



The Programme “Reform of TVET in Viet Nam”

DIGITAL LITERACY TRAINING MODULE

Delivered in blended learning method for technical
vocational education and training students

2026



Trained in
Viet Nam

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INTRODUCTION UNIT

Module Orientation Unit (6h)



- Module overview including curriculum, learning and assessment methods, LMS, e-Portfolio
- Digital competence, digital citizenship, and personal and career development

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UNIT 5

DIGITAL
CONTENT CREATION
(31h)

- Develop digital text content
- Create and process spreadsheet data
- Design digital presentation
- Create multimedia content

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UNIT 1

DATA AND
INFORMATION LITERACY
(4h)

- Use of devices and software applications
- Device and software administration
- Digital safety and digital identity
- Environmental protection and digital well-being

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UNIT 4

APPLICATION OF
ARTIFICIAL INTELLIGENCE (AI)
(10h)

AI

- Overview of AI
- AI, Responsibility, Ethics, and Risks
- Using Generative AI
- Evaluating AI-Generated Outputs

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UNIT 2

USE OF SOFTWARE,
DIGITAL DEVICES
AND SAFETY
(6h)

- Use of devices and software applications
- Device and software administration
- Digital safety and digital identity
- Environmental protection and digital well-being

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UNIT 3

COMMUNICATION AND COLLABORATION
IN DIGITAL ENVIRONMENTS
(16h)

- Interaction in digital environments
- Sharing information and content
- Collaboration in digital environments
- Digital etiquette and netiquette

DIGITAL
LITERACY
MODULE

Total 75h including
15h for theoretical
learning, 58h for
practicing, 2h for
examinations





INTRODUCTION

Context

The Digital Literacy Training Module for TVET students was developed with support from the Programme “Reform of TVET in Viet Nam”, implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) with funding from the German Federal Ministry for Economic Cooperation and Development (BMZ). The Module was reviewed and approved by the Assessment Committee of the former Directorate of Vocational Education and Training (DVET), Ministry of Labour, Invalids and Social Affairs in August 2023. On 23 November 2023, DVET issued the Official Letter No. 2468/TCGDNN-ĐTCQ, encouraging TVET institutions to use the Module for college and intermediate training levels and to integrate it into training programmes as an elective or advanced module.

Recognizing the urgency and importance of equipping TVET students with digital competencies, but TVET institutions’ implementation capacity remains uneven. The main challenges are the ability to develop and digitize teaching and learning materials as well as the digital competence and e-pedagogy of TVET teachers. For this reason, GIZ continues to support the digitization of teaching and learning materials and the piloted implementation of the Digital Literacy Training Module through a blended learning method for 760 students at five TVET colleges. Training content of the Module has been updated in line with the Digital Competence Framework for Learners issued by the Ministry of Education and Training (Circular No. 02/2025/TT-BGDĐT). The implementation of the Module contributes to the innovation of teaching and learning methods and equips learners with digital and AI competencies to meet requirements of the industry.

Beneficiaries



TVET institutions

Access and utilize the existing Digital Literacy Training Module with digitalized teaching and learning materials, standardized training content and costs saving.

TVET teachers

Access digital teaching resources, innovate teaching and learning methods and enhance professional capacity. TVET teachers can adapt and reuse these digital teaching resources relevant to learner competence levels, and their institution's objectives and specific conditions.



Learners

Learners' digital and AI competencies are improved through diverse learning methods such as online self-paced learning, blended learning, and personalized learning activities in a flexible and proactive manner.

MODULE DESCRIPTION

The module provides learners with fundamental knowledge and skills on digital competence, the ability to use of digital platforms, software, devices and AI in daily life, learning, and future professional activities.



Targeted participants

College-level students



Module duration

Total 75 hours, including 15 hours for theoretical learning, 58 hours for practicing and 2 hours for examination.



Certificates:

Learners receive completion certificates of the Digital Literacy Module including a certificate of 15 hours of theoretical self-studying after completing all learning requirements and assessments.



Coordinating organization

Programme “Reform of TVET in Viet Nam”, implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) with funding from the German Federal Ministry for Economic Cooperation and Development (BMZ)



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MODULE OBJECTIVES

Knowledge

- Present and explain fundamental concepts of digital competence, digital citizenship, and the role of digital technology in the context of digital transformation.
- Describe the basic principles of digital devices, software applications, digital platforms, and AI in learning and work.
- Explain the principles of accessing, evaluating, organizing, and using data and information in digital environments.
- Identify issues related to information security, privacy, digital ethics, copyright, and risks in digital environments and in the use of AI.
- Present the processes involved in creating, using, and distributing digital content in different contexts.

Skills

- Retrieve, evaluate, organize, and manage digital data and information for learning and work purposes.
- Use digital devices, software applications, and online platforms to perform learning and work-related tasks effectively and safely.
- Communicate, share information, and collaborate in digital environments through appropriate digital tools and platforms.
- Use AI systems effectively to support learning and work.
- Create and develop digital content and products (documents, spreadsheets, presentations, and multimedia content) that meet practical requirements.
- Use e-portfolios to present and track learning progress and to begin building a personal brand.

Attitudes

- Demonstrate initiative in learning, updating knowledge, and adapting to the development of digital technology and artificial intelligence in learning and work.
- Use digital technology and artificial intelligence responsibly, in compliance with legal regulations, while protecting personal data and privacy.
- Demonstrate respect, professionalism, and adherence to ethical standards when communicating, collaborating, and sharing information in digital environments.
- Being aware of information security, protection of digital environments, and sustainable use of technology.
- Have abilities to work independently and collaboratively in digital environments, while taking responsibility for both the process and outcomes of assigned tasks.



MODULE CONTENTS

➤ Introduction Unit

Duration: 6 hours (Theory: 2 hours; Practice: 4 hours)

Upon completion of this unit, students will be able to:



Present an overview of the Digital Literacy Module and explain the concepts of digital competence, digital citizenship, and their roles in the context of digital transformation; create and set up a basic personal e-portfolio; proactively use the e-portfolio to demonstrate and track the learning process and the development of digital competence.



Retrieve and collect information, discuss and explain the context of digital transformation, the demand for digitally competent human resources, and the significance and role of digital citizenship in learning and working today.

Detailed contents of this unit



Present an overview of the Digital Literacy Training Module, including the curriculum content, learning methods, assessment methods, digital platforms and learning materials, and an introduction to and guidance on creating an e-Portfolio.

Understand digital competence, digital citizenship, and personal and career development.

► Unit 1: Data and information literacy

Duration: 4 hours (Theory: 1 hour; Practice: 3 hours)

Upon completion of this unit, students will be able to:

- **Knowledge:** Differentiate between data and digital information; explain the basic principles of accessing, evaluating, and managing information.
- **Skills:** Search for information based on identified needs; filter and select appropriate information on the Internet; evaluate the reliability of data, information, and digital content; organize, store, and manage digital data and information using appropriate tools.
- **Attitudes:** Demonstrate proactive, responsible, and compliant use of digital information; actively seek and update knowledge to foster lifelong learning.

Detailed contents of this unit

- Overview of data and information
- Browse, search, and distill data and information
- Evaluate and manage data, information, and digital content



Unit 2. Use of software, digital devices and safety

Duration: 6 hours (Theory: 2 hours; Practice: 4 hours)

Upon completion of this unit, students will be able to:

-  **Knowledge:** Present the concepts of operating systems, device drivers, and firmware; explain security and privacy risks, as well as fundamental regulations related to digital copyright; identify signs of cybercrime, cyberbullying, and technology addiction.
-  **Skills:** Perform basic operations with devices and software applications (installation, uninstallation, and configuration of devices/software applications); carry out basic device and software administration tasks (basic configuration and access permission settings); troubleshoot common technical issues related to devices and software following provided instructions; use basic cybersecurity tools (antivirus software and security settings); apply measures to protect personal data and manage digital identity securely.
-  **Attitudes:** Demonstrate awareness of personal data protection and respect for digital copyright; proactively apply energy-saving measures, properly handle technological waste, and protect the digital environment; demonstrate ethical and respectful behavior in digital environments.

Detailed contents of this unit

Use of devices and software applications: concepts and classification; operating systems, device drivers, and firmware; use of selected application software

Device and software administration: Identifying and evaluating device status; installing, updating, and removing drivers/devices; evaluating software status; identifying needs and selecting software; installing and uninstalling software; troubleshooting device and software issues

Digital safety; digital identity and copyright; environmental protection and digital well-being



➤ Unit 3: Communication and collaboration in digital environments

Duration: 16 hours (Theory: 3 hours; Practice: 13 hours)

Upon completion of this unit, students will be able to:

- ✓ **Knowledge:** Recognize the importance of adapting digital communication to different contexts; present the concepts and roles of digital citizenship in relation to digital government; distinguish between ethical, legal, and illegal communication behaviors in digital environments.
- ✓ **Skills:** Select and use appropriate digital communication tools for different contexts; share information and digital content appropriately, with proper source citation; use digital platforms and services to fulfill civic responsibilities; use digital platforms and applications for online collaboration.
- ✓ **Attitudes:** Demonstrate awareness of behavioral standards and respectful conduct in communication and collaboration within digital environments; demonstrate responsibility and ethical awareness when sharing information and participating in online activities.

Detailed contents of this unit



Interaction in digital environments: Key characteristics and forms; communication channels through digital technology; selecting appropriate digital communication tools; digital etiquette and applying basic principles of netiquette

Sharing information and content in digital environments: Concepts; classification of common types of information and content; forms and principles of sharing; citation and source attribution; digital civic responsibilities



Collaboration in digital environments: Concepts; online collaboration platforms; email; calendars and reminder tools; online meeting tools; creating, using, managing and collaborating on content files



Unit 4: Application of artificial intelligence

Duration: 10 hours (Theory: 2 hours; Practice: 8 hours)

Upon completion of this unit, students will be able to:

- ✓ **Knowledge:** Present the concepts, classifications, and core principles of Generative Artificial Intelligence, as well as the role of AI in daily life; explain legal, privacy, and ethical risks (such as bias and hallucinations) associated with the use of AI; describe the role and basic structure of prompts in interactions with AI systems.
- ✓ **Skills:** Create accounts and use popular AI platforms for learning and work purposes; create basic prompts and refine prompts to improve output quality; evaluate the reliability of AI-generated content by verifying it against other sources; identify risks associated with AI use, including bias, misinformation, and data leakage.
- ✓ **Attitudes:** Demonstrate responsible use of AI in compliance with regulations and privacy protection requirements; show a proactive and cautious attitude when using and evaluating AI-generated information; actively update knowledge and adapt to developments in AI technology for learning and work.

Detailed contents of this unit

Overview of AI: Concepts; classification; operating principles of Generative AI; the role of AI in daily life; humans and AI

AI, Responsibility, Ethics, and Risks: Responsibility and legal compliance in the AI era; ethics and privacy; technical and security risks

Using Generative AI: Setup and installation; creating effective prompts; using selected Generative AI tools; AI personalization

Evaluating AI-Generated Outputs: Content verification; misinformation detection; safety principles; misuse risk assessment

Unit 5: Digital content creation

Duration: 31 hours (Theory: 5 hours; Practice: 26 hours)

Upon completion of this unit, students will be able to:

-  **Knowledge:** Present different types of digital content; explain the principles of developing and presenting digital content; analyze the processes involved in creating, storing, and distributing digital products in digital environments; compare different data, image, audio, and video formats; identify requirements related to copyright, source citation, and the use of AI in digital content creation.
-  **Skills:** Create and format digital documents according to presentation standards, with appropriately inserted and organized content; create and process spreadsheet data for basic calculations and analysis; design and deliver presentations that are clear, visual, and logically structured; create and edit multimedia content suitable for intended purposes; select and use appropriate formats for storing and sharing digital content; use digital tools and AI to support content creation and refine outputs.
-  **Attitudes:** Select appropriate tools and presentation formats according to objectives; organize and finalize digital content products clearly and accurately; review, evaluate, and revise products before sharing; comply with copyright regulations and source citation requirements; use AI appropriately and take responsibility for generated content.

Detailed contents of this unit



Development of digital text content: Formatting digital documents; inserting objects into documents; references and citations in documents; mail merge and document distribution; applications of AI in document drafting

Creating and processing spreadsheet data: Data entry and editing; spreadsheet data formatting; data processing and analysis, spreadsheet distribution and security; applications of AI in spreadsheet data processing



Designing digital presentation: Principles of presentation design; creating basic presentations; presentation effects and slideshow delivery; presentation distribution; applications of AI in presentation design

Creating multimedia: Creating digital images; creating audio content; creating video content; applications of AI in multimedia content creation



LEARNING METHODS

The Digital Literacy Training Module is designed and delivered in blended learning method. Learners independently study theoretical content and test their knowledge on the digital learning platform. Theoretical review and practical exercises will be conducted in class or computer labs under the guidance of the teacher.

Online learning

Learners must complete the learning activities in each online lesson on the digital platform (watching the lecture videos, correctly answering knowledge check questions) and receive a lesson badge after completing each lesson.

After earning all badges and all the requirements of assessment and examination, learners will receive the Digital Literacy badge, certifying the completion of 15 hours of theoretical study.

Face-to-face learning

Learners must attend all practical sessions in class and submit the practical products and results to the digital platform for teacher evaluation.





ASSESSMENT AND EXAMINATION METHODS

Test and assessment methods of the Digital Literacy Training Module is designed towards of the evaluation of learners' holistic competence. The innovation in these methods lies in evaluating the learning process through the collection and analysis of learning analytics with the support of digital tools and platforms. The system will record students' learning outcomes by awarding badges after completing each online lesson and finishing all the online theoretical content and practical lesson in class and computer labs.

For a progress-based assessment, apart from traditional periodic assessments (quizzes and practical exams) and regular tests, students must independently study all video lectures on the online platform and answer short questions after each lesson. Instead of taking a final exam for the Module, students complete a final assignment (e-Portfolio) – a digital product that integrates the results accumulated throughout the learning process.

The digital platform tracks and provides detailed and comprehensive data on every activity and learning outcome of the students. For teachers, this serves as a basis for accurately, objectively, and transparently assessing students' learning outcomes. For students, it not only updates detailed learning results in real-time but also allows them to compare their personal results with the overall class/course score distribution, receiving feedback to adjust and improve their learning strategy and methods effectively.

MODULE DEVELOPMENT TEAM



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In Viet Nam, digital competence has become a mandatory learning outcome for all learners in education and training programmes since 2025. The Digital Literacy Module is built on six competence domains and 24 core competencies, and is delivered through a blended learning approach to equip students with the digital skills required for their future job positions in enterprises



Dr. Vu Quang Khue
Rector & one of the Authors of the Digital Literacy Module
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What I enjoyed most about the Digital Competence Module was its flexible learning pathway, which allowed me to study anytime, anywhere through the digital platform. The Module equipped me with essential digital knowledge and skills, ranging from data and information literacy, the use of digital devices, digital safety, and digital content creation to the effective, safe, and responsible use of AI. It has provided me with a strong foundation to enhance my learning and confidently meet the demands of the workplace after graduation



Ms. Truong Thi Yen Nhi
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Schaeffler Vietnam believes that strengthening digital competence today [in TVET colleges] is an investment in future competitiveness [of enterprises]. The Digital Literacy Module is a meaningful initiative that helps bridge education and industry practice while equipping students with the essential competencies to confidently adapt, innovate, and contribute to the sustainable development of the manufacturing sector



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Scan the QR code to access the Digital Literacy Module

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