
MODULE 1: INFORMATION AND DATA LITERACY

Indicative self-assessment question:

UNIT 1: 1.1 BROWSING, SEARCHING AND FILTERING DATA, INFORMATION AND DIGITAL CONTENT

BEGINNERS LEVEL

ACTIVITY CARD 1 – Browsing for information

Which of the following best represents your competence level in **browsing for information**?

1) Basic level

- a. You know how to search for job information online
- b. You know how to narrow down the types of job you are looking for

INTERMEDIATE LEVEL

ACTIVITY CARD 2 – Potential employers on LinkedIn

Which of the below best represents your competence level in **browsing for information**?

1) Intermediate level

- a. You know how to find potential jobs on LinkedIn.
- b. You are able to customise your search for jobs using LinkedIn

ACTIVITY CARD 3 – Linking with blogs and bloggers

Which of the below best represents your competence level in **browsing for information**?

1) Intermediate level

- a. You are able to search for and identify blogs and bloggers useful to your employability
- b. You are able to use a blog-specific search engine

ADVANCED LEVEL

ACTIVITY CARD 4 – Improving online searching

Which of the below best represents your competence level in **browsing for information**?

1) Advanced level

- a. You are able to undertake advanced searching of information, files and resources

- b. You have used Google Advanced Search

UNIT 2: 1.2 EVALUATING DATA, INFORMATION AND DIGITAL CONTENT

BEGINNERS LEVEL

ACTIVITY CARD 5 – Introduction to Europass

Which of the below best represents your competence level in **evaluating data, information and digital content**?

1) Basic level

- a. You know what EUROPASS is
- b. You have used the EUROPASS Online tool

INTERMEDIATE LEVEL

ACTIVITY CARD 6 – Navigating in LinkedIn

Which of the below best represents your competence level in **evaluating data, information and digital content**?

1) Intermediate level

- a. You know what the different areas in LinkedIn for news and posting, contacts and networks, groups and organisations
- b. You know how to message and communicate using LinkedIn

ADVANCED LEVEL

ACTIVITY CARD 7 – Job Alerts

Which of the below best represents your competence level in **evaluating data, information and digital content**?

1) Advanced level

- a. You know what a Job Alert is and how to set up a Job Alert on various job searching sites
- b. You know how to use Google Job Alerts

UNIT 3: 1.3 3. MANAGING DATA INFORMATION AND DIGITAL CONTENT

BEGINNERS LEVEL

ACTIVITY CARD 8 – Your online presence

Which of the below best represents your competence level in **managing data information and digital content**?

2) Basic level

- a. You know why monitoring your online presence and digital identity is important
- b. You are able to search for and improve your online presence

INTERMEDIATE LEVEL

ACTIVITY CARD 9 – Online reputation

Which of the below best represents your competence level in **managing data information and digital content**?

2) Intermediate level

- a. You have evaluated your online reputation
- b. You know how to create a reputation strategy for your online presence

ACTIVITY CARD 10 – Preparing your resume

Which of the below best represents your competence level in **managing data information and digital content**?

2) Intermediate level

- a. You know about the possible formats for preparing your resume
- b. You know what your resume should consist of and how it should be framed

ADVANCED LEVEL

ACTIVITY CARD 11 – Keeping up to date and being well organised

Which of the below best represents your competence level in **managing data information and digital content**?

1) Advanced level

- a. You know how to organise the information you have when making job searches and application
- b. You know how to use Google drive, Calendar, and other tools to help keep your job information well organised