



# Guide for Training Providers – Digital Skills & Jobs Platform

**All you need to know to successfully publish training content on the Platform**

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# Welcome note and introduction

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## Welcome to the Digital Skills & Jobs Platform!



Before you jump on board, there are a few things about the Platform you need to know.

The Digital Skills & Jobs Platform (DSJP) is the home for digital skills in Europe. Its content is for everyone, regardless of their digital knowledge – from basic to advanced content, on specialised topics and key digital technologies.

The Platform is funded by the Digital Europe Programme of the European Union and supports the objectives of the Digital Decade.

Content on DSJP is published under the following sections:

- [News](#) (articles)
- [Training opportunities](#) (courses, MOOCs, Master's programs, bootcamps, etc.)
- [Digital skills resources](#) (case studies, learning material, podcasts, methodologies)
- [Skills intelligence publications](#) (reports from EU, national, and global sources)
- [Events](#) (focus on digital skills)
- [Good practices](#) (successful initiatives with a proven impact of bridging the digital divide)
- [Learning paths](#) and [learning content](#) – a more flexible approach to learning and training, tailored to individual goals
- [Funding opportunities](#) (open calls for expression of interest, project funding)

## Contacts and main details

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The Digital Skills and Platform has a dedicated editorial team, available from Monday to Friday during working hours – reachable via email – [editorial@digitalskillsjobs.eu](mailto:editorial@digitalskillsjobs.eu). **Allow two business days to receive an answer.**

Please ensure that sufficient time has been provided to the editorial team to accommodate your request. **After submission for review, content will be published within 5 working days.**

[www.digitalskillsjobs.eu](http://www.digitalskillsjobs.eu)

The Digital Skills and Jobs Platform is funded by the Digital Europe Programme of the European Union. Opinions expressed do not necessarily reflect the contracting authority's official position

# How to submit your training content

Anyone can send content to the Digital Skills and Jobs Platform. All content is reviewed by Platform editors and is either published or rejected. Below you'll find how to submit content in 3 simple steps.

## Step 1: Creating an account

- ▶ To submit content, you have to be a registered member of the Platform's community.  
Follow this link to create an account: <https://digital-skills-jobs.europa.eu/en/join-community-0>
- ▶ Please ensure all mandatory fields are filled in (marked with a red asterisk\*).  
You can upload a photo and add a short description of yourself (optional). Your profile is what community members see, so the more complete it is, the more chances you have for networking opportunities and connections with others.
- ▶ Your profile will **initially appear blocked**.  
This is a security measure, but your account will soon be enabled by the Platform team.  
*Is your profile not being approved? Send a message to [info@digitalskillsjobs.eu](mailto:info@digitalskillsjobs.eu).*

## Step 2: Creating/joining an organisation

- ▶ Now that you have an account, you need to also be a **member of an organisation**.

Go to your personal profile (link in top left bar when logged in). Click on the **My Organisation** tab. You will see this message:

*You are not a member of an organisation yet.  
Check if your organisation is available in the list [here](#) or create a new one.*

1. First, search the list of available organisations. If your organisation exists, click on "Subscribe to this group"- and wait for your request to be approved.
2. If your organisation is not on the list, create a new profile for it (go back to *Profile/Organisation* tab, click on **Create a new organisation** – you will be redirected to the form).

Fill in the form and submit the profile for approval by clicking on **Create organisation and Become a member** at the bottom of the page.

### Step 3: Fill in the online form and submit your training for review

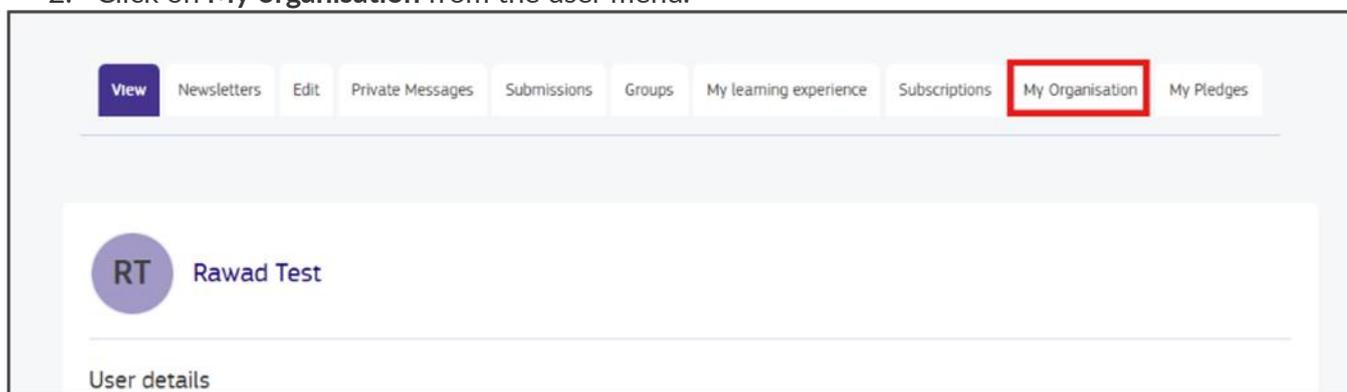
To access the training form, follow the steps below or watch this recording: [Access training submission form](#).

1. Click on **My account** from the top right menu.



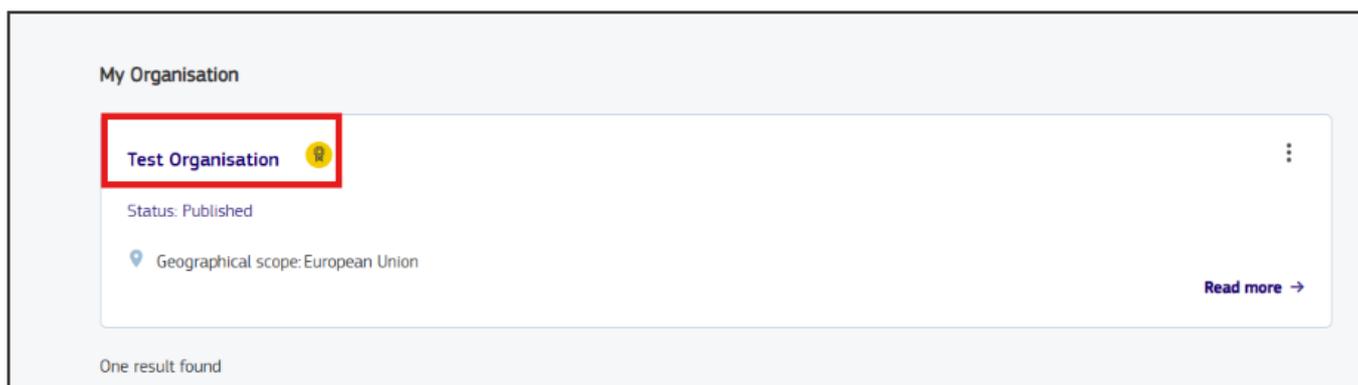
*Figure 1. Location of the "My account" button*

2. Click on **My organisation** from the user menu.



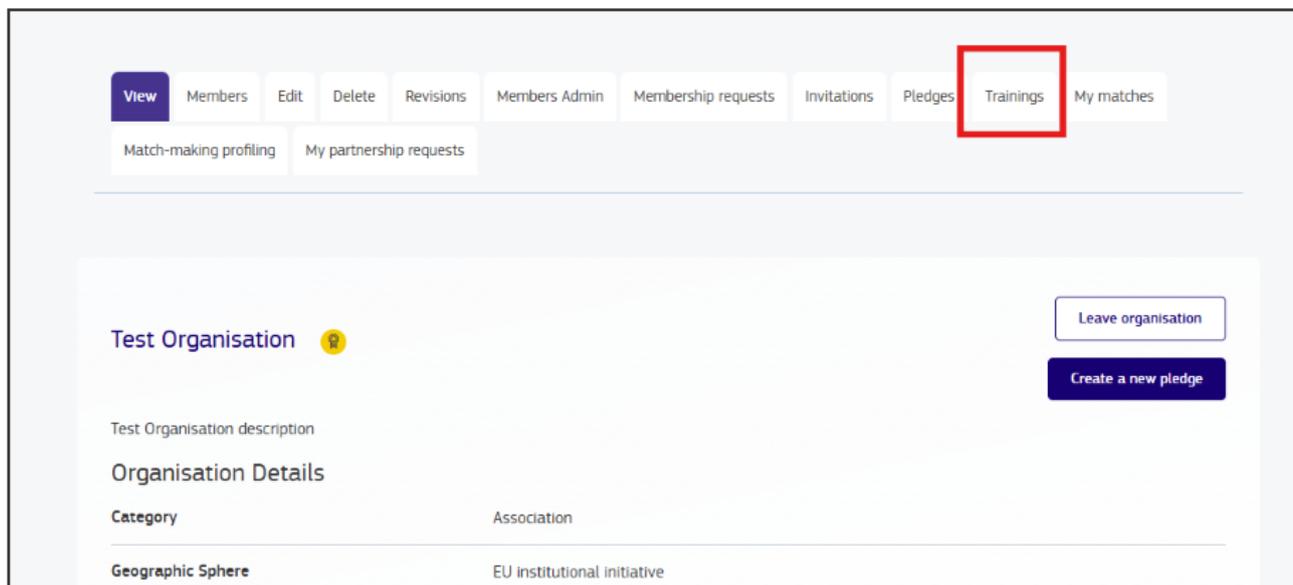
*Figure 2. Location of "My organisation" tab*

3. Click on **Your organisation title**.



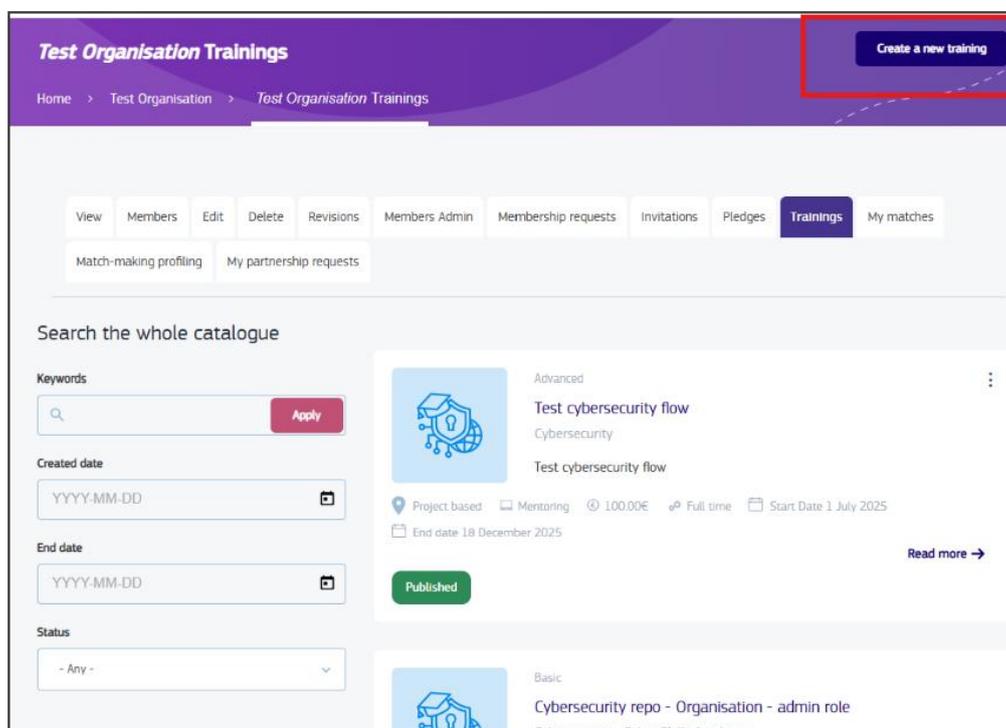
*Figure 2. Location of "Organisation details"*

4. Click on the **Trainings** tab within the organisation menu.



*Figure 3. Location of Organisation 'Training' tab*

5. Click on **Create a new training** from the top right organisation page.



*Figure 4. Tab to create a new training.*

# Publishing a training offer: instructions

## Drafting a training opportunity

Table 1 below lists the fields that should be completed to publish a training opportunity on the Platform. To draft a training follow the template below or watch this recording: [Submit a training](#).

*Table 1. Publishing a training opportunity on the Platform – detailed guidance*

Field	Instructions
Training repository type	Select <b>“General Content Repository”</b>
Title (*)	<b>Title of your training</b> (90 characters maximum)
Summary	Short text (2–3 lines) that summarises the training and its key points
Body (*)	Description (150–300 words): main aims and objectives, target audience (e.g. students, teachers, workers, general public), enrolment deadlines, assessment, or submissions, information on fees/financial aid (if not free). Include learning outcomes: What happens after a user completes the training? What skills and knowledge can they expect to acquire upon completion?
URL	Link to access your course
Link text	Use a descriptive phrase that fits the content (e.g. ‘ <i>Digital Literacy MOOC</i> ’, ‘ <i>Online cybersecurity course</i> ’, ‘ <i>Master’s programme in AI</i> ’, etc.)
Link type	<i>Selected by the Platform team</i>
Digital technology/ specialisation (*)	Choose from: AI, cybersecurity, IoT, big data, blockchain, robotics, augmented reality, virtual reality, high performance computing, machine learning, cloud computing, 5G, telecommunications, WiFi, quantum computing, software, mobile application development, web development, microelectronics, digital skills, digital transformation, robotic process automation, edge computing, Cyber Skills Academy <sup>2</sup>
Training opportunities (*)	Choose from: course, programme module, mentoring, MOOC, apprenticeship, study visit, short learning programme, internship, educational programme, class, service learning, thesis
Learning effort (*)	Choose from: Part-time light, full time, part-time intensive
Self-paced	Yes/No
Start date (*)	Date when your training starts
End date (*)	Date when your training is due to finish
Digital skill level (*)	Choose from: basic, intermediate, advanced, digital expert – <b>Click on Next</b>

<b>Provider organisation</b>	<p>Check if organisation already exists by typing in the blank field, and select if it appears.          If not, you must create a separate entry for the organisation.          Open a separate window and click on 'Add Content' → 'Organisation', or contact the editorial team.          For EU-funded projects with consortia of multiple partners, project coordinator can be inserted in Organisation field.</p>
<b>Location type (*)</b>	<p>Does the training take place online and remotely, or in person?          Choose between: project-based, work-based, presential, online, blended (hybrid), research lab-based</p>
<b>Geographic scope – country (*)</b>	<p>European Union</p>
<b>Target language (*)</b>	<p>Choose the correct language for the training from the list accessible via the drop-down menu (choose all that apply)</p>
<b>Field of education and training</b>	<p>All digital skills trainings fall under the parent category 'Information and communication technologies (ICTs)'.          Select "ICTs not further defined" or a more specific term ("Computer use", "Software applications and analysis", etc) should this fit. Other examples of suitable categories include:</p> <ul style="list-style-type: none"> <li>• Engineering trades ("Construction and manufacturing", "Transport", "Electronics and automation")</li> <li>• "Work skills", "Personal Skills", "Literacy and Numeracy"</li> <li>• Sector-specific skills ("Medicine", "Law", "Business and administration", "Biology", "Environmental Protection Technology", etc.)</li> </ul>
<b>Target group</b>	<p>Select learners targeted (e.g. education level, experience, language background, specific needs) from drop-down menu (choose all that apply)</p>
<b>Is this course free?</b>	<p>Yes/No<sup>1</sup></p>
<b>Credential offered</b>	<p>Select type of credential learners receive upon successful completion.          Choose from: learning activity, qualification award, diploma supplement, learning entitlement, or generic.</p>
<b>Type of funding</b>	<p>Information on funding that made the programme module, course, or MOOC possible. Options include: public, private, crowdfunding, public-private, DIGITAL ADS S04, and European Union Institutions, Bodies and Agencies.  <b><u>IMPORTANT!</u></b>  <b>If your project is funded under the DIGITAL Europe Programme, select</b></p>

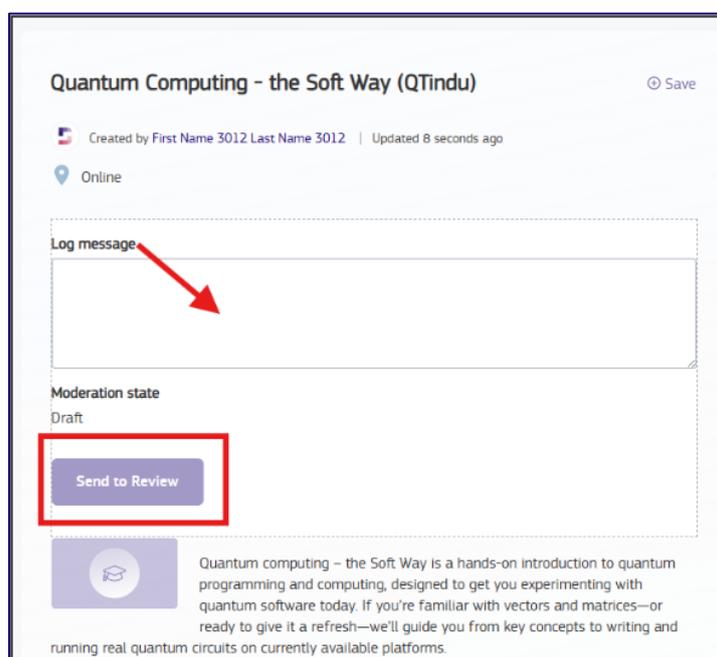
<sup>1</sup> If the course you want to publish comes with a fee, mark it accordingly in the system of the Platform. Additional fields will come up where you can insert the price of the course, and other essential details related to financing participation.

**DIGITAL ADS S04.** Please also complete one of the additional fields for Project ID or Program ID.

**Type of training record** Does the training exist on its own, or is it part of a larger database, with other courses? Choose between single offer and database.

## Saving the training form

**Mark as Draft:** Upon saving the content as Draft, you will be redirected to a page where you can visualise, edit, and review the submitted information, and then include a message to the editorial team when you have made all edits on your content and are ready to send for review by the Platform's editorial team.

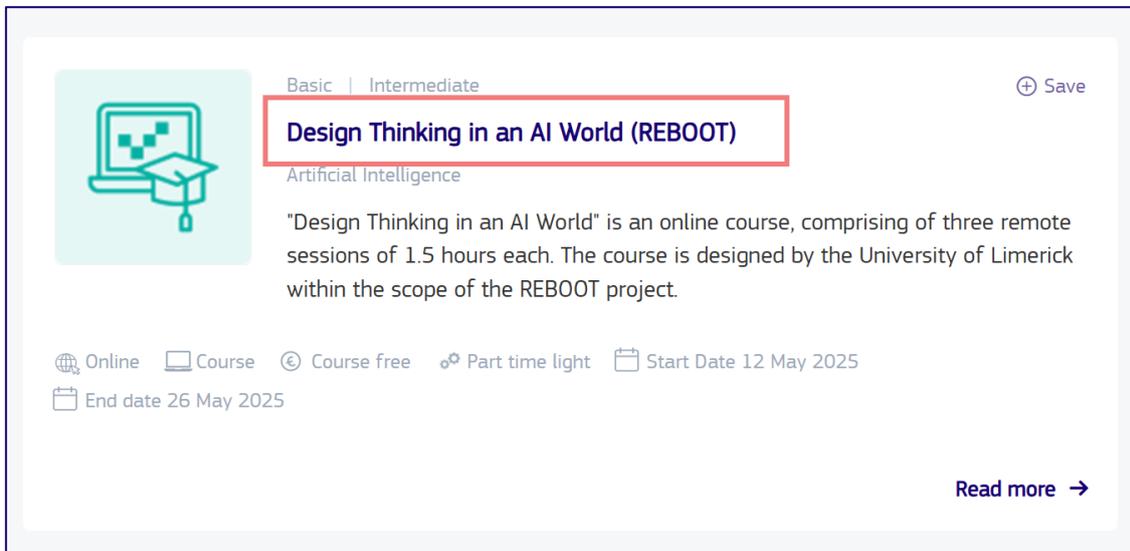


*Figure 5. Page to review information and send messages after saving to Draft status*

**If you want to still work on the draft text, don't send it for review – save it as Draft instead.**

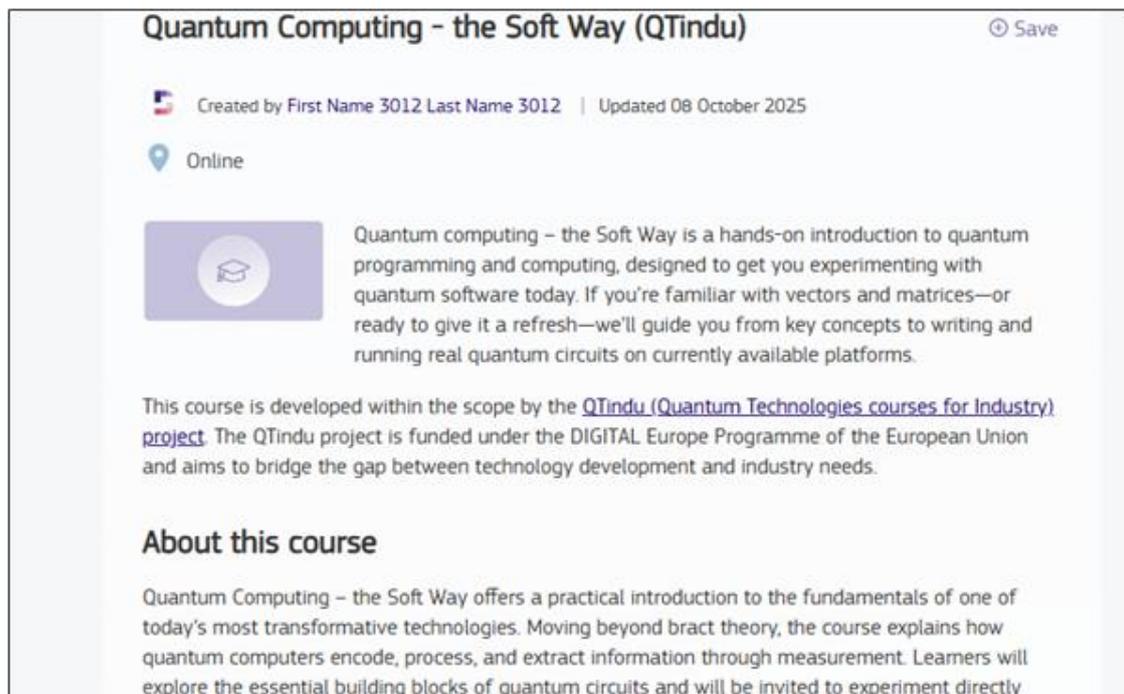
You will still be able to edit the content, and can also access it from the organisation training list. Click on the title of the training – this will open the training in detailed view, from where you can access the Edit tab.

## Sending the training form for review



*Figure 6. Editing a Draft training from the Organisation Training menu*

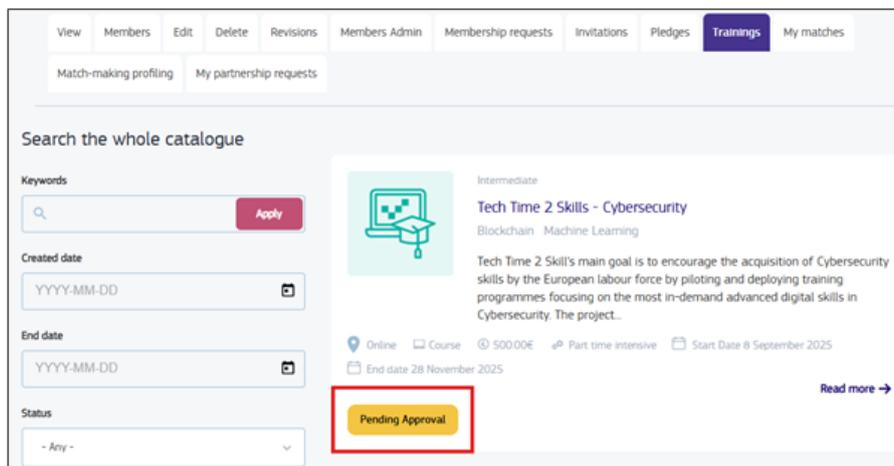
The “**Send to Review**” button: Upon saving the training content as **Send to Review**, you will be redirected to a detailed page where you can visualise the submitted information, with no further actions allowed.



*Figure 7. Send to Review moderation status after editing or submitting a training*

Click on the button **Send to Review**, which sends the training to editors for moderation.

The status in the organisation training listing is changed to **Pending approval** and the edit functionality is disabled.



*Figure 8. Pending approval moderation status (edit functionality is disabled)*

A new tab has been created under the organisation you are associated with so you can **review, search, and moderate trainings created by your organisation.**

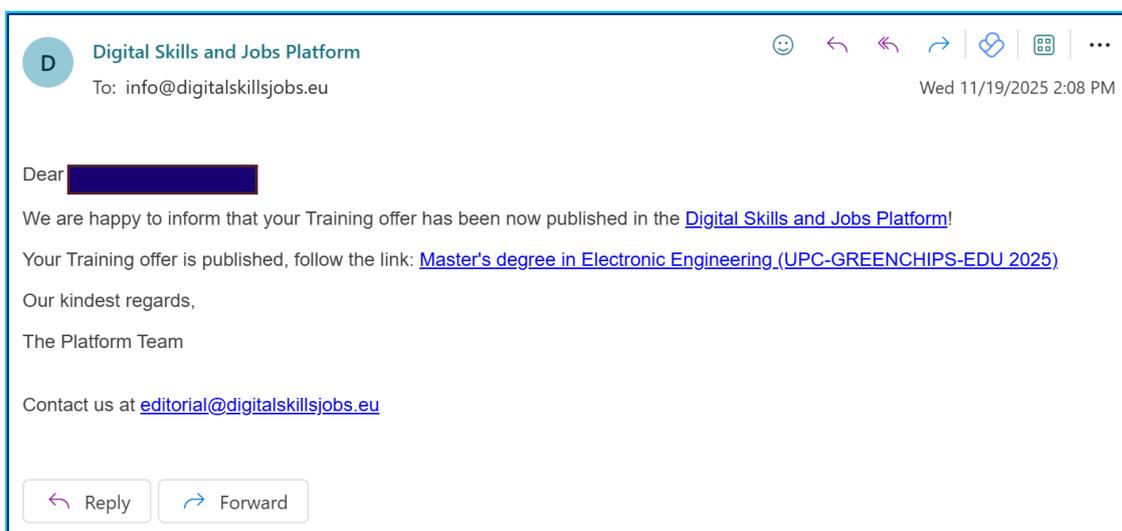
- ▶ Located at “My Account” – “My organisation” – “Training”.
- ▶ Includes the ability to filter, search, find and check the status of the trainings added by your organisation.
- ▶ In the organisation listing, search by keyword and filter by date or content status.
- ▶ Check the status of your training submission (Published, Needs changes, Rejected, Draft, Pending approval.
  - ▶ To browse your organisation training listing, watch this recording: [Organisation training listing](#).

# Moderation flow: working with the Platform editors

When a training is sent to “Ready for Review”, the editorial team of the Platform receives an email notification that a content item is ready to be checked. From this point on, 3 things can happen to the content:

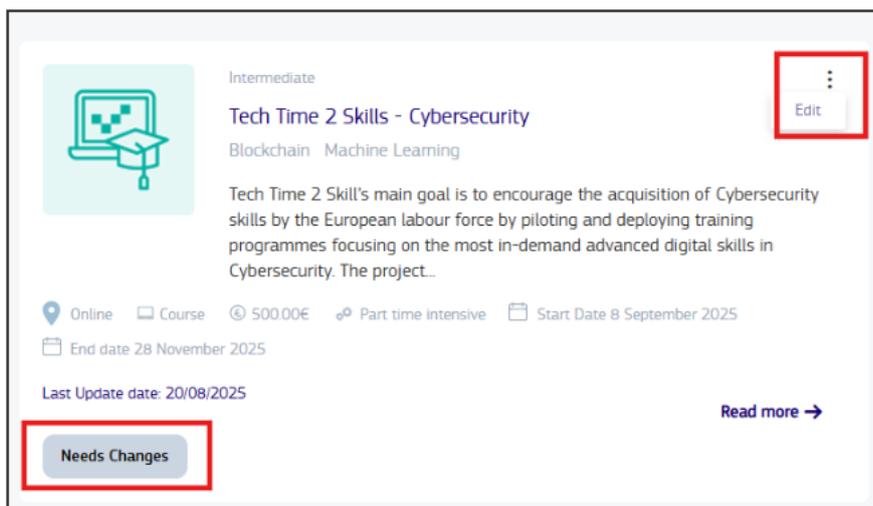
## 1. Your content is published.

*Your content has been approved and moved from “Ready for Review” to “Published” status. The author of the content is notified of its publication via an automated email.*



## 2. Some changes and edits are needed before your content can be published.

*Content is sent back to you – its status set to “Needs Changes”. This means that Platform editors require some additional information before the content can be published or have suggested some edits to be made to the text. Check their comments in the “Revisions” tab, edit the content, and send it to review again.*

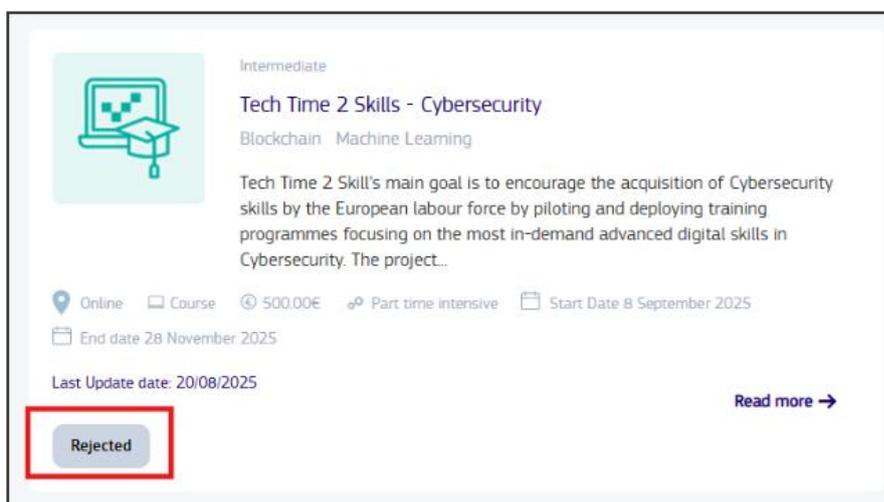


*Figure 9. "Needs changes" moderation status*

### 3. Your content is rejected.

Your content does not correspond to the quality criteria for content of the Digital Skills and Jobs Platform (i.e. relevance, accuracy, clarity, accessibility, etc.), or it fits a different content type. The status in the Training Listing of the Organisation changes to "Rejected".

Your content is rejected but you still think it should be published? Contact us at [editorial@digitalskillsjobs.eu](mailto:editorial@digitalskillsjobs.eu) so we can find a solution together.



*Figure 11. Rejected moderation status*

## Need help?

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Got questions or need help getting around?

Contact us – send a message to [editorial@digitalskillsjobs.eu](mailto:editorial@digitalskillsjobs.eu) and a member of the DSJP Editorial Team will be in touch shortly.