TRAINING FOR VALIDATION AND GUIDANCE PROFESSIONALS

TRANSVAL-EU TRAINING OUTLINE (EN)

July 2023

Training outline

Description of the outline

This outline is a presentation of the European version of the TRANSVAL-EU training curriculum and associated training materials (altogether the training "Toolkit"). The training is addressed to validation and guidance professionals who wish to learn how to integrate transversal skills and competences into their validation and guidance practices. The following training is based on a revised version of the EU training that was tested in TRANSVAL-EU project in May 2022. The collected feedback from project partners and trainees led to this revised version. The initial EU training version was also adapted in the context of national training that took place from June 2022 to February 2023. You can find here more information about the available national versions of this outline in the 5 EU languages (IT, FR, DE, LT and PL) and on the contextual adaptations to different target groups.

This Outline gives information on the learners' profile for this training, expected learning outcomes, agenda and modules/units for the training, and links to the additional materials as part of the Toolkit. The training programme is a mix of knowledge-sharing and practical activities.

The English version of the training materials is fully available for free of use, modifications, as long as the TRANSVAL-EU project is mentioned under Creative common licence (BY-NC). The slides can be downloaded and modified but not used for commercial purposes without agreement from one of the project partners. It is recommended to inform the project partners when the materials are being used (contact details are included below). Thank you!

Description of the training programme

Learners' profiles
- Validation and guidance professionals (assessors, counsellors, managers, etc.)
- Trainers of validation and guidance professionals

Validation and guidance professionals can be working in various sectors: higher education, career guidance centres for young people and adults, schools, VET providers, NGOs, etc.

However, to cover those different contexts, a "one-size-fits-all" training might not be adequate. Therefore, it is recommended to adapt the training to the different contexts and target groups.

Number of trainees:
- It is recommended for around 10 to 20 participants.

Training objectives

1. Identification of the purposes and benefits of transversal skills' validation and examination of the research state of the art in this field. In particular, the existing repertoires (ESCO, RECTEC, RECTEC+, etc.) will be analysed with theoretical references and comparison of models and backgrounds;
2. Analyse cases and models, as well as approaches to "measure" competences according to TRANSVAL-EU project's cluster of skills and inspiring and innovative tools and methods of validation, identified as appropriate;
3. Analyse the existing tools for the different purposes: guide and identify, document, assess, validate learning and competences;
4. Raise awareness on new competences needed by validation and guidance professionals for the integration of transversal skills and competences into their work.

Learning outcomes for professionals

1. Identify transversal competences and describe them to validation or guidance candidates;
2. Describe existing systems, practices and tools for the validation of transversal skills, at each of the four stages of the validation process;
3. Apply the TRANSVAL-EU competence framework and the tools and methods for the validation of transversal skills when appropriate;
4. Identify, document, assess and/or certify transversal competences according to TRANSVAL-EU competence Framework and in how to support candidates in using these competences in different contexts, including different reasons for seeking validation - job versus personal self-development;
5. Cooperate with peers and other stakeholders involved in the validation process in order to optimise it.

Duration & format

The training is recommended for a minimum of two to three full days. It can be split in e.g. 4 half days over several weeks. It is recommended to combine physical and online training.

Training programme

The training is composed of 7 training units (TUs), incl. 3 optional. A pre and post training sessions are recommended. The days and duration are indicative. Optional: practitioners can monitor their own competence development pre and post training using TRANSVAL-EU pre & post-test (links to templates for questionnaires are included in the Toolkit, at the end of this document).

Before the training

(optional) Pre-training session For participants to get to know each other, to discuss transversal skills and validation terminologies.	2h

Day 1

Module	Training Unit	Approx. duration
TU 1	**(optional unit) Qualification frameworks, competences and descriptors**	2 hours
TU 2	**Transval-EU competence framework and descriptors Practitioners' competences for the validation/guidance of transversal skills**	Half a day

Day 2

Module	Training Unit	Approx. duration
TU 3	**The validation process of transversal competences: tools and methods for each of the 4 stages**	Full day

Day 3

Module	Training Unit	Approx. duration
TU 4	**(optional unit) Cooperation with peers and stakeholders**	2 hours
TU 5	**Implementation of the training into real practice**	Half a day
TU 6	**Practitioners' competences for the validation/guidance of transversal skills**	Half a day
TU 7	**(optional) Closing & Evaluation of the training**	2 hours

After the training

(optional) Post-training session An online or in-person post-training-session (+/- 2 hours) is advisable to follow-up on trainees' plans for the integration of the learning, tools and methods acquired in the training and/or to exchange, peer learn on how the training has been used by trainees in their daily practices and challenges or successes faced in the implementation.	2 hours

Toolkit materials

Training PowerPoint Presentations and Toolkit

All TUs powerpoint presentations including practical exercises guidelines are stored in a Google Drive folder. They can be freely downloaded from there and modified.

TOOLKIT - Training materials folder

Contact information

If you wish to get more information about the training practicalities, please reach out to the Lifelong Learning Platform, projects@lllplatform.eu