



LIFELONG LEARNING PROGRAMME  
LEONARDO DA VINCI: TRANSFER OF INNOVATION



**Pilot Test Plan 2015**  
**Guidelines for completing the “*companies’*  
*document\_v2*”.**  
**(WP5)**

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## **6.5 Annex 5: Guidelines for making the surveys to the companies.**

After revision of the “Companies Document”, some changes have been made.

We write these guidelines in order to achieve a good comprehension and get proper answers.

### **Section 1. Aim of the collaboration test**

Please, make sure that your collaborator gets proper understanding of this:

*We ask for their collaboration in order to obtain their assessment for our project. In the interviews, we'll try to make it easy to get in touch with the project. Thus, we'll give some explanations. We must encourage them in asking, and we'll answer whatever question they make us.*

On the other hand, we add the focus when saying that we provide new skills for a new job understood as necessary.

### **Section 2: Sort of company**

In this section, they have to mark among the options given.

Note that the last one, is available to other type of company not given.

The importance of this section is obvious, as we need this information for the further analysis.

### **Section 3: Subjects concerned in their activity.**

They have to mark among the 21 subjects split used in the project.

The importance of this section is obvious, as we need this information for the further analysis.

### **Section 4: Brochure and Additional Folder**

The brochure is very important for making more easily understandable our project.

Also it is important making available the “Teaching Progression Module” document of each subject, so they can achieve a deeper knowledge of those they are interested on.

So, take your time for explanations and listening to questions, as well as for getting feedback.

### **Section 5: Priorities**

This section allows our talker to achieve a more accurate view of the project, as we define our first aim, the targets to be achieved, the activities to carry out, the expected result and impacts.

The summary of the form of the project is copied here in order to give an accurate knowledge of the project and its aim.

So, take your time for explanations and listening to questions, as well as for getting feedback.

### **Section 6: Questions 1-7**

These questions ask for assessment for the competence profile, in each of its sections.

In this section, please add such explanations as needed, since this is the core of the check that we ask for the companies.

This is the proper section where the assessment by the companies takes place.

Thus, we show the structure of the whole work carried out by us, which will provide the results.

These results are mainly the set of training materials, which are developed section by section, since we divided the global matter into some *subjects*.

It contains the definition found out by the referred work-group.

Also it contains the explanations concerning the tree-structure, and the different levels of the skills to gather in our technician:

- Basic education: it is supposed being that it refers to primary education and lower secondary education.
- Soft skills: especially important in this new job, Soft skills are the personal character traits or qualities each of us has. They make up who we are, generally encompassing our attitudes, habits and how we interact with other people. They are: Thinking and reasoning skills, Acquire and process information, Critical reflection, Leadership, Communication, Organisation.
- Basis of the building disciplines. General knowledge of the building physics, architecture, and of the different jobs referred to installations is required.
- Technical disciplines through the timeline shared in all cases: preparation, execution and use and maintenance.
- Training materials, done on this structure in order to ensure that all the needed skills are covered.

### **Section 7: Questions 8-14**

We have called this section “final assessment”.

The interviewee assesses whether we success meeting the priorities or not through the created professional profile and the training materials.

No more to add. If we have been able to explain properly our project, our collaborator should be able to give proper answers to these questions.