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Dig4All

The DIG4All project, financed by the Digital Republic Fund (Onlife call), aims at promoting **reskilling and upskilling of 240 young people** (16-34 years old), who are not studying and not working (Neet), in **six regions** in Central and Northern Italy (Lombardy, Liguria, Piedmont, Emilia Romagna, Umbria and Lazio). The project envisages **development and delivery of a solid and structured digital training pathway** (basic, advanced and specialisation), an individualised coaching programme and concrete actions aimed orientation and accompaniment in the labour market also with the involvement of the for-profit sector. Project recipients include both **young people with a low profiling and in a vulnerable condition and those with a medium-high profiling and semi-structured skills**. Strategy and line of intervention act on several levels and involve the network of all stakeholders, from indoor, outdoor and territorial education services to companies, employment agencies, job centres and institutions in the taking on of Neet.

Objectives:

- Involving 240 Neet, inactive and unemployed young people in upskilling and reskilling training courses in six regions;

- Activating a digital platform promoting an innovative learning system of basic and advanced digital and technical-scientific skills, fostering accessible learning pathways through "tailor-made" methodologies for young Neet with a low profiling level and in a highly vulnerable condition and with medium-high profiling and "semi-structured" skills;

- Stimulate the matching of demand and supply of new skills required by the market in the digital sector and the professions of the future in order to initiate at least 160 job placements through the networking of stakeholders: young people, small and medium-sized enterprises, large companies, employment agencies, training institutions.

Direct target group: 240 young Neet including

- 90 persons with a low profiling and in a highly vulnerable condition, aged between 16 and 24, with at most secondary school diploma, not in possession of vocational qualifications lasting at least two years, and not in education or training, inactive persons who have stopped looking for work believing that there are no opportunities for them, without a personal life project and at high risk of exclusion; young foreigners, persons belonging to an ethnic minority, young beneficiaries of international protection are also part of the identified target group;

- 150 people with a medium-high profiling and 'semi-structured' skills, aged between 25 and 34, with an upper secondary school diploma and/or university degree, currently looking for their first job or re-employment. These are often young people who, although with medium-high levels of education and training, are victims of the mismatch between supply and demand and therefore need training in the skills required for emerging sectors;

- To counter the gender gap between men and women, at least 50 per cent of the target group involved are women (also in view of the Global Gender Gap Report 2022 data).

Indirect target audience: 2,400 people to be reached through awareness-raising activities and dissemination of training materials and the online and regional communication and marketing campaign.

Methodology: develop an effective model through the contribution of established expertise in the two fields of action (digital and educational poverty) that lasts beyond the project cycle; also apply 'firtual' (physical and virtual) and hybrid learning models at several levels, in terms of content, modes of participation, languages.

Modality: online training with some face-to-face meetings.

Expected results:

- Design and implementation of innovative and effective methodologies and formats to facilitate access to the initiatives by the target audience;

- Interception, activation, support and accompaniment of the target audience;

- Dissemination and promotion of training opportunities to inform and raise awareness directly and indirectly among the target audience;

- Facilitating the matching of labour supply and demand;

- Integration of training sessions for the development and/or improvement of non-cognitive competences (soft or life) complementary to digital competences;

- Acquisition and enhancement of basic and/or advanced digital skills;

- Offer of employment opportunities.

TRANSVERSAL COMPETENCES

Duration in hours: 15 or 30 Trainer:

Roberta Moretti

15-hour module	- Introduction to the concept of skills (hard and soft) and mindset (dynamic and digital) - Introduction to competence assessment and its importance - Presentation of self-assessment tools for one's own balance sheet: competences, strengths and values.
30-hour module	- Review of transversal and professional competences following the training course - Defining and structuring the action plan and concrete objectives to support job placement or the start of freelance work - Introduction to Personal Branding for the Active Job Search - Active job search mode presentation, tools digital tools and self-entrepreneurship

DIGITAL SKILLS

Basic course

The basic course aims to provide the necessary skills to train individuals and citizens capable of using IT tools with awareness. To this end, the course develops the ability to collaborate online, passing office automation and touching on concepts such as security, digital well-being and green computing.

Duration in hours (synchronous and asynchronous): 100 (50+ 50)

Number of editions: 1 (Nov - Dec)

Course composition: basic digital skills + transversal skills 15-hour module (see programme page 4)

Objectives: to acquire the ability to distinguish and evaluate the characteristics and performance of different devices, to the most important office applications, to share and collaborate online, to pursue a healthy and green use of information technology

Reference professional figures: transversal pathway useful for any job position

Trainers: Domenico Signorelli and Roberta Moretti

Certificate: micro certification and digital badges with competence verification

MODULE	MACRO TOPICS
Concepts general on information technology	• Computers and devices • Desktop • Printers and output • File Management • Network • Security and well-being
Web browsing and online communication	• Web browsing • Information collected on the web • Communication concepts • Use of e-mail
Text processing	• Using the application • Creating a document • Formatting • Objects, merge printing • Preparation for printing
Spreadsheets	• Using the application

	• Cells
	• Spreadsheet Management
	• Formulas and functions
	• Formatting
	• Charts
	• Preparing prints
Presentation of multimedia content	• Using the application
	• Development of a presentation
	• Texts
	• Pages
	• Graphic Objects
	• Preparation of outputs
Online collaborative activity	• Concepts of collaboration
	• Settings for online collaboration
	• Use of online collaboration tools
	• Mobile collaboration
Transversal competences: Safety	• Security and well-being
	• Computer security concepts
	• Malware
	• Network Security
	• Safe use of the web
	• Communications
	• Secure data management

Advanced Course

The advanced course provides skills on computer security, searching for information on the web and its correct evaluation. It will cover database management systems and their basic functions, advanced level skills essential for the use of productivity software, in line with the EU ICT user skills definition.

Duration in hours (synchronous and asynchronous):

- Level 1: 100 (50+ 50)
- Level 2: 200 (92+ 108)

Number of editions:

- Level 1: 2 (Nov-Dec, Feb-Mar)
- Level 2: 3 (Nov-Dec, Jan-Apr, Mar-Jun)

Course composition:

- Level 1: advanced digital skills + transversal skills 15-hour module (see programme page 4)
- Level 2: basic digital skills (see programme page 5)+ advanced digital skills + transversal skills 30-hour module (see programme page 4)

Objectives: to achieve autonomy in the management of some advanced ICT tools, in searching for information online and in the secure management of devices and databases

Professional figures of reference: transversal pathway useful for any job position **Trainers**:

Marco Brocchieri, Roberta Moretti, Leandro Riccobono, Silvia Franceschini **Certificate**: micro

certification and digital badges with skills verification

MODULE	MACRO TOPICS
Searching for information	● Evaluating information on the Web
IT Security	● Basic concepts ● The main online security measures ● The main data breach techniques ● File security measures ● The different types of malware ● Tools to defend against malware ● The different types of computer networks ● Computer network security ● Security in wireless networks ● Hotspots

	● browser and online security
	● Safe Surfing
	● Electronic Mail
	● Social networks
	● Instant Messaging
	● Mobile Devices
	● Data backup
	● Deleting data
Database Management	● Preliminary notions
	● Creating a table
	● The Structure View
	● Relating tables
	● Command query
	● Query creation wizard
	● Parametric Queries
	● Using Queries to Filter Database Records
	● Latest operations on queries
	● Creating a Mask
	● Creating a mask from scratch
	● Creating a Report
	● Creating a report from zeros

PROFESSIONAL COURSES

Social Media Marketer

Social Media Marketer is the ideal course for those wishing to enter the world of digital communication. Through lectures and workshops in which real cases will be simulated, the course prepares participants to define a clear social presence strategy, create specific content for each channel and exploit the potential of advertising campaigns on the main social networks.

Duration in hours (synchronous and asynchronous):

- Level 1: 160 (90+ 70)
- Level 2: 260 (130+ 130)

Number of editions:

- Level 1: 1 (Nov - Feb)
- Level 2: 1 (Jan - Jun)

Course composition:

- Level 1: advanced digital skills (see programme page 7) + transversal skills 15-hour module (see programme page 4) + specialisation skills
- Level 2: basic digital skills (see programme page 5)+ advanced digital skills (see programme page 7)+ transversal skills 30-hour module (see programme page 4)+ specialisation skills

Objectives: to learn how to plan, coordinate and monitor a company's social media marketing activities

Relevant professional figures: marketing technician

Trainers: Roberta Moretti, Daniela Frenna, Alberto Arvigo

Certificate: micro certification and digital badges with competence verification

MODULE	MARCO ARGUMENTS
Introduction to the profession	• Professional outlets • Skills to be acquired • Planning one's growth path • Industry trends and job opportunities
Audience analysis tools	• Social listening • Buyer Personas • Customer Journey
Planning social media presence	• Choice of objectives • Budget Distribution

	• Editorial Plan
Content editing tools	• Canva • Inshot • Writing techniques for the web
Project management tools	• Defining a work plan • Sharing and meeting deadlines • Tools for collaborate with other professionals
Social Media Marketing Digital Marketing Strategies	• Introduction to digital marketing • Creating connections between social and other online marketing tools
Competition analysis	• Techniques e tools of analysis of competition
Insights into individual social networks	• Youtube • Facebook • Instagram • Linkedin • Twitter • TikTok • Pinterest
Reporting tools	• What are KPIs • Qualitative analysis • Quantitative analysis • Analysis tools

Multimedia Editor

The course offers comprehensive training in the field of video editing and motion graphics and accompanies participants in the creation of their creative project by acquiring the necessary knowledge to manipulate images and videos using different software.

Duration in hours (synchronous+ asynchronous): 160 (90+ 70)

Number of editions: 1 (Nov - Feb)

Course composition: advanced digital skills (see programme page 7) + transversal skills 15-hour module (see programme page 4) + specialisation skills

Objectives: To learn the conception, research, creation and creative management of resources

Relevant professional figures: motion designer, video editor

Trainers: Alberto Arvigo, Roberta Moretti, Enrico Bersani

Certificate: micro certification and digital badges with competence verification

MODULE	MACRO TOPICS
Introduction	• Concepts fundamentals of multimedia publishing • Role of the multimedia editor in the creative process • Introduction to software of multimedia editing
Rasterized Image Editing with Photopea	• Introduction a Photopea: interface and main functionalities • Editing and retouching of rasterised images • Working with layers, masks and filters • Advanced image manipulation • Colour management and image preparation for print and web
Motion Graphics with Blender	• Introduction a Blender: interface and core functionality for motion graphics • Creation of em otion graphics animations • Using curves, keyframes and nodes to control animation • Applying materials and textures to animations • Rendering and output of final animations
Video Editing and Compositing with DaVinci Resolve	• Introduction to DaVinci Resolve: interface and main functionalities for video editing and compositing • Importing and organising video files • Cutting, editing and transitions between clips

	• Using visual effects and masks for compositing • colours and applying colour corrections • Video finalisation and output for different formats and platforms
Final project	• Development of a complete multimedia project • Practical application of acquired skills using Photopea, Blender and DaVinci Resolve • Presentation and review of the final project

Junior Project Assistant

The course explores the role of the Junior Project Assistant starting with the definition of a project and examining all the key steps in its management. fundamental skills and characteristics for role and professional approach will be analysed, such as time management, budget management, team management and communication.

Duration in hours (synchronous+ asynchronous): 160 (90+ 70)

Number of editions: 1 (Nov - Feb)

Course composition: advanced digital skills (see programme page 7) + transversal skills 15-hour module (see programme page 4) + specialisation skills

Objectives: to clarify the project concept, to learn about role management, to understand key hard and soft skills, to deepen knowledge on resourceteam and budget management

Relevant professional figures: junior project assistant

Trainers: Roberta Moretti, Silvia Franceschini

Certificate: micro certification and digital badges with competence verification

MODULE	MACRO TOPICS
The project	• Definition • Organisation • Management
The professional	• Tasks • Requirements • Skills • Ethics
Team and leadership	• Team creation • Team management
Communication	• Communicating effectively • Stakeholder involvement
Time management	• Work management and organisation • Management of digital tools
Budget	• Risk construction • Risk Management

SPECIALISATION COURSES

Data Analyst

An engaging and practical course to develop advanced skills in the art of data analysis. Participants will discover how to interpret, visualise and derive value from masses of information, becoming experts in driving data-driven decisions and addressing complex challenges in the digital age. The course aims to train professionals to transform data into knowledge, harnessing the potential of data analysis to make informed decisions and contribute to the success of an organisation.

Duration in hours (synchronous+ asynchronous): 300 (130+ 170)

Number of editions: 1 (Jan - Jul)

Course composition: advanced digital skills (see programme page 7) + transversal skills 15-hour module (see programme page 4) + specialisation skills

Objectives: to develop skills in data extraction and transformation, use of analytical tools, data visualisation, interpretation of results, predictive analysis, problem solving, collaboration and communication

Relevant professional figures: data analyst, data scientist, data engineer

Trainers: Piergiorgio Ricci, Roberta Moretti

Certificate: micro certification and digital badges with competence verification

MODULE	MACRO TOPICS
The World of Data Science	• The power of Data Science and how it is revolutionising industries • Exploration of applications
Data pre-processing	• Data collection and preparation analysis • Using Python and libraries such as Pandas to clean data, handle missing values and remove outliers
Feature Engineering	• Selection of the most relevant features Machine Learning models • Creation of new features • Statistical Data Analysis • Main techniques e concepts used in statistical analysis
Basic statistical concepts	• Deepening of concepts fundamental statistical concepts

	• Using Python and the NumPy and Pandas libraries to calculate and interpret statistical measures
Hypothesis testing and confidence interval	• Methodologies for conducting statistical hypothesis tests and calculating confidence intervals • Application of techniques using Python and a library such as SciPy
Advanced statistical analysis	• Advanced statistical analysis techniques • Application of techniques using Python and libraries such as scikit-learn
Exploration of Data Science	• Definition and role • The data life cycle and the skills required of the data scientist
Preprocessing of data analysis	• Data cleaning techniques, handling missing values and dimensionality reduction • Using Python libraries
Data exploration	• Visualisation techniques for exploring and analysing data • Creation of interactive graphics
Machine Learning Models	• Introduction to Machine Learning concepts and its applications in Data Science • Implementation of supervised and unsupervised Machine Learning models with Python

Cybersecurity Architect

Participants will embark on an immersive journey into the complex world of cyber security. From analysing sophisticated threats to creating robust defence strategies, the course covers a range of skills crucial to becoming competent cyber security architects capable of designing resilient and secure systems. The course aims to train professionals to conceive, design and manage state-of-the-art security solutions, helping to defend digital assets in an increasingly interconnected world.

Duration in hours (synchronous+ asynchronous): 300 (130+ 170)

Number of editions: 1 (Jan - Jul)

Course composition: advanced digital skills (see programme page 7) + transversal skills 15-hour module (see programme page 4) + specialisation skills

Objectives: to develop skills in using defence strategies, designing secure architectures, threat analysis, compliance and governance, incident response, creating a security culture

Relevant professional figures: cybersecurity architect, cybersecurity engineer, cybersecurity analyst

Trainers: Piergiorgio Ricci, Roberta Moretti

Certificate: micro certification and digital badges with competence verification

MODULE	MACRO TOPICS
Fundamentals of web application security	• Main risks e threats related to web application security • Exploration of best practices for securing web applications
Security Testing of Web Applications	• Introduction to web application security testing concepts • Use tools for identify vulnerabilities
Protection of applications web from the most common attacks	• Insights into the most common attacks on web applications • Mitigation and prevention techniques
API and mobile application security	• Understanding API and mobile application security • Protecting APIs and mobile applications from threats such as data manipulation and code injection
Introduction to the Zero Trust concept	• Principles and philosophies

	• The challenges of security traditional and the Zero Trust approach as a solution
Implementation of the Architecture Zero Trust Security Architecture	• Key Components • How to implement Zero Trust principles within an organisation
Role Identity and Access Management (IAM) in the Zero Trust model	• The critical role of identity and access management • Exploration of IAM tools and technologies
Threat monitoring and detection in a Zero Trust architecture	• Monitoring and detecting threats • Tools and techniques for incident monitoring and response
Cloud Security	• Exploration of best practices • Protecting applications and sensitive data hosted in cloud environments
Incident Response and Disaster Recovery	• Incident response and disaster recovery processes • Guidelines for Incident Management and Resumption of Operations
Compliance and safety regulations	• Main regulations and safety standards • compliance with security regulations and protecting customer data
Communication of security results	• Strategies for communicating the results security activities • How present the information safety information in a clear and comprehensible manner