Projects and Products Portal for Leonardo da Vinci

InformaLea-Job - "The recognition of the informal learning for employees involved in the employment crisis, through the creation of a certification system"

2013-1-IT1-LEO05-04018

http://www.adam-europe.eu/adam/project/view.htm?prj=11235

Project Information

Title:	InformaLea-Job - "The recognition of the informal learning for employees involved in the employment crisis, through the creation of a certification system"
Project Number:	2013-1-IT1-LEO05-04018
Year:	2013
Project Type:	Transfer of Innovation
Status:	completed
Country:	IT-Italy
Marketing Text:	InformaLea-Job is a Leonardo da Vinci Transfer of Innovation project aiming to transfer the innovative results of the “European Initiative for the Promotion of Informal Learning” – “Pastures News” Leonardo Network project. It is a project designed to the development of a procedure for the identification, documentation, evaluation and certification of the learning outcome of employees involved in the employment crisis.

Summary:

Within the context of the current economic crisis and the consequent rise in unemployment, the recognition of skills and competences is an important tool for improving and career growth.

Recognizing the learning processes by experiences gained in the workplace leads to an added value for both the employer and the employee.

Taking into account the background gained on these areas through the past experiences at European and National level, “InformaLea.Job” project proposal aims at identifying practical solutions finalized to the recognition of informal learning acquired in the workplace.

In particular, given the national guidelines on the recognition of learning, the project aims to create a system for the identification, documentation, evaluation and the certification of learning outcomes of employees of SMEs operating in the Tuscany Region and the Region of Lazio who are involved in the employment crisis.

The achievement of these objectives were ensured by the establishment of a consortium for the management of the project.

This consortium is composed of national and European partners who are representatives of the system of Labor, Education and Vocational Training (VET): public bodies, SMEs, associations of employers, universities and trade unions. All partners are featured by a wide direct experience regarding formal, informal and non-formal learning.

The partnership of public authorities ensured the development of the requirements allowing to ECVET to be applied in the recognition of learning outcomes acquired in informal contexts.

The output of the project was to develop a procedure for the identification, documentation, evaluation and the certification of the learning outcomes of employees involved in the employment crisis. This procedure was a precondition for the establishment and the further signature of a Memorandum of Understanding, for the implementation of ECVET.
The implementation of the project, in line with European recommendations contributed to enhancing the professional and personal carrier of employees involved in the employment crisis in terms of employability and occupational mobility.

Description:

The implementation plan of the project was developed in the 24 months of activity, in cooperation with the members of the partnership and the methodology used allows to plan the activities and tasks in line with both the specific objectives of the project which, with specific vocations and institutional mission of individual partners.

Project Information

The Work Plan of the Project is structured according to two criteria:

- One logical-functional, through which the project has been divided into seven work packages described in terms of objectives, activities, expected products, role of partners, duration, etc. For each WP were identified, compared to the levels of responsibility the Package leaders.

- One-time operation, determined using a Gantt Project that displayed the work plan in terms of articulation of individual work packages and related phases in time and for the duration of the Project. The operational level took into account the international dimension and the territorial, it involved the construction of regular meetings: 3rd International Meeting and Dating 7 Territorial (COT).

The work methodology involved an initial phase - Construction of the Working Group - which aimed to build the group and sharing of choices of tools, methods and strategies, human and financial resources to be used for the construction of the Project. The activities of this phase lead to the creation of the document "Agreement". The stage had a duration of 4 months.

The next phase - Adaptation - was the time when the consortium transfered the results of the project "European Initiative for the Promotion of Informal Learning" - "Pastures New" by adapting to the Italian context and the integration of the contribution of the partners of Lithuania and Belgium.
The result of this phase was expressed in the draft of the document "" Procedures for the construction of a service for the recognition of informal learning for workers in jobs crisis "During this phase also involved moments of awareness, characterized by a series of meetings intended to those who represented the users / potential beneficiaries of the final results of the Project. This phase had a duration of 6 months.

The following stage was the - Experimentation - and aimed to verify the functionality and effectiveness of what was expressed in the draft of the document Guidelines, with the active involvement of the target group in the trial. This phase had a duration of 12 months.

The trial results were validated in the next phase - Validation - lasting 4 months. This phase lead to the final draft of the document Guidelines.
This phase was also characterized by sharing, within the consortium, the elements that defined the document Memorandum of Uderstaning and ended with the signing by the partners.

In planning the work packages, the partners agreed that the phases:
- Management of the Consortium,
- Dissemination and exploitation of results,
- Monitoring and Evaluation,
were considered transversal and managed by the International Scientific Team TSI and the Operating Committee Territorial COT; they developed throughout the two years of project activities.

A Gantt Project Annex identified the stages and events that took place in the Work Packages.

All the cross-cutting activities of the Project expressed a methodological approach marked by the use of techniques and tools for the creation of participatory decision-making processes, taken both in the internal management of the Consortium that in activities involving the target groups.

Themes: *** Labor market
** Utilization and distribution of results
** Lifelong learning
** Recognition, transparency, certification

Project Information

	** Enterprise, SME ** Continuous training
Sectors:	*** Other Service Activities *** Education ** Construction ** Manufacturing
Product Types:	evaluation methods DVD transparency and certification teaching material website
Product information:	the guidelines "Tool for the valorisastion and for the recognition of the informal learning in the enteprice" describe the procedure for the recognition and validation of informal learning for the purpose of re-entry into employment, for greater enhancement of professionalism and skills, to encourage mobility, improve the employability of people. The document is based on the results obtained in the partner countries of the project and contains the elements of good practice in order to be further transferred and used in Europe. its structure is in two sections: a methodological and a technical operational.
Projecthomepage:	www.informaleajob.it

Project Contractor

Name:	CONFINDUSTRIA TOSCANA SUD
City:	GROSSETO - SIENA - AREZZO
Country/Region:	Toscana
Country:	IT-Italy
Organization Type:	others
Homepage:	http://www.confindustriagrosseto.it

Contact Person

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Coordinator

Name:	CONFINDUSTRIA TOSCANA SUD
City:	GROSSETO - SIENA - AREZZO
Country/Region:	Toscana
Country:	IT-Italy
Organization Type:	others
Homepage:	http://www.confindustriagrosseto.it

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Partner

Partner 1

Name: Provincia di Grosseto Area Servizi ai Comuni e alla Imprese
City: Grosseto
Country/Region: Toscana
Country: IT-Italy
Organization Type: public institution
Homepage: http://www.provincia.grosseto.it

Partner 2

Name: Belgian Network for Open and Digital Learning
City: Gent
Country/Region: Oost-Vlaanderen
Country: BE-Belgium
Organization Type: association/non-governmental organisation
Homepage: http://www.be-odl.org

Partner 3

Name: Confindustria Siena
City: Siena
Country/Region: Toscana
Country: IT-Italy
Organization Type: trade union organisation
Homepage: http://www.confindustria.siena.it

Partner 4

Name: Ente Regionale per la Formazione e l'Addestramento Professionale Lazio
City: Roma
Country/Region: Lazio
Country: IT-Italy
Organization Type: continuing training institution
Homepage: http://www.erfaplazio.org/

Partner

Partner 5

Name: Associazione Industriali Grosseto
City: Grosseto
Country/Region: Toscana
Country: IT-Italy
Organization Type: National Agency
Homepage: http://www.confindustriagrosseto.it

Partner 6

Name: Camera di Commercio Industria Artigianato Agricoltura Grosseto
City: Grosseto
Country/Region: Toscana
Country: IT-Italy
Organization Type: chamber
Homepage: http://www.gr.camcom.it

Partner 7

Name: Confederazione Nazionale dell'Artigianato e della Piccola e Media Impresa Sostenibile S.r.l..
City: VITERBO
Country/Region: Lazio
Country: IT-Italy
Organization Type: others
Homepage: http://www.cnasostenibile.it

Partner 8

Name: Kaunas Chambre of Commerce Industry and Craft
City: Kaunas
Country/Region: Lietuva
Country: LT-Lithuania
Organization Type: chamber
Homepage: http://www.chamber.lt

Partner

Partner 9

Name: Università La Sapienza di Roma - Centro di Ricerca e Servizi della Sapienza Impresapiens

City: Roma
Country/Region: Lazio
Country: IT-Italy
Organization Type: research institution
Homepage: http://www.impresapiens.uniroma1.it/

Partner 10

Name: The MRS Consultancy Ltd
City: Well
Country/Region: North Yorkshire
Country: UK-United Kingdom
Organization Type: SME - small and medium-sized enterprise (up to 250 employees)
Homepage: http://www.mrsconsultancy.com

Partner 11

Name: Camera di Commercio Industria Artigianato Agricoltura Viterbo
City: Viterbo
Country/Region: Lazio
Country: IT-Italy
Organization Type: chamber
Homepage: http://www.vt.camcom.it

Project Files

agenda III meeting 25-26 june 2015.pdf

http://www.adam-europe.eu/prj/11235/prj/agenda%20III%20meeting%2025-26%20june%202015.pdf

Agenda of the 3rd International Meeting of Validation in Grosseto, June, 25-26 2015

agenda II meeting.pdf

http://www.adam-europe.eu/prj/11235/prj/agenda%20II%20meeting.pdf

Agenda of the 2nd International Meeting of Adaptation in Grosseto, June, 9-10-11 2014

agenda I meeting eng.pdf

http://www.adam-europe.eu/prj/11235/prj/agenda%20I%20meeting%20eng.pdf

Agenda of the 1st International Meeting of Team Building realized in Grosseto, december, 17-18 2013

F.4_TRADUZ_IT_MODEL_AND_FRAMEWORK_UK.pdf

http://www.adam-europe.eu/prj/11235/prj/F.4_TRADUZ_IT_MODEL_AND_FRAMEWORK_UK.pdf

italian translation of “Model and framework for the recognition and validation of informal learning in the workplace”

it's the italian translation of the “Model and framework for the recognition and validation of informal learning in the workplace” product pf the Leonardo TOI project “European Initiative for the promotion and validation of informal learning – Pastures New”

F.5_draft guidelines.pdf

http://www.adam-europe.eu/prj/11235/prj/F.5_draft%20guidelines.pdf

draft of the guidelines "Procedure fo rthe construction of a service of the recognition of the informal learning for employees involved in employment crisis"
The Draft Guidelines integrates the contents of the "Model and framework for the recognition and validation of informal learning in the workplace" with the needs of the national territory. It is the result of adaptation and integration of innovative contents of the "Model and framework for the recognition and validation of informal learning in the workplace," with what emerged in meetings with the Regional Operating Committee COT, the Science Team TSI, meetings with stakeholders, international meetings and target groups.

Final Conferenca Informaleajob_september 29 2015.pdf

http://www.adam-europe.eu/prj/11235/prj/Final%20Conferenca%20Informaleajob_september%2029%202015.pdf

Program of the Final Conference "THE RECOGNITION OF THE COMPETENCES IN THE WORK PLACE: OPPORTUNITY AND METHODS" SEPTEMBER, 29 2015

Guidelines InformaleaJob 2015.pdf

http://www.adam-europe.eu/prj/11235/prj/Guidelines%20InformaleaJob%202015.pdf

The aim of the project was to build a service for identifying and developing the skills of workers with particular attention to learning that you can develop in your workplace with the involvement of stakeholders, employers' organizations, SMEs, trade unions and the Chamber of Commerce. Through the drafting of the guidelines described above adapting the content of the "Model and Framework" in our enterprise system, this manual describes a procedure and related tools for the enhancement and recognition of informal learning in the workplace allowing SMEs to understand and know how to manage the factors that favor the learning company and program plans for development of human resources. This made it possible, too, to help grow the business system Italian culture of the value of learning and the importance of their recognition. This is crucial both for the individual worker who is recognized for his professionalism both the individual company that is recognized as a place of continuous learning with a wealth of know-how that is the added value and that, in fact, it belongs to the company but that is constructed through the learning of the workers who work in it.

Reports of experimentation..pdf

http://www.adam-europe.eu/prj/11235/prj/Reports%20of%20experimentation..pdf

Reports of experimentation

Products

1 Web Site - www.informaleajob.it

2 Facebook page https://it-it.facebook.com/InformaleaJob.ConfindustriaGrosseto

3 AGREEMENT

4 Italian translation “Model and framework for the recognition and validation of informal learning in

5 Draft "Guidelines" Procedures for the construction of a service of recognition of informal learning for

6 I ° Monitoring Report

7 draft of questionnaire

8 II ° Monitoring Report

9 OPERATIVE CARS

10 Guidelines - Tool for the valorisation and for the recognition of informal learning in the company

11 Questionnaire Enterprise

12 Questionnaire Collaborator

Product 'Web Site - www.informaleajob.it'

Title:	Web Site - www.informaleajob.it
Product Type:	website
Marketing Text:	The site represents the electronic source to provide information about the project and its activities and events, as well as to make available the documentation developed during project activities. Will be maintained even after the term of the financing of the Project, providing a tool to support the follow-up activities.
Description:	The project site allows to reach a very high number of users, which is the final potential of product design and is a means of easy to use and quick retrieval of information. E 'currently studying the possibility to make links with sites of the supporters of the project, the latter element that would strengthen exponentially the group of users and stakeholders reach.
Target group:	Chamber of Commerce, social partners, provinces, SMEs, Policy makers, workers, operators Sector Education and Training
Result:	
Area of application:	
Homepage:	www.informaleajob.it
Product Languages:	Italian

Product 'Facebook page https://it-it.facebook.com/InformaleaJob.ConfindustriaGrosseto'

Title:	Facebook page https://it-it.facebook.com/InformaleaJob.ConfindustriaGrosseto
Product Type:	website
Marketing Text:	Facebook is a social network, a social network that spans across all internet users. The Facebook page is a tool of total communication, dissemination of results, dissemination. The Facebook page helps the project consortium to share their news and to connect with people. Are published on the facebook page news, photos, events related to the implementation of project activities.
Description:	Facebook is a social network, a social network that spans across all internet users. The Facebook page is a tool of total communication, dissemination of results, dissemination. The Facebook page helps the project consortium to share their news and to connect with people. Are published on the facebook page news, photos, events related to the implementation of project activities. The people who "like" the page and their friends can get updates in the News section. The Facebook page promotes the dissemination of information about the project and its progress. Currently registers 102 "Likes".
Target group:	Chamber of Commerce, social partners, provinces, SMEs, Policy makers, workers, operators Sector Education and Training
Result:	
Area of application:	
Homepage:	https://it-it.facebook.com/InformaleaJob.ConfindustriaGrosseto
Product Languages:	Italian

Product 'AGREEMENT'

Title: AGREEMENT

Product Type:

Marketing Text: it is a document from the shared work and part played by the partners of Project vie e-mail and called on the occasion of the first international meeting dell'17-18 December 2013. This document presents the final organization of the Consortium; it defines the results to be achieved, the strategic and operational objectives and their results; Moreover, this document defines the operational procedures, the Communication Plan, the Plan of Management of the Consortium and then identifies the tasks assigned to each partner; also presents the Plan Monitoring and Evaluation and Dissemination Plan and Utilization of the results.

Description: This document defines the working tools, identifies shared strategies and presents the operating methods of work. The sharing of these elements is the strategic link to ensure the success of the project. Team collaboration based on shared choices represents an additional value that encourages and motivates the activities that the individual partners must achieve. Work sharing strategies to take up the activities in an organized and precise.

Target group: partner of the project consortium

Result:

Area of application:

Homepage: www.informaleajob.it

Product Languages: English
Italian

Product 'Italian translation “Model and framework for the recognition and validation of informal learning in the workplace”'

Title:	Italian translation “Model and framework for the recognition and validation of informal learning in the workplace”
Product Type:	
Marketing Text:	it's the italian translation of the “Model and framework for the recognition and validation of informal learning in the workplace” product pf the Leonardo TOI project “European Initiative for the promotion and validation of informal learning – Pastures New”
Description:	The added value of this project is the structuring of the indications of the "Model and Framework for the recognition and validation of informal learning in the workplace" in a procedure for the recognition and validation of 'informal learning for workers in employment crisis which involved some of the areas affected by the employment crisis such as construction, trade-retail, manufacturing, crafts and the 'industry. sectors in greater employment crisis in Lazio and Tuscany. (Report UnionCamere 2012). The product in question is structured with information on quality and transparency and this allows a comparison between the partners on common principles that form the basis for further processing of the Memorandum of Understanding.
Target group:	partner of the project consortium
Result:	
Area of application:	
Homepage:	
Product Languages:	Italian

Product 'Draft "Guidelines" Procedures for the construction of a service of recognition of informal learning for workers in jobs crisis "'

Title:	Draft "Guidelines" Procedures for the construction of a service of recognition of informal learning for workers in jobs crisis "
Product Type:	evaluation methods
Marketing Text:	The Draft Guidelines integrates the contents of the "Model and framework for the recognition and validation of informal learning in the workplace" with the needs of the national territory. It is the result of adaptation and integration of innovative contents of the "Model and framework for the recognition and validation of informal learning in the workplace," with what emerged in meetings with the Regional Operating Committee COT, the Science Team TSI, meetings with stakeholders, international meetings and target groups.
Description:	The draft contains the instructions to build the process of the recognition of informal learning for workers in jobs crisis Describes the formative action necessary to acquire the skills and knowledge base, tools, methodologies, useful content to operators involved in the recognition process. The Draft describes all the methodological process of experimentation and observation and assessment tools for the verification of the acquisition of learning.
Target group:	Chamber of Commerce - social partners, SMEs, policy makers and end users such as workers in employment crisis affected the recognition of informal learning - Operators Professional Training
Result:	Guidance material to new approaches and methodologies
Area of application:	
Homepage:	
Product Languages:	Italian

Product 'I ° Monitoring Report'

Title:	I ° Monitoring Report
Product Type:	
Marketing Text:	The Monitoring and Evaluation System has provided information on the progress of the phases of the project and the quality of the results achieved. The system put in place has enabled us to check the efficiency of organizational processes through the monitoring of compliance of the activities implemented with regard to those designed, both in terms of time and in terms of content and arrangements.
Description:	This document collects monitoring data is made for the activities of the Project. The Report is divided into five sections: • in the first are the data on the system of indicators used to monitor the progress of the project; the structure of the indicators and management areas considered are those already defined in the monitoring plan contained in the document "Agreement" and subsequently amended. • The following sections contain the feedback on the liking of the events held during the first year. In particular: o The meeting of the Operating Committee of the Territorial 13/11/2013 or the First International Meeting of "Building the TSI Team International Scientific" - 17-18 / 12/2013 o The meeting of the Operating Committee of the Territorial 05/30/2014 or II Meeting of "Adaptation" - 9-10-11 / 06/2014 The results of evaluations of customer are represented by graphs and tables.
Target group:	partner of the projcet consortium
Result:	report
Area of application:	
Homepage:	
Product Languages:	Italian

Product 'draft of questionnaire'

Title: draft of questionnaire

Product Type:

Marketing Text: ll questionnaire is the instrument to collect data useful for analyzing the humus in which to operate the service with recognition of informal learning of workers and to identify the level of awareness that SMEs about the importance of the enhancement of skills acquired informally. In addition, the questionnaire is useful for disseminating project activities and to reach potential beneficiaries and identify the SMEs involved in the trial.

Description: To achieve the purpose of the project is necessary to know:
• the development of practical skills management in organizations (with particular attention to private sector companies)
• current levels of awareness of enterprises on the importance of intentional management of workers' skills and enhance their value within the company
• the instruments currently adopted and developed by companies for the management and enhancement of skills.
For these reasons it was drawn up a draft of a questionnaire which collected data will be useful to prepare a dossier on the history of the practice of management skills in organizations and a survey report on the levels of awareness of enterprises and related instruments adopted and developed to the management and enhancement of skills.
In particular, the investigation will affect the following areas:
• organization of the human resources
• presence of company profiles declined for skills, and systems / mapping tools of workers' skills
• eventual support of external consultants for skills assessment
• plans for skills development (training, mentoring, etc.)
• presence of methods and tools for the enhancement of skills acquired in the workplace (informal learning).

Target group: smes

Result: research

Area of application:

Homepage:

Product Languages: Italian

Product 'II ° Monitoring Report'

Title:	II ° Monitoring Report
Product Type:	
Marketing Text:	The Monitoring and Evaluation System has provided information on the progress of the phases of the project and the quality of the results achieved. The system put in place has enabled us to check the efficiency of organizational processes through the monitoring of compliance of the activities implemented with regard to those designed, both in terms of time and in terms of content and arrangements.
Description:	This document collects monitoring data is made for the activities of the Project. The Report is divided into five sections: • in the first are the data on the system of indicators used to monitor the progress of the project; the structure of the indicators and management areas considered are those already defined in the monitoring plan contained in the document "Agreement" and subsequently amended. • The following sections contain the feedback on the liking of the events held during the second year. The results of evaluations of customer are represented by graphs and tables
Target group:	partner of the projcet consortium
Result:	report
Area of application:	
Homepage:	
Product Languages:	Italian

product files

II° monitoring report - sept.2015.pdf

http://www.adam-europe.eu/prj/11235/prd/8/1/II%C2%B0%20monitoring%20report%20-%20sept.2015.pdf
II° monitoring report
The Monitoring and Evaluation System has provided information on the progress of the phases of the project and the quality of the results achieved. The system put in place has enabled us to check the efficiency of organizational processes through the monitoring of compliance of the activities implemented with regard to those designed, both in terms of time and in terms of content and arrangements.

Product 'OPERATIVE CARS'

Title: OPERATIVE CARS

Product Type: modules

Marketing Text: Operating Cards are a concise guide designed to put companies and workers who understand what is informal learning, what it means and what benefits it entails the enhancement of informal learning in the company, what are the teaching methods to encourage the learning in the company.

Description: Inside you can find summaries of some tools that businesses have adopted to promote and recognize the learning of workers:
1. LightBite.
2. E-portfolio EIPIL Pan.
3. E-portfolio Inform.Edu.
4. Company / Enterprise Award EIPIL
5. SkillCatch
6. Padlet
7. BOOST
8. Just Frameworks
9. My Showcase
10. Kode-NQF
11. PROVIDE.
12. Women in SMEs
Each tab has the following scheme, which can be used to develop other tabs:
- What?
- Who is it?
- What is its purpose?
- What is needed to use it?
- How does it work?

The Operating Cards represented the instrument used in STEP # 2 - Information / Training of HR managers / entrepreneurs to the theme of formal, non-formal, informal - expected from the procedure InformaLeaJob - whose goal is "Adopt a culture of appreciation of informal learning "achieved through the implementation of the following actions:
• Distribution of operating card companies participating in the test project;
• Sharing best practice proposals and their possible use (partial, full or by way of example) in the organizational context of reference.

Target group: companies and workers

Result:

Area of application:

Homepage:

Product Languages: English

product files

Operative cards.pdf

http://www.adam-europe.eu/prj/11235/prd/9/1/Operative%20cards.pdf
Operating Cards are a concise guide designed to put companies and workers who understand what is informal learning, what it means and what benefits it entails the enhancement of informal learning in the company, what are the teaching methods to encourage the learning in the company.

product files

Product 'Guidelines - Tool for the valorisation and for the recognition of informal learning in the company'

Title:	Guidelines - Tool for the valorisation and for the recognition of informal learning in the company
Product Type:	evaluation methods
Marketing Text:	The aim of the project InformaLeaJob was to develop, test and validate a method of recognition of informal learning in the workplace by proposing a procedure with the relevant operational tools that could be achieved in the enterprise system in terms of involvement of human resources, utilization financial resources and use of time.
Description:	The aim of the project was to build a service for identifying and developing the skills of workers with particular attention to learning that you can develop in your workplace with the involvement of stakeholders, employers' organizations, SMEs, trade unions and the Chamber of Commerce. Through the drafting of the guidelines described above adapting the content of the "Model and Framework" in our enterprise system, this manual describes a procedure and related tools for the enhancement and recognition of informal learning in the workplace allowing SMEs to understand and know how to manage the factors that favor the learning company and program plans for development of human resources. This made it possible, too, to help grow the business system Italian culture of the value of learning and the importance of their recognition. This is crucial both for the individual worker who is recognized for his professionalism both the individual company that is recognized as a place of continuous learning with a wealth of know-how that is the added value and that, in fact, it belongs to the company but that is constructed through the learning of the workers who work in it.
Target group:	smes and workers
Result:	Guidelines
Area of application:	
Homepage:	
Product Languages:	English

product files

Guidelines InformaleaJob 2015.pdf

http://www.adam-europe.eu/prj/11235/prd/10/1/Guidelines%20InformaleaJob%202015.pdf
The aim of the project InformaLeaJob was to develop, test and validate a method of recognition of informal learning in the workplace by proposing a procedure with the relevant operational tools that could be achieved in the enterprise system in terms of involvement of human resources, utilization financial resources and use of time.

Product 'Questionnaire Enterprise'

Title: Questionnaire Enterprise

Product Type: evaluation methods

Marketing Text: The questionnaires for the company and for employees are the tools used during the Hearing. As mentioned in the previous chapter, both born with the aim of raising the awareness of the presence of informal learning in the workplace. Their structure makes them still appropriate tools to the realization of a process of assessment of skills

Description: The questionnaire is filled in by the company from the Human Resources Manager or Plant Manager. And 'it structured in 2 parts. The first section of the compiler will have to complete a personal information file for the company, containing a series of general information and two free fields, one devoted to a description of what are the business areas, and a second devoted to a brief narrative history the company through its main stages.
Below will be to identify the technical and professional skills and transverse will be evaluated. As for the technical and professional skills each firm (or area or sector) will identify independently a three skills that you think are necessary to operate effectively in the organizational context of reference. About the soft skills the compiler will select between 1. Talk to others
2. Working in group 3. 4. Solve problems effectively manage difficult situations in terms of relational 5. evaluate themselves and learn. In the second section, the compiler will evaluate the sample of workers under investigation on the skills previously identified hrough an indication, along the bar scale, the level of competence exercised upon hire and at the present time and then indicating elements on which it has based its assessment, as well as factors believed to have led to the development.

Target group: Human Resources Manager or Plant Manager

Result:

Area of application:

Homepage:

Product Languages: English

product files

Annex 1 Questionnaire Enterprise.pdf

http://www.adam-europe.eu/prj/11235/prd/11/1/Annex%201%20Questionnaire%20Enterprise.pdf
The questionnaires for the company and for employees are the tools used during the Hearing. As mentioned in the previous chapter, both born with the aim of raising the awareness of the presence of informal learning in the workplace. Their structure makes them still appropriate tools to the realization of a process of assessment of skills

Product 'Questionnaire Collaborator'

Title:	Questionnaire Collaborator
Product Type:	evaluation methods
Marketing Text:	The questionnaire collaborator with the participation of all workers who have been subject to evaluation within the company Questionnaire. The employee proceeds to self-reported skills with the same procedure used by your manager.
Description:	The questionnaire collaborator with the participation of all workers who have been subject to evaluation within the company Questionnaire. The employee proceeds to self-reported skills with the same procedure used by your manager.
Target group:	collaborators
Result:	
Area of application:	
Homepage:	
Product Languages:	English

product files

Annex 2 Questionnaire Collaborator.pdf

http://www.adam-europe.eu/prj/11235/prd/12/1/Annex%202%20Questionnaire%20Collaborator.pdf
The questionnaires for the company and for employees are the tools used during the Hearing. As mentioned in the previous chapter, both born with the aim of raising the awareness of the presence of informal learning in the workplace. Their structure makes them still appropriate tools to the realization of a process of assessment of skills

Events

Seminar "HUMAN RESOURCES - the real value to businesses of today and tomorrow"

Date	12.11.2015
Description	Program -Evolution The regulatory environment and the labor market; -organization of work and internal mobility; 'shared, training and service levels; -competitività and key resources to manage and retain; -Tools for the integrated management of the staff. -budget Human Resources and management control. -The project "InformaLeajob" The purpose of the seminar was to suggest to the companies, a strategic vision or thought out, reasoned, planned, which bases its logic level multidisciplinary. Hence the reference standards, taxation, economic, profitable but also the skills, training, assessment. InformaLeaJob developed and used the concept of competence within organizations, even small ones that are typical of the production contexts of the project area. Working for skills in organizations means, above all, be aimed at the enhancement of the know-how of the company, a know-how that actually belongs to the company, but is constructed through the learning of the workers who work in it.
Target audience	Enterprises, social partners and their organisations at all levels, including trade organisations and chambers of commerce and industry (ENT)
Public	Event is open to the public
Contact Information	Confindustria Toscana Sud +390564468811 informaleajob@confindustriagrosseto.it
Time and place	Thursday, november, 12 2015 Boardroom, Confindustria Toscana Sud - Delegaz of Grosseto and videoconference with Delegaz Siena

Events

Final Conference "The recognition of competences in work place: opportunity and methods"

Date	29.09.2015
Description	Program 9:30 Registration of participants 10:00 Welcome - Riccardo Breda, President of the Chamber of Commerce of Grosseto 10:15 "The methodology InformaLeaJob as a tool for the enhancement of informal learning in the workplace," John Mascagni, project coordinator. 10:45 "The recognition of skills in businesses in England and Scotland," Margaret Smith, MRS Consultancy LDT 11:15 Round Table and debate on "Enterprise, University and School compared" It coordinates the discussion Antonio Capone, director of Confindustria Tuscany South, Delegation of Grosseto Participants: Ilaria Tosti, entrepreneur - company Tosti Srl Michael Zambotti, company director - company Whirlpool Italy Claudio Melacarne, Professor of Social Pedagogy - University of Siena Daniela Giovannini, head teacher - IIS Polo L. Bianciardi of Grosseto 12:30 Closing remarks
Target audience	Enterprises, social partners and their organisations at all levels, including trade organisations and chambers of commerce and industry (ENT) Public authority (local) (PUB-LOC) Vocational or technical secondary school (EDU-SCHVoc) Vocational training centre or organisation (EDU-VET)
Public	Event is open to the public
Contact Information	Confindustria Toscana Sud ph. +390564468811 informaleajob@confindustriagrosseto.it
Time and place	Tuesday, September 29, 2015 Pegasus Room of the Palace of the Province of Grosseto

Events

Meeting Alternating school-work

Date	21.09.2015
Description	Purpose: Proposal to convey the results of the trial InformaleaJob to PTP - Polo Technical Professional of the agri-food sector
Target audience	Vocational or technical secondary school (EDU-SCHVoc) Chambers of commerce (ENT-CHCom) Enterprises, social partners and their organisations at all levels, including trade organisations and chambers of commerce and industry (ENT)
Public	Closed event
Contact Information	Confindustria Toscana Sud ph. +39 0564468811 informaleajob@confindustriagrosseto.it
Time and place	September, 21 2015 Agricultural Technical Institute

Events

III° international meeting

Date	25.06.2015
Description	Giovedì 25 Giugno 2015/ Thursday, June 25th, 2015 Presso La Selva - società bioagricola a r.l. S.P. 81 Osa n. 7, 58015 Albinia – Orbetello (GR), Italia. 8.45 Departiture from the Industrial Union Tuscany South - Delegation of Grosseto Viale Monterosa 196 - GR ore 9.00 Fermata all'Hotel Bastiani / Stop to Hotel Bastiani 9.10 Departure for the La Selva – Biologic Farming Company 9.30 Arrival to La Selva – Biologic Farming Company Greeting from the Director - Welcome to partners 9.45 Visit to "La Selva – Biological Farming Company 11.00 Sharing of results of the activities achieved at the English Partner The MRS Consultancy ltd on 8-9 June 2015 Giovanni Mascagni, project coordinator Mr Roy Smith, Mrs Margaret Smith the MRS Consultancy LDT 11.30 Sharing the impact of awareness actions carried and presentation of the actions of the final phase of the project: validation and dissemination of the results" Giovanni Mascagni, project coordinator - Sabrina Nosso, responsible for communication 12.00 Coffee Break 14.30 Tools for the valorization and recognition of informal learning in the company" Simone Giusti, scientific responsible of project 15.00 "Case Study - Witness" 16.00 End of work Friday, June 26th, 2015 presso Confindustria Toscana Sud – Delegazione di Grosseto viale Monterosa 196 - Grosseto. 9.30 Registration of participants 10.00 The validation procedure: obiectives and methods" 10.30 The assessment of the methodology of recognition of informal learning in the workplace" - Group work 11.00 coffee break 11.15 Rationalization of the work and proposals of solutions of the criticalities" In plenary 11.45 Sharing strategies to follow up - Agreement Network /Presentation of the Memorandum of understaning" 12.00 End of work
Target audience	partner of the project consortium
Public	Closed event
Contact Information	Confindustra Toscana Sud viale monterosa 196 GR +390564468811 informaleajob@confindustriagrosseto.it
Time and place	June, 25-26 2015 Confindustria Toscana Sud Viale Monterosa 196 58100 Grosseto

Events

Awareness workshop "Enhancing the informal learning in enterprises"

Date	23.06.2015
Description	Program 10.00 Welcome and registration of participants 10.15 Greetings from the Secretary General Chamber of Commerce of Viterbo,Francesco Monzillo 10.30 Greetings from the Deputy Director of Confindustria Tuscany South, Antonio Capone 10.45 Presentation of the project INFORMALEAJOB "The recognition of the informal learning of the workers involved in the employment crisis, through the creation of a certification system" - Giovanni Mascagni, Project Coordinator 11.15 "How to enhance the informal learning in enterprises. Tools and case studies "- Sabrina Nosso - component group of the scientific project 11.45 Contributions of participants 12.00 Closing remarks
Target audience	Enterprises, social partners and their organisations at all levels, including trade organisations and chambers of commerce and industry (ENT) Vocational training centre or organisation (EDU-VET)
Public	Event is open to the public
Contact Information	Chamber of Commerce of Viterbo ph. +00390761234539 segreteria.generale@vt.camcom.it
Time and place	Tuesday, June 23, 2015 Chamber of Commerce of Viterbo Via Fratelli Rosselli 4 - Viterbo

Events

Awareness workshop "Enhancing the informal learning in enterprises"

Date	18.06.2015
Description	Program 10.00 Welcome and registration of participants 10.15 Welcome address by the Vice President of the Chamber of Commerce of Grosseto, Dr. Carla Palmieri 10.30 Greetings from the Deputy Director of Confindustria Tuscany South, Dr. Antonio Capone 10.45 "The project INFORMALEAJOB - The recognition of the informal learning of the workers involved in the employment crisis, through the creation of a certification system", John Mascagni, Project Coordinator 11.15 "How to enhance the informal learning in enterprises. Tools and case studies "Sabrina Nosso, member of scientific group of the project 11.45 Contributions of participants 12.00 Closing remarks
Target audience	Enterprises, social partners and their organisations at all levels, including trade organisations and chambers of commerce and industry (ENT) Vocational training centre or organisation (EDU-VET)
Public	Event is open to the public
Contact Information	Confindustria Toscana Sud tel. +0039 0564468811 informaleajob@confindustriagrosseto.it
Time and place	Thursday, June 18, 2015 Chamber of Commerce of Grosseto

Events

Awareness workshop "Enhancing the informal learning in enterprises"

Date	16.06.2015
Description	Awareness workshop Program 10.00 Welcome and registration of participants 10.15 Greetings from the Director ERFAP Lazio, Dr. Franco Dore 10.45 Presentation of the project INFORMALEAJOB "The recognition of the informal learning of the workers involved in the employment crisis, through the creation of a certification system" - Giovanni Mascagni, Project Coordinator 11.15 "How to enhance the informal learning in enterprises. Tools and case studies "- Sabrina Nosso - component group of the scientific project 11.45 Contributions of participants 12.00 Closing remarks
Target audience	Enterprises, social partners and their organisations at all levels, including trade organisations and chambers of commerce and industry (ENT) Vocational training centre or organisation (EDU-VET)
Public	Event is open to the public
Contact Information	Erfap Lazio ph. +003906.58335028 erfaplazio@erfaplazio.org
Time and place	Tuesday, June 16, 2015 Best Western Hotel Universo Rome Via Principe Amedeo 5 / b - Rome

International Meeting at the partner P1 MRS CONSULTANCY LTD Harrogate (UK)

Date	08.06.2015
Description	Purpose: to implement the contents of the Draft of Muo and sharing potential with representatives of the VET system English.
Target audience	partner of the project
Public	Closed event
Contact Information	Confindustria Toscana Sud ph- +390564468811 informaleajob@confindistriagrosseto.it
Time and place	june, 8-9 2015 Harrogate UK

Events

Capacity Building for Lifelong Learning Programme - International Conference

Date	18.09.2014
Description	Capacity Building for Lifelong Learning promotes local and institutional development strategies based on innovative methodologies focused on the exploitation of successful initiatives and tools developed at European level within the framework of the Lifelong Learning Programme. The conference provides decision makers, local development agencies and professionals with the opportunity to meet each other, discuss around existing challenges, strategies and solutions adopted. The conference is focused around key policy areas, which are analysed from different perspectives and by multi level actors: Skills shortages: despite high unemployment rates in many European countries, over 2M job vacancies remain unmatched. How the regions with high development rates are coping with this challenge? Early school leaving and NEETs: over 14M European youngsters between 15 and 24 are not in employment nor in education and training. How are member states implementing Youth Guarantee, providing quality employment or education opportunities within 4 months of inactivity? Innovation in education: the business world is shaped by constant and everincreasing technological hange. How arethe educational systems equipped to provide the right skills neededtoday andtomorrow by employers? Local development within macro--regions: defined geographical areasembracing bothMember Statesand third countries arefacing common challenges.How can cooperation be strengthened to facilitate the achievement of economic development and social cohesion?
Target audience	The conference attracted over 130 delegates from across Europe and even Asia. The conference provides decision makers, local development agencies and professionals with the opportunity to meet each other, discuss around existing challenges, strategies and solutions adopted.
Public	Event is open to the public
Contact Information	Mrs Consultancy ltd
Time and place	september, 18 2014 Greece - Athens

Events

II° international meeting

Date 09.06.2014

Description

Monday, June 9th, 2014
ore 10.00 Registration of participants
ore 10.10 Greeting from the Director - Welcome to partners
ore 10.15 Sharing of the results of the activity of adaptation and writing of the index of the draft of the guideline “Procedures for the construction of a service for the recognition of informal learning for workers in jobs crisis”
Giovanni Mascagni, project coordinator
Simone Giusti, project scientific responsable
ore 11.30 Brain Storming –/ comparison with the participants
ore 12.00 Learning at the work place—comments and suggestions developed by Cedefop
Ms Ausra Giedriene - referent of Kaunas Chamber of Commerce, Industry and craft
ore 13.00 Coffee Break
ore 14.30 Comparison on operational issues and possible critical in the implementation of project activities (reporting, communication, with particular reference to the mode of communication, use of the site, Update Operating Procedures section of the Agreement Document - sharing the plan of activeties of individual partners with particular reference to future activities to disseminate the results – pianification of the activities of experimentation)
Ore 17.30 End of work

Tuesday, June 10, 2014
ore 9,30 Registration of participants
ore 9.45 Presentation of the draf of the guideline “Procedures for the construction of a service for the recognition of informal learning for workers in jobs crisis”
Giovanni Mascagni, project coordinator
Simone Giusti, project scientific responsable
ore11.00 How to recognize and value informal skills in the company through the visualization of concrete tools and case studies
Ms Margaret Smith - The MRS Consultancy Ltd
ore 12.30 Coffee Break
ore 14.30 How to create a LightBite: instruction of use and hands-on session
Bert Coolen – Belgian Network for Open and Digital Learninig
Ore 16.00 Brain storming –comparison with the participants

Wednesday, June 11, 2014
ore 9,45 Registration of participants
ore 10.00 The implementation of ECVET - a service for workers
Ms Ausra Giedriene - referent of Kaunas Chamber of Commerce, Industry and craft
ore 11,30 Coffee Break
ore 11.45 Brain storming –/ comparison with the participants
ore 12.15 question of the participants and discussion
ore 13.00 end of work

Target audience partner of the project consortium

Public Closed event

Contact Information

Industrial Association of Grosseto
viale monterosa 196 GR
+390564468811
informaleajob@confindustriagrosseto.it

Events

june, 9-10-11 2014
Grosseto
Italy

II Territorial Meeting of preparation of COT Operating and Territorial Committee

Date	30.05.2014
Description	the meeting was the second meeting of sharing, discussion and exchange of experiences between the Italian partners, aiming to deepen the mutual contributions in the activation of the most effective strategies for achieving results Project - Sharing of recognition procedures of 'informal learning; sharing the planning and organization of the II International Meeting
Target audience	partner of the project consotium
Public	Closed event
Contact Information	Industrial Association of Grosseto viale monterosa 196 Grosseto Italy +390564468811 informaleajob@confindutriagrosseto.it
Time and place	May, 30 2014 Grosseto Italy

Events

1st International Meeting of Team Building

Date	17.12.2013
Description	I International meeting December, 17 2013 10.00 Registration of partecipants 10.10 Greetings from the Director — Welcome Speech to Partners 10.30 “Every Territory has a Tale to Tell” - Team building beginning with the sharing of territorial values and typical eno-gastronomic product 11.30 “Presentation of the Project INFORMALEA-JOB: Objectives and Activities”-Giovanni Mascagni, Project Coordinator 12.00 “Guidelines for administrative management and financial reporting”-Tiziana Carrozzino, CEO of the project 12.30 Coffee Break 14.30 “Presentation of plans communication,dissemination, monitoring and evaluation”-Sabrina Nosso, Resp. Of communication,Lucia Pepe, Resp. of the monitoring and evaluation 15.30 Sharing and signing the document “Agreement” 16.30 Concluding statements December, 18 2013 9.00 Registration of partecipants 9.30 Presentation of the Guidebook “Model, Framework and associated instruments for the recognition of informal learning in the workplace”-Ms Margaret Smith - The MRS Consultancy Ltd 10.30 “Experiences made by International partner in the field of the recognition of informal learning in the workplace"-Ms Ausra Giedriene - referent of Kaunas Chamber of Commerce, Industry and craft-Bert Coolen – Belgian Network for Open and Digital Learning 11.30 Coffee Break 11.45 “The recognition and validation of informal and non formal learning in Italy. Normatives context of reference and experiences”-Simone Giusti, Scientific Director of the project 12.15 Questions of the partecipants and discussion 13.00 Concluding statement
Target audience	partner of the project consortium
Public	Closed event
Contact Information	Associazione Industriali Grosseto viale Monterosa 196 58100 Grosseto tel. +39 0564 468811 fax. +39 0564 454588 informaleajob@confindustriagrosseto.it
Time and place	December, 17-18 2013 Associazione Industriali Grosseto viale Monterosa 196 58100 Grosseto

Events

I ° Territorial Meeting of preparation of COT Operating and Territorial Committee

Date	17.11.2013
Description	the meeting was the first preliminary meeting of sharing, discussion and exchange of experiences between the Italian partners, aiming to deepen the mutual contributions in activating the most effective strategies for achieving results Project - defined activities Ist international meeting.
Target audience	Partner of the project consortium
Public	Closed event
Contact Information	Industrial Association of Grosseto Viale MOnterosa 196 Grosseto Italy +390564468811 informaleajob@confindustriagrosseto.it
Time and place	November, 17 2013 Grosseto, Italy