COLLABORATE GLOBALLY AND INSTANTANEOUSLY. IT IS IMPORTANT TO KEEP IN MIND, HOWEVER, THAT THESE SKILLS RANGE SIGNIFICANTLY, AND WHILST THEY CAN BE DATA AND IT FOCUSED, THEY ALSO INCLUDE CORE SKILLS SUCH AS PROBLEM-SOLVING AND COMMUNICATION."

## Why are Digital Skills important?

"Being well versed in the domain of digital skills became necessary for young adults all across the globe. It increases the hireability of an individual, which is crucial, taking into consideration how hard it is to get hired as a freshly graduated person. " - Zsuzsi

We could say that digital skills are basic skills in the world we are living. They are important for:

**Learning new things** **Teaching** **Banking**

**Monitoring different work processes**

**Shopping** **Broadening career opportunities**

**Keeping in touch with family and friends**

And we could list many more because we use these skills daily. We are living in a digital world, not just our parents, but our grandparents also learned how to use smartphones, computers or other tools to make their lives easier.

During youth work we use different platforms for communication, to follow our projects, to store documentations and photos, to make the online work more creative.

Since the pandemic digital-first initiatives have taken priority. We can't be perfect in using different online platforms or digital tools. The most important thing is to improve our skills every day, step by step, and take our knowledge to the next level.

# OBJECTIVES OF THE SEMINAR IN ROMANIA

DESIGN OF THE PLAN TO IMPROVE THE 4 CHOSEN TOOLS TO MEET THE CURRENT NEEDS OF YOUNGSTERS AND IDENTIFICATION OF DEDICATED ROLES FOR EACH PARTNER.

IDENTIFICATION OF THE METHODS AND PLAN FOR EXPERIMENTING THE MODERNIZED TOOLS WITH YOUTH.

MEETINGS WITH LOCAL YOUTH ORGANIZATIONS/INSTITUTIONS.

# A DAY IN LIFE SEMINAR



1, ENERGIZER

2. DISCUSSION OF THE DAILY SCHEDULE

3, WORKING PERIOD

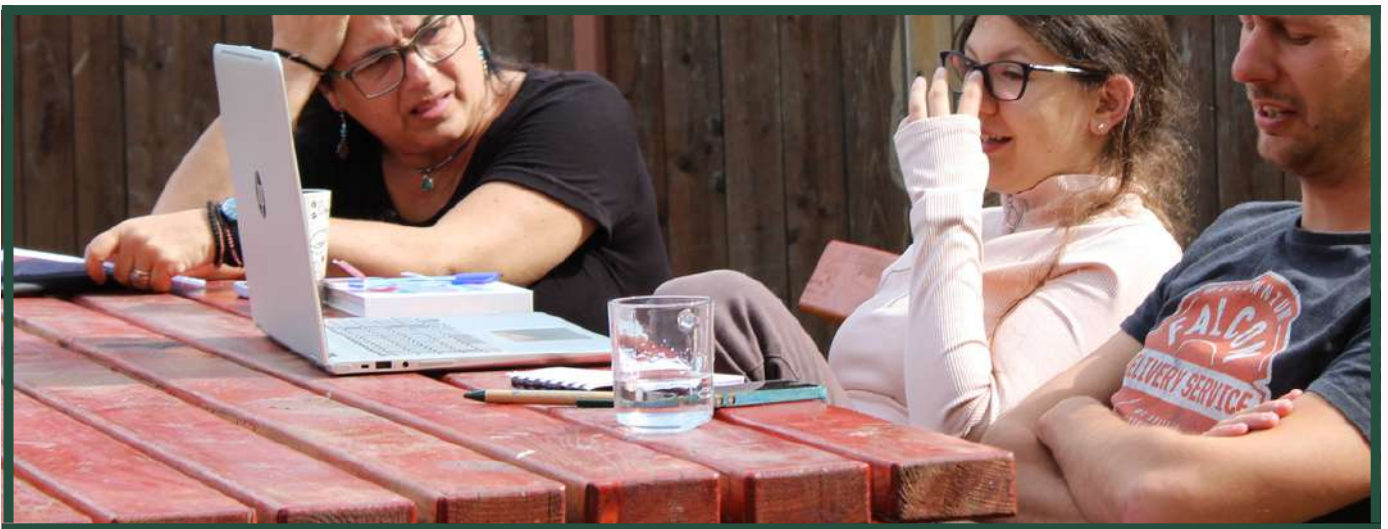4, LUNCH BREAK

5, WORKING PERIO

6, PRESENTING THE DAILY RESULTS

7, DAILY EVALUATION

# RESULTS OF THE SEMINAR

During the four days in Romania, the teams did an outstanding job when it came to ideas and creativity. Of course, great ideas should be adapted into real life, and that's what we did, or at least we tried to do. The four tools in question, the YES Club, Go Responsible, Re-NEWed Space, and the ESC Diary; went through some shaping.



The team that was working on the Greek tool, the Youth Entrepreneurship Club, or YES Club for short, mainly focused on the creation of a promotional video that will help to draw attention to the platform and its benefits. In my opinion, they captured the essence of the platform perfectly, with a youthful and energetic short little video.

The Go Responsible online platform, originating from Martinique, has also received a tutorial video explaining the purpose of the program. Since there are two "sides" to this platform, the working team had to make a decision on which one will they work first. During the first round, they focused more on the consumers' side, rather than the providers'. In the video, they explain the basic idea of the platform and how it could be used.

The project from Italy, Re-NEWed Space, got a little facelift as well. They adapted their PDF format into a more interactive, and certainly more colorful form. They started the process of building a Prezi, which is an interactive presentation tool, to give a more flowy shape to the big chunk of information found in the original PDF document. There is still a long way to go before it's all finished, but I would say, the team is on the right track.

Finally, the ESC Diary, from Romania. It started out a bit tricky, but in the end, the working team did a good job. They mainly focused on making the long PDF into more consumable sections. To achieve that they took it apart. Made individual sections out of it, such as a section for the volunteer that could be filled in before departure. Additionally, for each section they created, they also made a short video, explaining that given section the volunteers work on.

Overall, I think the teams made nice progress in the improvement process and they are ready to continue the next time around.

## Why are Digital Skills important?

"It makes communication in the 21st century a lot easier. " - Nikolas

# HOW THESE IMPROVEMENTS CAN HELP DURING OUR DAILY LIFES?

During the seminar we created some tutorial videos for the different tools we already have. These videos can help the users the apply the mentioned tools in a better way. For example, we separated the ESC Diary in different parts, therefore it is easier to understand the meaning of it, volunteers can use it more easily during their volunteering period.



These improvements help us in promotion of the tools, they can lead more visitors to the mentioned webpages. By this, we can have more people who register to the certain webpage.

At the same time, we are planning to create an e-tutorial video which will facilitate the self-development of the skills of youth educators in terms of distance mentoring. But let's talk about this topic in the 3rd edition of our magazine.

# ACKNOWLEDGMENTS

DIGITOOL

ACARBIO ONLUS

D'AILLEURS & D'ANTILLES

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