

Starting a YOTE Training Course

This document serves as a guide to access the YOTE Training Course for the first time. By following the steps indicated below you will be able to access the courses and understand how the platform functions.

YOTE is a training course about 8 key competences for lifelong learning, based on the recommendation of the European Parliament and Council.

To start a training course, click on **“Training Course”**. Here, you will be able to enroll yourself in a course:

1. The first step is to get your self-enrolment key. To do this, complete and submit the contact form by clicking on **“contact form”**. Write in the subject **“Course Enrolment Key”**. An email will be sent to your email address with the enrolment key.
2. The second step is to join the platform. Go to YOTE Training Courses Platform and create your free account. Click on **“Create new account”**. Fill in the required information: username, password, a valid email address, etc. Remember that your password must have at least 1 digit, 1 upper case letter, 1 lower case letter, and 1 non-alphanumeric character. Once you have completed the information, click on **“Create my new account”**. You will receive an email to confirm your new account. Access the link appearing on the email and you will be directed to the YOTE website. You have now logged in. Please, always remember to check your SPAM folder.

Another way to access the platform is through trainingcourse.yote.eu and entering your user name and password.

Once you have accessed the platform, choose the course you want to start.

To start your training course, click on [3] **“Training Course”** and then click on the course you wish to start. Copy and paste the enrolment key in the required field. Then, click **“Enroll me”**. You have now accessed the course. Remember that you will only need the enrolment key once to access our courses. However, if you ever need it again, you will find it in the User Guide, available in German, Spanish, Greek, Italian, English, and French.

A chart regarding the 8 key competences and its relations and importance to the different units of the course will be displayed in your screen. To access to the unit of each competence, click on the blue words in the right hand column.

Each unit has the following contents:

- Theoretical information in a pdf file explaining each competence. You will also find activities that will help us to achieve these competences or improve them.
- Mobility opportunities regarding this competence
- A self-evaluation of this unit
- Additional references for further information

If you have any questions, there is a tutor available in each unit. You will find a link to be able to contact them at the end of each unit and submit your questions.

To complete the course, you should pass the questionnaires of each unit, as well as the Practical Case. You must achieve a minimum score of 60% to receive a certificate of achievement. The Practical Case should be tried at the end, once you have read and understood the units.

Once you have completed the course you can download your certificate of participation.

Please, do not forget to answer the questionnaire. It will help us know your knowledge on key competences before you start the training course and after it, as well as your opinion on its usefulness and accessibility.

We recommend you to download the User Guide in your own language since it contains useful information. You will find it in the Home page. There is a different guide for each training course. The guide includes a summary of the theoretical part of the course and a translation of the practical case. You will also find the enrolment key if you ever need it.