





What is Skillsbank?

An ECVET * oriented tool kit targeting career guidance, recognition of prior learning and individual training support

Core components and functions:

- **Learning outcomes in structured matrixes**
- **Qualification definitions**
- **Occupational profiles**
- **Career guidance**
- **Individual profile building**
- **Recognition of prior learning**
- **Web based multilingual service**
- **Compatible with ECVET-EQF-ESCO ***
- **and the Europass documents**

* The European Credit system for Vocational Education and Training (ECVET) - European Skills/Competences, qualifications and Occupations (ESCO)



Partners

- EUROMASC - European Masters of Skilled Crafts Ltd. (NO)
- e-motive (FR)
- Voksenopplæringsforbundet - VOFO (NO)
- Stowarzyszenie Rozwoju Edukacji Ustawicznej - TRANSFER (PL)
- Individual Learning Company Ltd. (UK)
- Norasonde AS (NO)
- Centre de Formation Professionnelle aux Techniques du Spectacle – CFPTS (FR)
- NTI-MMM Ltd. Multilateral Monitoring and Management (NO)
- VOX (NO)
- 3s Unternehmensberatung GmbH. (AT)



Based on experiences from the projects:

- PERMEVET Permeability in post-secondary VET:
Creating the EQF/ECVET bridge (PERMEVET)
www.hioa.no
- SME MASTER Plus www.sme-master.eu

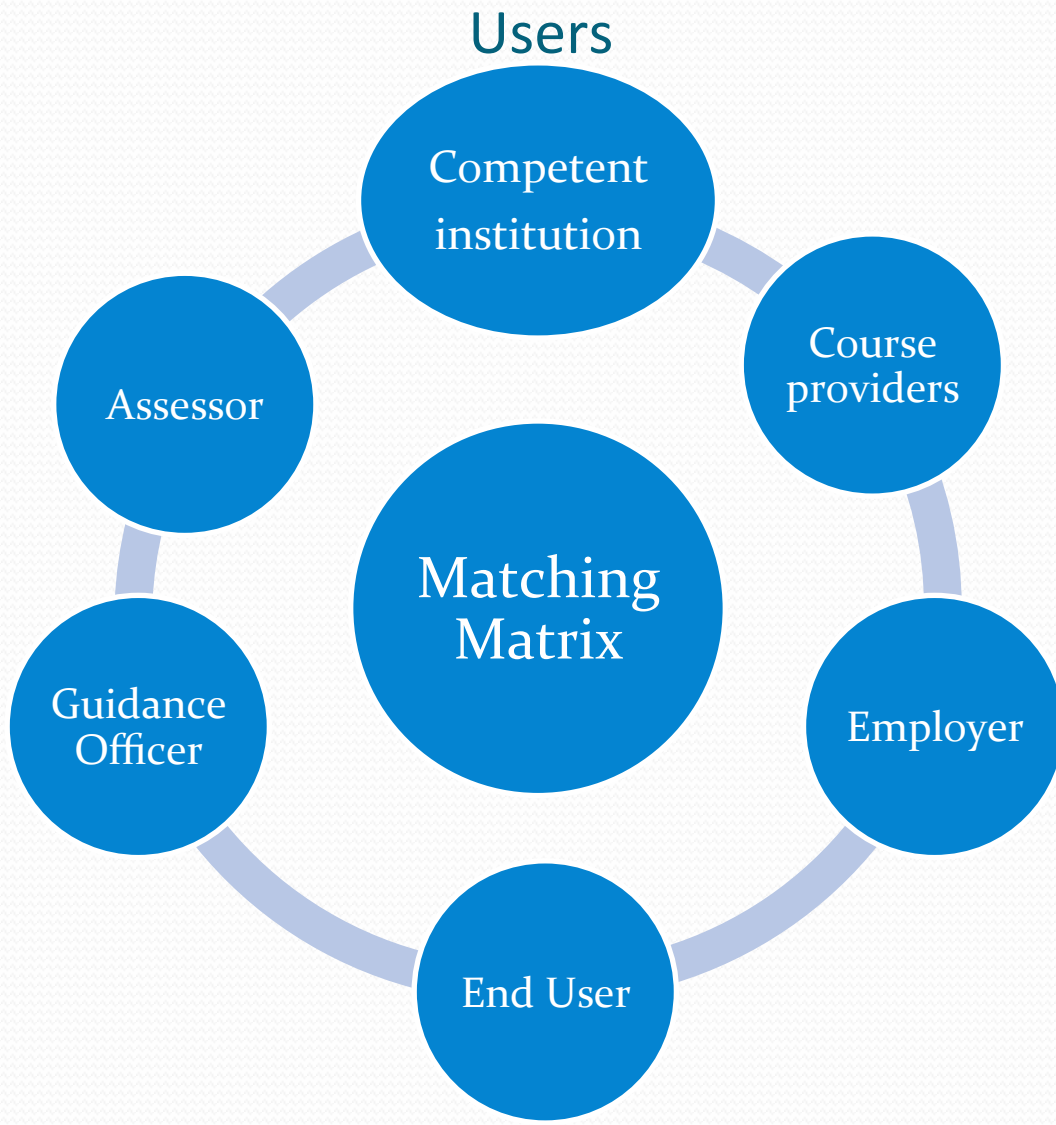
Skillsbank used as «engine» for the project:

- Know-In: For the road transport manager
www.know-in.eu



Core functionality

- Registration of a Qualification (QA) & formalised and non-formalised Learning Outcomes (LO) in a structured way
- Registration of assessment
- Registration of available courses & training
- Match (link) QA and LO with courses & training.
- Make it possible for individuals and guidance personnel to identify gaps in their background for a specific QA in a country and register personal education and training information.





Roles and access

- ***Roles and access (interfaces):***
- **Competent Institution (administrator):**
 - Register LO 's, Qualifications, and assessment data in the database.
 - Gives access to the institutions and assessors.
- **Employeer/Institution/Organisation:**
 - Access to the system for an overview of individuals registered/the matrix and queries.
 - Defines end-users.
- **Course providers:**
 - Import/register course details into the database, overview of the qualifications registered.
- **Individual /End user:**
 - Overview of available courses/training.
 - Access to the qualification and the assessment module
 - Access to the “Matrix matching module”
- **Guidance officer (mentors):**
 - Overview of available courses/training and when requested personal information.
 - Access to the “Matrix matching module”
- **Assessor:**
 - Access to the assessment module and individuals.




Definition of Qualification:

Title of the Qualification	Master Floristry Craftsperson				
Total ECVET Points	100				
EQF Level					
NQF Level	AT	DE	FR	NO	SI
Units of Learning outcomes	U1	Accounting and Controlling			
	U2	Budgeting, Calculation and Financing			
	U3	Entrepreneurship			
	U4	Human Resources Management			
	U5	Tutoring			
	U6	Marketing and Sales Management			
	U7	Customer services and support			
	U8	Floristry production			
	U9	Assessment, quality assurance and documentation of process and product			
	U10	Quality and Security Management			
	U11	Vocationally-specific Business Administration			
	U12	Communication in an international context (<i>country specific unit</i>)			
	Cross sectional Learning Outcomes	<p>To acquire the learning outcomes properly the following qualifications are essential:</p> <ul style="list-style-type: none"> ▪ s/he is able to act with social and ecological responsibility, ▪ s/he is able to adopt a quality management, ▪ s/he is able to use information and communication technology. 			



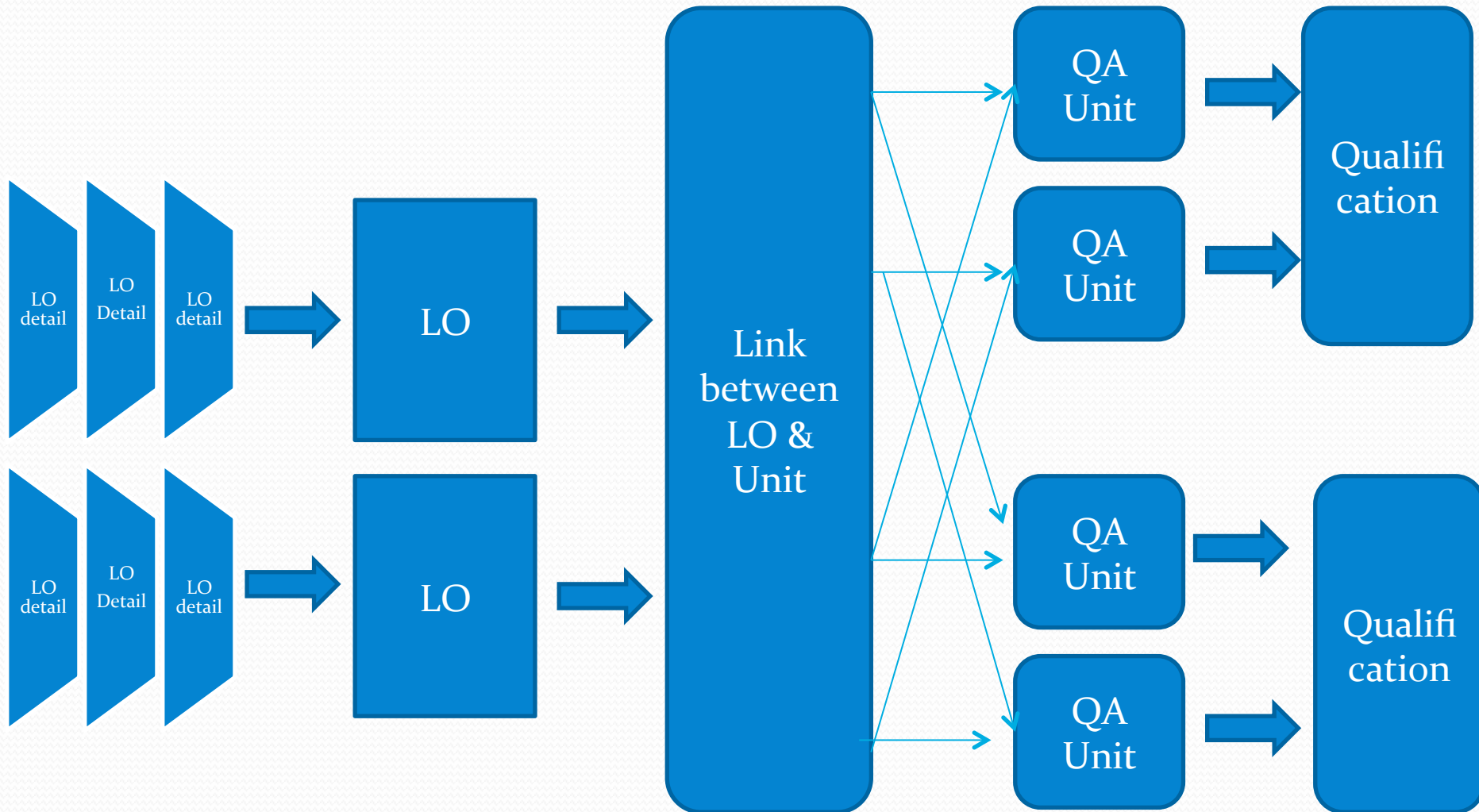
Examples of learning outcomes:

Know-In: Template Type A - European Road Transport Manager (EURTM) Sector Qualification Framework

Title of the Qualification:	European Road Transport Manager (EURTM)					
Generic Title of the Unit:	EURTM-Unit 1: Administration					
EURTM SQF Level:						
ECVET points:	(if applicable)					
ECTS Credits:	(if applicable)					
EQF/NQF Level:	BE	BG	ES	IT	NO	UK
Learning outcomes						
EURTM-U1- Learning Outcome headings	DISCO terms	Competence				
		Knowledge	Skills			
1.1: Administrative development		S/he is able to evaluate and improve the company's organisational structures and processes.				
		To know the main legislative / regulatory issues (environmental / safety / labour / contracting)				
1.2: Administrative compliance		S/he is able to understand priorities in terms of ethics and compliance involving different corporate social responsibilities				
		To know internal corporate measures, procedures and standards	To maintain accounts and compliance with rules			
1.3: Operational administration		S/he is able to plan and organise work and business processes				
		To know the essential road freight transport elements within transport law	To handle company related contracts and transfers property			
1.3.1: Work tasks		S/he is able to coordinate the main work tasks in the company's fleet operation				
			To check the load in terms of damages and number of items and document on delivery note/ way bill			
1.3.2: Core business processes		S/he is able to manage the company's business processes				



Link between QA & LO





Janne Hansen
HIOA

LOG OUT

HOME

EDUCATION

WORK EXPERIENCE

QUALIFICATIONS
SEARCH

COURSES

DOCUMENTS

RPL
ASSESSMENT

RPL ASSESSMENT
CONSOLIDATED

HELP

SELECT QUALIFICATIONS

EURTM-EN: European Road Tr...

SELECT QUALIFICATION UNIT

EURTM-ENM Unit 5: Human re...

COMPLETION

EURTM: 5 Human Resources Management

EURTM 5.1 Managing staff

EURTM 5.1.1 Staff health and safety

EURTM 5.1.1.1 Staff health and safety regulations

1.1 Explain the relevant organisational policies and procedures, in relation to developing productive working relationships, that relate to: health, safety and security, legal requirements, equality and diversity, and inclusion operating requirements

0 1 2 3 4

1.2 Explain the benefits of developing productive working relationships

0 1 2 3 4

1.3 Explain the importance of creating an environment of trust and mutual respect

0 1 2 3 4

1.4 Explain the roles and responsibilities of work colleagues

0 1 2 3 4



Institution

COMPANIE HIOA

Da Holmesland Icara /

LOG OUT

English (en)

HOME

COURSES

MENTORS

USERS

RPL ASSESSMENT
CONSOLIDATED

HELP

SELECT QUALIFICATIONS

EURTM-EN: European Road Tr...

USER NAME

ASSESSOR NAME

TOTAL SCORE

SELF ASSESSMENT

ASSESSOR

Hioa Student

Tron Inglar

40

2

Hansen Janne

Tron Inglar

50

2