digital sk://up

# Propose your training offer: a quick guide

Thank you for your interest in the <u>Digital SkillUp Training Catalogue</u>. It offers an overview of high-quality content on emerging technologies and digital skills by a variety of training providers from all around Europe. Take a look at our criteria below to see if your training offer is a good match and fill in a short form to propose your course to us.

# Our criteria, your content

### **Topic**

Courses on the topics of **emerging and advanced technologies**, including but not limited to: Al, Internet of Things, robotics, AR/VR, cybersecurity and blockchain and **other complementary** digital **competences, needed to work with those technologies**.

### **Target group**

Our goal is to make knowledge of emerging technologies available and accessible to the citizens of Europe, with a special focus on SMEs. And by citizens we mean the diverse European audience: learners with no background knowledge of emerging technologies, those with some knowledge interested in upskilling further, jobseekers, people looking to reskill, younger people and students, older people, as well as digital experts and IT professionals.

### **Geographical scope and language**

The language of our Catalogue is English, but we welcome courses in all EU languages. For a full list of the official EU languages, please click <a href="here">here</a>. If you want to propose a course in a language other than English, please note that we require some information in English, such as a short description of the course and a few other details and we may reach back to you for further information as well.

We welcome content proposals from Europe-based organisations from the public and private sector. Quality content from international providers is also welcome, provided it fits the rest of our criteria and has a clear benefit towards our target audience.

# **Course type and level**

Training opportunities at all levels – from beginner to advanced, including courses requiring no or little prerequisite knowledge of emerging technologies.

Priority will be given to **online courses, with a special focus on self-paced trainings.** Blended or synchronous trainings can be considered, provided they have a high frequency of recurrence.

#### **Price**

To make the Catalogue as accessible as possible, we want to give priority to free trainings. We also accept courses that can be audited for free. Trainings for a fee can also be included, provided information on associated fees, start dates, and essential requirements to participate, is included.



# Propose your content to us

We require only a couple of details and this should not take longer than 10 to 15 minutes. Our checklist below can guide you on your way.

We review and analyse content according to the criteria outlined above in a simple and transparent way. Suggest your content to us through our easy-to-fill online form. Once you click 'Submit', you will receive a confirmation that your course is now sent for review. If your proposal is successful, you will receive an answer from us within two weeks.

### **Disclaimer**

If you notice information, which is incorrect or misleading; or if you want to change anything related to the way your course is described or presented, you can always contact us to amend or remove the course from our Catalogue.

Please <u>click here</u> to find out more on how we process the data you fill in the online form.

### **Checklist**

- I have included all necessary details of my course, including title, URL, topic and short description in English.
- I have provided all necessary contact details, such as name and contact email address.
- My course fits the criteria in this guide: it deals with a topic on emerging technologies and the digital skills complementing them, it targets EU citizens and SMEs, it is in one of the 24 official languages in the EU.
- My course has a data protection policy, which is in line with GDPR and is committed to protecting users' data.
- I have read and accepted the privacy policy of the content proposal form and I am aware of the way in which my data is processed.

# **Online form**

Ready to propose a course to the Digital SkillUp Catalogue? Please fill in our **short online form** to propose your training content.

We look forward to receiving your offer!









