



Blueprint for advanced skills
& trainings in the social economy

Training Catalogue

Understand protocols and
practices that safeguard the
confidentiality, integrity, and
security of sensitive data



Area
Digital

Level
Intermediate

EQF
4

EU frameworks
DigiComp 2.2
Area 1: Information and Data Literacy
Area 4: Safety

Duration
24 hours



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TITLE: Understand protocols and practices that safeguard the confidentiality, integrity, and security of sensitive data	
Duration / Notional workload	<p>24 hours</p> <p>with a recommended structure of:</p> <ul style="list-style-type: none"> - 20 hours of online or face to face training (synchronous/ webinars/ workshops) - 4 hours of autonomous study and hands-on activities (asynchronous), including the preparation for the final exam.
Who is this course for	<p>The course aims at managers, supervisors, coordinators, executives, and individuals involved in designing, planning, and coordinating activities and human resources within Social Economy organisations.</p> <p>According to the baSE Occupational Profiles classification, the course is for OP1 SE Manager and OP2 SE Enabler and OP3 SE Worker.</p> <p>The course aims to enhance participants' ability to protect sensitive data, reduce the risk of security breaches, and ensure that information is handled responsibly and in compliance with legal and ethical requirements.</p>
Skill Gap Area	The Skill GAP refers to the SocioComp Area “Digital Transition”, competence “Applying Data Governance and Digital Ethics”.
Related standards	<p>The European competencies’ frameworks related standards are: DigiComp 2.2.</p> <ul style="list-style-type: none"> - Area 1. Information and Data Literacy, competence 1.3: Managing data, information and digital content - Area 4 Safety, competences 4.1: Protecting devices and 4.2: Protecting personal data and privacy
EQF Level	EQF 4 INTERMEDIATE
Learning Outcomes	<p>Participants, on completion of the learning process, can</p> <ul style="list-style-type: none"> - Explain key concepts and fundamental principles of data management, including the collection, storage, organisation, and use of data in an efficient and secure manner - Identify relevant ethical standards in the process of data collection, storage, analysis, and distribution, understanding how to protect the rights and interests of individuals whose data is being used - Analyse potential security threats and vulnerabilities, understanding how to perform risk assessments and apply appropriate countermeasures to mitigate risks to data security

	<ul style="list-style-type: none"> - Implement data protection policies and procedures, ensuring compliance with legal and regulatory requirements and maintaining data privacy and security within an organisation.
Contents	<p>LU01 Data ethics applied in the Social economy sector</p> <ul style="list-style-type: none"> - The importance of ethics in data management within the social economy context - Principles of Data Ethics <ul style="list-style-type: none"> o Confidentiality (protecting personal information of beneficiaries and employees), o Transparency (maintaining transparency in data usage and management), o Fairness (ensuring fair treatment in data management), - Responsibility (organisational responsibility in data collection, storage, and usage) - Ethical Data Usage: How to use data to improve services without compromising data integrity and confidentiality. - Impact of Data-Driven Decisions: Evaluating the impact of decisions based on collected data on beneficiaries and the community. <p>LU02 Data Management Risk Practices at SE level</p> <ul style="list-style-type: none"> - Identifying and assessing security risks - Implementing appropriate controls - Continuous monitoring and review of security - Importance of continuous training in data security - Methods for raising awareness and training staff <p>LU03 Compliance and Regulations</p> <ul style="list-style-type: none"> - Overview of relevant regulations (GDPR) - Procedures to ensure compliance - The role of auditing in data security - Creating a security culture within the organisation <p>LU04 Tools and Technologies for Data Protection at SE level</p> <ul style="list-style-type: none"> - Software and hardware for data security - Use of cryptography and digital certificates - Backup and data recovery solutions.
Learning methodologies	<p>The most effective teaching methods with adult learners are active methodologies, combined with a hands-on approach, encouraging critical thinking and real-world application.</p> <p>We suggest:</p> <ul style="list-style-type: none"> - Interactive Presentations: Using presentations to explain key concepts.

	<ul style="list-style-type: none"> - Case Studies: Analysing real-life situations in the social economy - Hands-On Training: Practical exercises and simulations to apply learned principles - Workshops and Discussions: Facilitating group discussions and workshops to foster a deeper understanding of the material. <p>Blended training can be offered, using the MOOC platform to integrate more traditional face-to-face training.</p>
Learning materials	<ul style="list-style-type: none"> - Textbooks and E-books - Video Lectures and Tutorials - Regulatory Documentation (GDPR guidelines and other relevant legal frameworks: essential for understanding compliance requirements - Case Studies and Real-life Examples (Detailed case studies of data breaches in the social economy sector; Analysis of successful data protection implementations in similar organisations) <p>These learning materials can be tailored to suit the participants' needs, ensuring they are engaging, interactive, and effective. The course trainers will provide the bibliography and website references.</p>
Entrance requirements	<p>There are no formal prerequisites to participate in the course, except being managers, enablers and workers in Social Economy Organisations.</p>
Assessment & Certification Schemes	<p>The assessment process will evaluate the learning outcomes outlined in the prototype and will follow established procedures. Grading criteria, levels, and assessment location will be communicated to learners before the baSE pilot phase, with authentication required.</p> <p>The Certification Schemes will follow the standards defined by EuroCert.</p> <p>Upon request, it will be possible to have (for MOOCs only) the recognition of micro-credentials.</p>

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