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BLENDED LEARNING: DEVELOPING DIGITAL SKILLS

In modern world everyone is already engaged in the digital world of work. We as lecturers use digital techniques to help and support our learners' development of their digital skills in order to prepare them for the digital world they'll be working in. They cannot escape it. And we can help them survive and compete. The earlier they can start learning about how to use computers, notebooks, for professional development during their specialty classes, the earlier it will help them to stand out in good stead for the rest of their life. How do we go about teaching digital skills? Obviously, we have to start with what the employers need of our graduates.

Colleges are now using this as the basis of the learning activities they create. Having digital skills for the workplace is fundamental. It's essential at this point. We have a duty to prepare them for workplace, as well as apprenticeships. So it's essential. We teach them how to use the cloud, how to collaborate, how to create, how to communicate using different apps, different tools, different techniques beyond just using Word for an essay by using blogs, websites, video, audio, social media, because in HoReCa industry they're going to be asked to use digital tools at some point in the near future, if not already.

Every area, every subject has a demand for it. So to not do that, we're not teaching them or training them in what is essential functional skill now. Digital skills are becoming undeniable need in all industry areas.

And then when they join higher educational institution, we then reinforce the professionalism aspect of their digital identity, in the sense that when they are posting things on the social network and when they're talking about themselves, the importance of that platform of how many people can see that. And that sometimes, they might put something in haste, which could reflect on a potential interview in the future and how somebody might perceive them. So we guide them through the years of education in reinforcing that digital identity is out there for everybody to see. So professionalism, specific skills that they have acquired are vital to build that digital identity. Everyone of your

learners must be aware of this and of how it increases their employability if they do it well.

None of them will escape the need to manage information digitally. The world has moved on. Now it's far more instant and more and more of the information and decisions we make are based on the use of digital information. That means you need to be able to manage, manipulate, collect, and understand and analyse this information, because if you can't, you're basically going to be like a blind person in a sighted area. The world has moved forward. And those type of skills are absolutely essential for making reasonable decisions in the future. The format and the style of the information and the way it's presented to you is different from 10, 15 years ago.

And we're sure it will be even more evolved in the next 5 or 10 years. Many workplace contexts of all kinds are now creating digital solutions to make their organization work more effectively. Handling and managing information and data have already become a part of most people's normal working day.