

USER GUIDE

SELF-ASSESSMENT TOOL



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INTRODUCTION

Investing in one's digital skills throughout their lifetime is of utmost importance nowadays due to the required media literacy on societal level. As you have seen in our previous results, there are a variety of competencies that a media literate person needs to obtain in order to flourish in this contemporary society.

Project "MECO - Media Education a Challenge to Overcome " is implemented by a consortium of five partners from Italy, Lithuania, Bulgaria, Spain and Netherlands. We strive to provide you as an adult educator with education on media culture and literacy, ensuring quality learning opportunities for adult learners in the digital environment to achieve media literacy.



The main aim of the Project result 4 is to ensure identification and diagnosis of the needed competencies of the beneficiaries of the project by the ICT tool.

The main content of the tool is the development of a standardised competency profile of the adult educators to define the competency gap, individual training path to improve the diagnosed competency gaps and match them with the training materials/modules which have been developed throughout the project, so as to follow the necessary and proper training path.

This user guide is aimed to help users carry out a self- assessment on a skill matrix conducted within the framework of the Erasmus+ project " MECO! The user guide explains all possibilities of the ICT tool to facilitate the work with the tool.

OBJECTIVES OF THE SELF – ASSESSMENT TOOL

Have you wondered whether you have expert knowledge on the topics of:

- Information and data literacy
- Communication and collaboration
- Digital content creation
- Safety
- Critical thinking

A skills matrix is a framework used to map specific competences and skills and their levels. A grid contains information about available skills and their evaluation. It is used to manage, plan, and monitor existing and desired skills for a role, team, department, project, or an entire organisation working in the adult education field. Matrices are ideal for keeping track of skills or your personal skills, qualifications, certifications, and competencies and also can be used throughout the whole educational institution to measure potential. When used correctly, they work really well in practice and improve the quality of digital education overall, as well as increasing the educator's bottom line. Skills matrices help to determine what skill set you are missing or need to increase.

This tool is designed to support educators as an instrument and tool with which they will know how to evaluate the adult educators and learner's skills.

This skill matrix includes **30 statements / questions**, in the form of self-reflective questions and takes about 10-15 minutes to complete. There are no right or wrong answers. Your honest opinion is what counts and is going to provide you more accurate suggestions of improvement (if, of course, necessary).



After completing the statements in the self-assessment tool, you will be able to understand whether you have the knowledge and ability to:

- Articulate information needs, to locate and retrieve digital data, information and content.
- Judge the relevance of the source and its content.
- Store, manage, and organise digital data, information and content.
- Interact, communicate and collaborate through digital technologies while being aware of cultural and generational diversity.
- Participate in society through public and private digital services and participatory citizenship.
- Manage one's digital presence, identity and reputation.
- Create and edit digital content.
- Improve and integrate information and content into an existing body of knowledge while understanding how copyright and licences are to be applied.
- Know how to give understandable instructions for a computer system.
- Protect devices, content, personal data and privacy in digital environments.
- Protect physical and psychological health.
- Be aware of digital technologies for social well-being and social inclusion.



- Be aware of the environmental impact of digital technologies and their use.
- Identify needs and problems.
- Resolve conceptual problems and problem situations in digital environments.
- Use digital tools to innovate processes and products.
- Keep up-to-date with the digital evolution.

Коментирал [1]: can this all be evaluated using our self-assessment tool?

GRADING SYSTEM

Once you complete, your answers are compiled, and you are able to evaluate your media literacy, regarding your motivations, aptitudes, and attitudes, thanks to three criteria:

Proficiency level

This measures the level of your skill. The higher the grade, the less training you need.

Interest

Measuring this indicator shows you how much you want to improve your skills. The level of interest in percentages is for your personal use and is important for your personal motivation.

Коментирал [2]: HMMM, do we still have this percentage?

Awareness (0-10 stars)

Result up to 30% "Awareness" means that the person has basic knowledge and understanding of the topic, but has not yet applied the skill in practice. They need to improve their knowledge at a level that will allow them to apply it and be useful to them. It is crucial that they get more in depth information on the topics in order to be considered media literate.

Beginner (10-20 stars)

Result up to 67% "Beginner" means that the person knows and uses the media related skills and has knowledge and competencies on some of the topics skill, but still needs support and training. The abilities, skills and competencies of this person are there, however not to a level where they can feel media literate yet. The person may be missing some knowledge about the newest trends. Hence why the partnership recommends them to upgrade their skills with the latest trends through the training recommendations.

Professional (20-30 stars)

Result up to 100% "Professional" means that the person has experience of utilizing the media skills and competencies and has the ability to work independently, is media literate, and can manoeuvre around the different challenges that they come across in the media. They have the ability to solve problems proactively and can keep themselves safe in the digital environment. In addition, this person is a conscious user of digital technologies who limits their time online and is aware of the considerations needed when developing content and platforms online.

Finally, you'll have the opportunity to receive feedback and be redirected to modules adapted to your profile to increase your knowledge.

Enjoy the self-assessment tool!



Team MECO