PIONEER ACTION PLAN

of

ECVET FOR RECOGNITION

OF QUALIFICATIONS

IN CONSTRUCTION SECTOR - **CONVET**

2014

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Introduction

The CONVET project is designed to use Action Learning methodologies from the UK and transfer them to develop an ECVET system in regard of VET training institutions and learners from the Construction Sector. This is designed to improve training options and ways to learn and through that increase employment opportunities and mobility for individuals. Further details about the project can be found on the CONVET web site or via your national partner organisation

The Pioneer Action Plan will utilise elements from the original "PALS" Project toolkit used as the basis of the methodology. The Pioneers Action Plan will include the steps and approaches required in accordance with the original methodology and provide the basic tools and techniques required to transfer to the Construction Sector

What is a Pioneer?

A Pioneer is someone who will support the project, introduce and engage others (called Stakeholders) in the concept and methodology. This is an important and exciting role for those who will take part. The approach adopted by Pioneers in accordance with principles of Action Learning is one that

- Encourages Pioneers to listen to what is being said by potential stakeholders and ask open questions
- Keeps people at ease at all times
- Gains agreement from all concerned – particularly about what you are trying to achieve
- Ensures that everyone is involved and makes a contribution
- Is flexible to make sure you engage with people at times and a place that suits them best

Getting Started

Anyone who is trying to introduce a new concept or idea will face resistance for a variety of reasons and it can be very frustrating. It is important before you start to develop your Action Plan to identify those individual and organisations who will affect or be affected by the project and those that will not. The key is to focus on those that will help you transfer the message and methodology and assist you in future.

So before you start to Action Plan think about people and organisations you want to work with. A way of undertaking this is often called a Stakeholder Analysis. A suggested framework is set out below. Please remember that you need to spend some time think about this before you engage with organisations and people. It will help you by reducing the time you will waste and improve your chances of success.

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STAKEHOLDER ANALYSIS

HIGH LEVEL INFLUENCE

Stakeholders whose actions can affect the outcomes of the project but they don't stand to gain or lose **Possible Partners** *Keep informed and involved*	Stakeholder whose actions can affect the outcomes of the project AND they stand to gain or lose **Key Partners** *Engage Closely*
Stakeholders whose actions do not affect the success of the project , and they do not stand to gain or lose much **Not likely to be partners**	Stakeholders who stand to gain or lose a lot , but whose actions will not affect the success of the project **Possible Partners** *Keep informed*

LOW LEVEL INFUENCE

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Planning and Preparation delivering the Pioneer Action Plan

Once you have identified the key organisations and people you wish to work with, you need to think about how you will approach them and what you want from them. In preparation of this it is often helpful to think through the following questions:

- What is the reason for you contacting this organisation / person?
- Who should be at the meeting or event you have arranged?
- What will be the content of your meeting / event?
- What do you want to happen at the end of your meeting/ event?
- Will you need any background details of CONVET e.g. printed materials?

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Pioneer Action Plan Template

This Action Plan Template is designed to be used to assist you in implementing your role as a Pioneer on the CONVET project.

It provides you with a format which enables you to be clear about the outcomes that you are trying to achieve through your actions – and importantly to check back that you have achieved them!

The timeframes will depend on the nature of the project. Please be clear what you want to achieve, when and how you will do this. It will be important that you work closely with the CONVET staff in your Partner Country on the Action Plan.

Area of Activity What needs to be done?	**Tasks** How it will be achieved?	**Who** will do it?	**What** resources are needed?	**When** will it be done by?	**What** is the outcome?

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