



**Digital Skills &  
Jobs Platform**

THE HOME OF DIGITAL SKILLS IN EUROPE



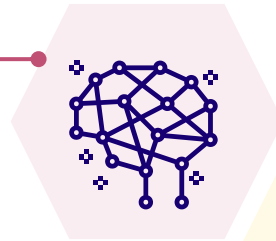
Funded by the  
European Union

# QUICK GUIDE: HOW TO PLEDGE

**A step-by-step approach to creating a pledge**

# 5 steps to follow

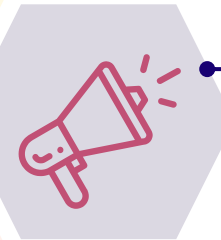
1. Define your pledge and its intended outcome!



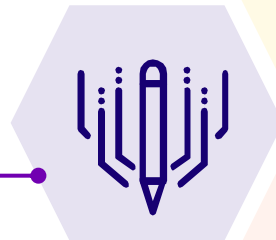
2. Create an account and look through existing pledges to get to know the format.



3. Fill in your pledge submission



5. Once approved, manage pledge and report on progress



4. Once received feedback, revise and finalise pledge



# Step 1

**Define your pledge  
and its intended  
outcome**



# Define your pledge – a few questions to help you



1. What digital skills problem are you tackling? How is this relevant to the Digital Decade targets?



3. What activities are included in your pledge? Are the activities free of charge for the participants?



2. How does this pledge go beyond what your organisation normally does?



4. Who are the target beneficiaries and what is the geographical focus?

# LOOK THROUGH EXISTING PLEDGES TO GET TO KNOW THE FORMAT.

- Read the description of [a few pledges here](#)
- Check out the different themes and interests in the search function
- Compare pledges to understand how many initiatives to include in your pledge



## **Step 2**

# **Create an organisation profile or join an existing organisation**

**A user cannot submit a Pledge if they  
are not member of an organisation in  
the Platform**



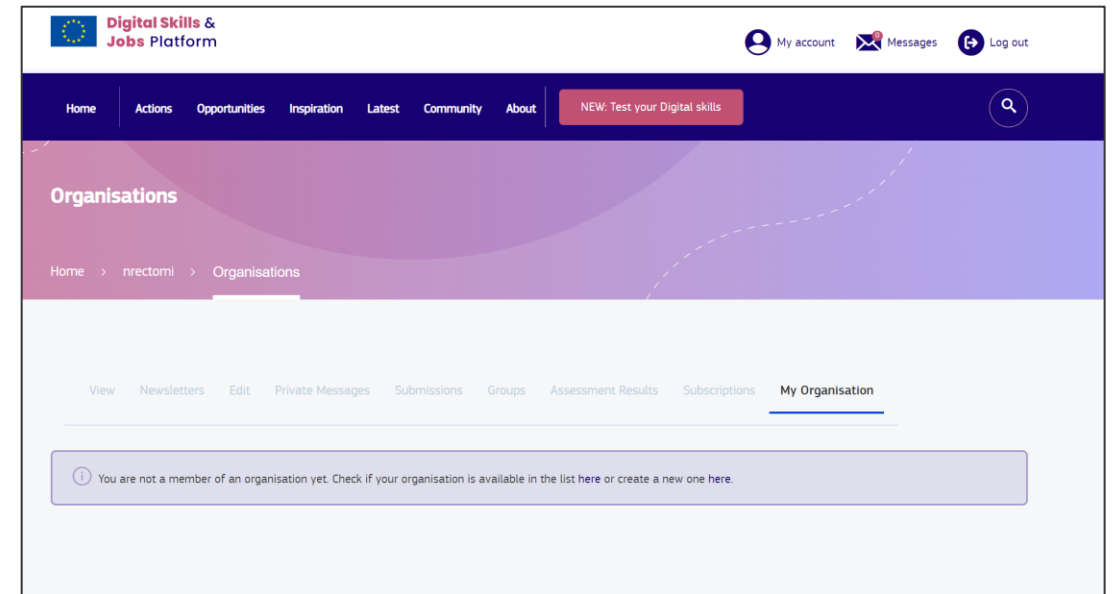
# Scenario 1: Your Organisation doesn't have a profile on Platform yet

Go to your personal profile (when logged in, the link is in the top left bar)

Click on **My Organisation** tab. You will see the following message:

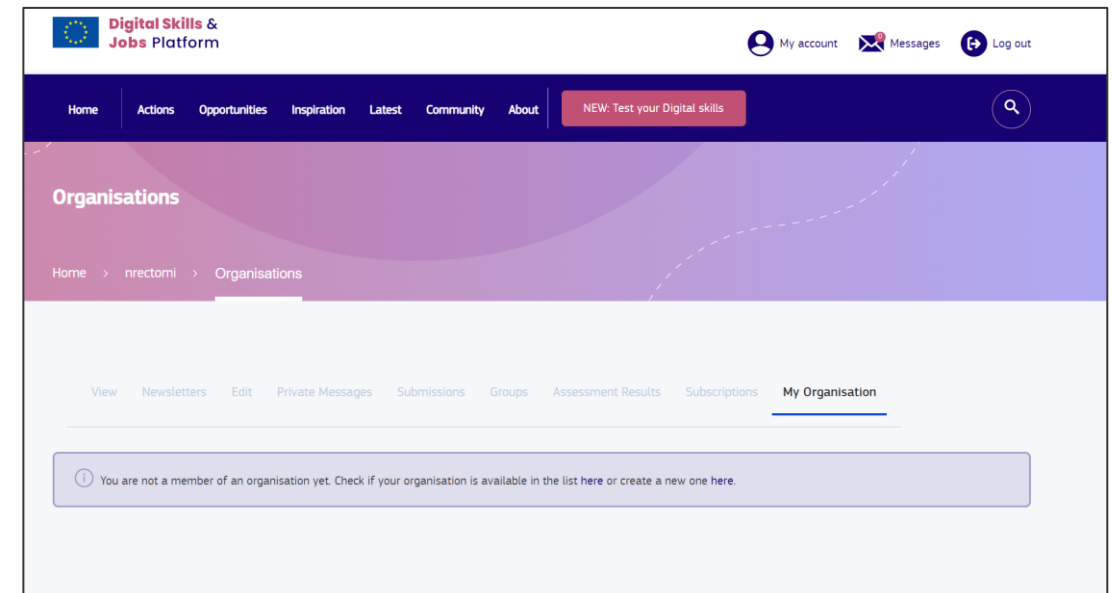
*You are not a member of an organisation yet. Check if your organisation is available in the list [here](#) or create a new one [here](#).*

1. Please, search the list of available [Organisations first](#). If your Organisation is not there, proceed to create a new profile for your Organisation.
2. Go back to your Profile/tab Organisation and click on [Create a new organisation here](#). You will be redirected to the **Add organisation** form
3. Fill in the form and submit the profile for approval by clicking on the **Create organisation and Become a member at the bottom of the page**



# Scenario 2: Join an existing Organisation

- 1) Access the Organisations listing page by clicking on “*Check if your organisation is available in the list [here](#)*”
- 2) Select your organisation from the list and accesses the detail page. Then click on the *Subscribe to this group*
- 3) You can optionally fill in the *Request message* field before clicking Subscribe (to provide an explanation to the Organisation Owner)
- 4) The Owner is automatically notified by email that a membership request was received and will proceed to assess and possibly approve the request.





## **Step 3**

# **Create your Pledges and Initiatives**

**A user cannot Submit a Pledge if it  
doesn't have at least 1 connected  
Initiative!**

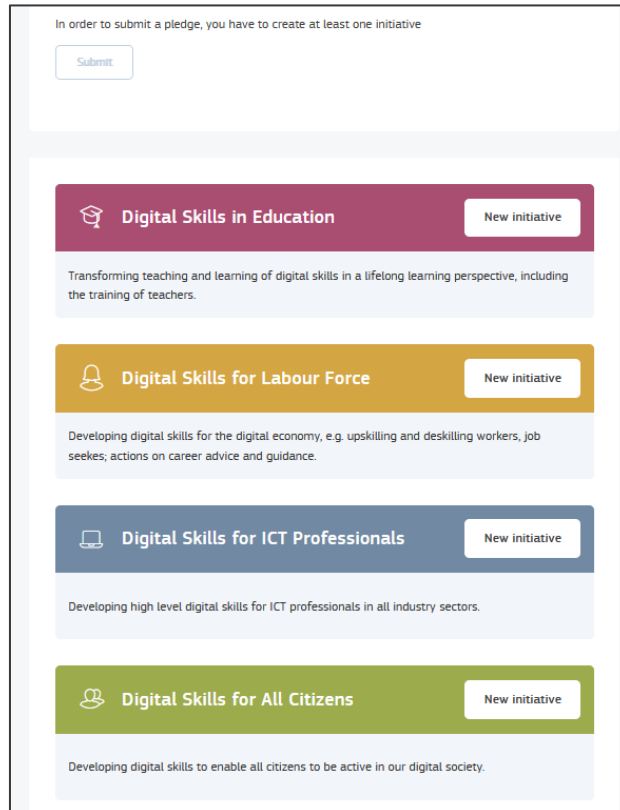


# What is a Pledge?

A pledge is a commitment by an organisation to perform an action to develop the digital skills of Europeans. Actions can range from direct skills provision, such as training or placements, indirect such as raising awareness, providing training materials, etc. Each pledge will have an overall goal and consists of one or more initiatives.



# What is an Initiative?



Under one pledge, there could be several individual actions (in one of the four pillars) called initiatives. Each initiative is defined by its specific target group, the methods applied and metrics which will result in a simple reporting process.

# Create and submit your pledge

**Step1:** Go to *your personal profile*

**Step2:** Click on the tab **My Pledges**

**Step 3:** Click on **Add Pledges** and fill in the form. When you are ready, click on **Save**

**Step 4:** You are redirected to the Pledge details page where you can start adding initiatives. Choose at least one of the 4 pillars.

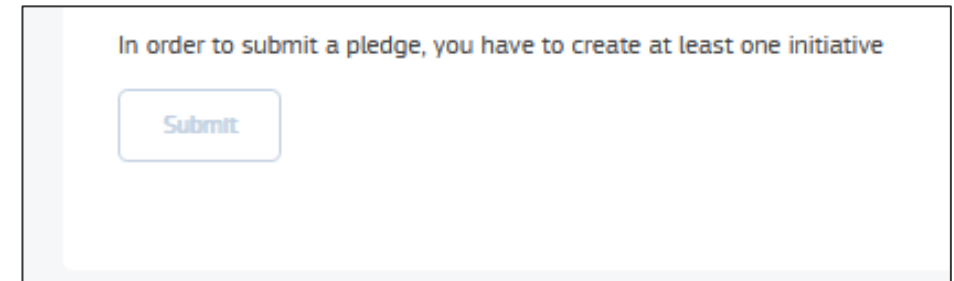
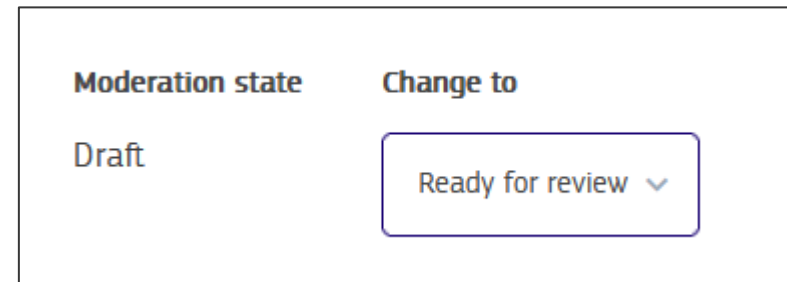
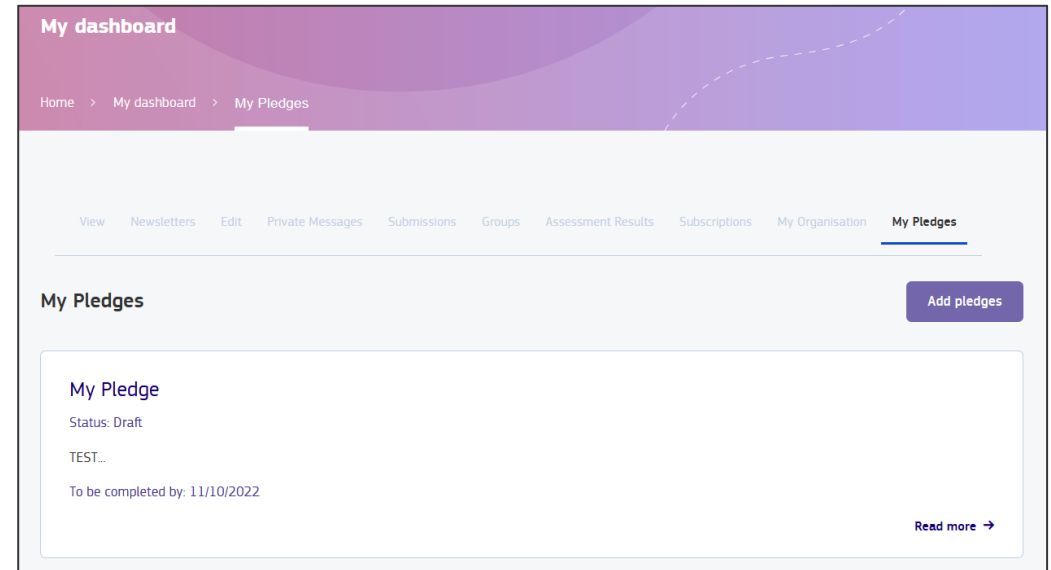
At this stage, your Pledge draft is saved and can be found by the user in **My account -> My Pledges tab**, with status **Draft**.

**Please, add at least one Initiative and Save it.**

**Step 5:** Then go back to the Pledge detail page, select the Moderation state '**Ready for review**' in the box and **Submit** the Pledge.

*Note: Submit button will be inactive until you add at least one Initiative to the Pledge.*


*If you don't Submit the Pledge, the Platform team won't be able to check and approve it.*




# For each Pledge, you can add one or several initiatives based on the 4 pillars

Make sure to indicate performance  
measurement and beneficiaries target  
numbers!


In order to submit a pledge, you have to create at least one initiative

 **Digital Skills in Education**


Transforming teaching and learning of digital skills in a lifelong learning perspective, including the training of teachers.

 **Digital Skills for Labour Force**

Developing digital skills for the digital economy, e.g. upskilling and deskillling workers, job seekers; actions on career advice and guidance.

 **Digital Skills for ICT Professionals**

Developing high level digital skills for ICT professionals in all industry sectors.

 **Digital Skills for All Citizens**

Developing digital skills to enable all citizens to be active in our digital society.



# The actions within an initiative are split into three groups

- Actions provide direct digital skills training
- Actions support the acquisition or promote the need for digital skills
- Honorary for any other action that doesn't fit into the other two



**Once you have described your initiative,  
you can submit your Pledge!**

**Click on the Submit button and the Pledge,  
together with the Initiative(s), are submitted  
for review.**

**Congratulation!**

**The DSJP team will now review your pledge and  
get back to you!**



## **Step 4**

# **Revise and finalize your Pledge**

**The Pledge may need some  
adjustment before approval**



## Work with the Platform team to finalise the pledge

- ▶ The Platform team will review your pledge and may get back to you with questions or suggestions for revisions
- ▶ In this case, please, go back to the Pledge detail and click on the Tab *Edit*. Revise the content and then *Save* again.
- ▶ In the main Pledge detail page, change the moderation state to *Ready for review* once again, so the Platform team will know you have done your revision.
- ▶ Reach out to the same email address if you have any questions regarding your pledge: [communications@digitalskillsjobs.eu](mailto:communications@digitalskillsjobs.eu)



## **Step 5**

**Once  
approved, manage  
pledge and report  
on progress**



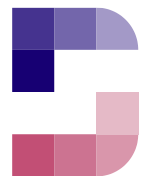


# Update your Pledge – edit initiative status

1. Go to [My account](#) -> [Pledges](#) and select the Pledge to which the Initiative you want to update belongs
2. On the [Pledge details page](#), click on the 3 dots next to the Initiative title and then on [Update status](#) and you will be redirected to the Initiative status screen
3. Edit the status (figure of the result reached at date)
4. The initiative progress is automatically updated and displayed on the initiative card.

The screenshot illustrates the process of updating an initiative's status. It is divided into two main sections:

- Top Section (Initiative Card):** A dark red header contains a graduation cap icon, the text "Digital Skills in Education", and a "New initiative" button. Below the header, the initiative title "Training teachers in innovative use of technology" is displayed. To the right of the title, a red circle highlights three vertical dots (a menu icon).
- Bottom Section (Initiative Progress Form):** This section shows a form for editing the initiative's progress. It features a red header with a laptop icon and the text "Digital Skills for ICT Professionals". Below this, there is a "Test Initiative" section with a "Description" field. Further down, there are two input fields: "Beneficiary : Entry" with the value "500" and "KPI Target" with the value "1000". At the bottom of the form are "Save" and "Cancel" buttons.



**Digital Skills &  
Jobs Platform**

THE HOME OF DIGITAL SKILLS IN EUROPE

**For any questions, please contact us at**  
**[communications@digitalskillsjobs.eu](mailto:communications@digitalskillsjobs.eu)**



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