



TRAINING PROCESS

1 NEEDS ANALYSIS

This first exploratory phase of demand and needs of the labour market and consists in gathering information by means of field observation and individual or group interviews with members of the organisations. The output of the needs analysis is the systematisation of the general objectives that the training course will have.

Tools you can use: ESCO, EQAVET



2 DESIGN

The training design phase represents the core of the training project, and it is in turn composed of several phases and elements:

- definition of learning objectives (knowledge, skills and competences),
- choice of training activities which will be included in the action,
- development of monitoring, evaluation and assessment strategies and tools.

Tools you can use: Learning Outcomes, ESCO, Europass



3 DELIVERY

It represents the implementation moment of the activity; in this phase it is possible to observe and evaluate the progress of what was detected in the phase of identification of training needs and what was decided in the planning phase and, indirectly, therefore to evaluate its effectiveness.

Tools you can use: EQAVET and ESCO



4 EVALUATION

The evaluation of results is not a process that takes place only at the end of the entire training cycle to verify the achievement of the learning objectives, but takes place before, during and after the realisation of a project. It is therefore essential to identify a set of evaluation indicators relating to the objectives, and more generally relating to all the various phases of the project.

Tool you can use: EQAVET



5 REVIEW

Reviewing the results of the training provided to carefully analyse the performance achieved and the lessons learnt so that they may be useful for new editions or future projects.

Tools you can use: EQAVET, ESCO, Learning Outcomes



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TOOLS FUNCTIONALITIES



NEEDS ANALYSIS

At this stage you can use ESCO to research the occupational profile you are interested in, the synonyms that are used in the European labour market to define the same occupation, related profiles, as well as clusters of necessary or additional skills and knowledge that the figure must possess. If useful, you will be able to analyse just the competences and skills without focusing on the figure. This will allow you to define an analysis that uses a language that can be understood by all European enterprises and is easily transferable to foreign contexts, including non-EU contexts. By applying EQAVET you can consult public and private stakeholders for support in your analysis.



DESIGN

In this phase the Learning Outcomes will help you to define the expected results at the end of the training intervention and to share them with the learners right away. By doing so, each person involved in the training process will be aware of its purpose and will be able to make informed choices. ESCO will help you in the identification and declination of competences and skills objective of the pathway with a particular attention also to transversal competences most in demand at EU level, such as Green and Digital competences. Consulting the Europass Portal will give you a more precise view of the skills required by the market sectors, including the most innovative ones.



DELIVERY

In this phase, EQAVET and ESCO allow you to deliver training in a functional and effective manner, always keeping the planned learning outcomes under control and realigning them in itinere if the need arises to make changes to the programme due to threshold competence levels not reached or exceeded well in advance of what was planned. At the same time, the two tools can be used in the definition of monitoring tools for the teaching and management team.



EVALUATION

EQAVET provides a rich repertoire of evaluation indicators that are very useful for both ongoing and final evaluation of the training course. After all, only with a continuous and transversal evaluation of the entire training process will users and delivery staff be able to appreciate the results achieved and become aware of the strengths and weaknesses of learners, work teams, the general structure of the course and much more....



REVIEW

EQAVET, ESCO, and Learning Outcomes will be most useful at this stage since, once the evaluation phase is over, it will be possible to draw final conclusions, revise the submitted training proposal in light of the readjustment of professional figure, competencies, skills, and adapt the Learning Outcomes with a view to future delivery of the initiative or for the information of the organization's technical staff and management.