



Practical methodology for acquiring
Key Competences of ERF through CVET

*Validation and development
of Key Competences
in CVET adapted
to the field of
Personal Assistant*

[AUGUST 2015]

PR-ERF project is two year Leonardo Da Vinci Transfer of Innovation project whose aim is to develop a holistic methodology for recognition and development of 8 ERF Key Competences as a package of Skills, Knowledge and Attitudes that all individuals need to acquire through CVET for personal fulfilment, development, inclusion and employment.



PROJECT NEWSLETTER n.3

Piloting stage: curriculum and training materials at test

The PR-ERF project has entered its final phase: once it has been elaborated curricula and training materials for the 8 Key Competences of the European Reference Framework, the partnership will proceed to test the materials through the provision of at least 3 of the competences in each one of the countries participating in the project, being common to all of them the key competence 3 Learning to learn.

Previously, and in preparation for this process, it has been delivered a training for trainers workshop in which technicians who will conduct the piloting have been trained in project's methodology.

In total 10 sessions will be held, with a total duration of 56 hours and the participation of at least 50 trainees from the 5 countries participating in the project.

Testing phase starts September 10th.



There are very few resources available to assist new PAs (personal assistants in a healthcare sector) in developing the skills and knowledge needed for excellence in their role. That is why a specialist development programme that will equip anyone interested with all they need to take the first steps to be coming the PA that every manager would like to have on their team is necessary.

PARTICIPATE IN PR-ERF PROJECT!

TEST THE CURRICULUM!

- ✓ If you are interested in learning more about the project and/or test the training platform, please, feel free to contact with the coordinator or the national partners in each participating country (contact details on the back).
- ✓ Detailed information about the project and its results on the project website:
www.prerf.eu

The training materials elaborated in PR-ERF project are useful in order to make the learners competitive in the labour market and eager to self-develop through lifelong learning even after graduating from the VET program.

PR-ERF provides a holistic, innovative, flexible methodology that has been developed after analysing the training provision of formal training in the different countries, which participate in the project, by a multidisciplinary group of experts composed of active professionals in the health care sector, teachers, students, experts in lifelong learning, education authorities, etc.

A comprehensive training package

PR-ERF inside

PR-ERF is an innovative training solution that includes:

1. **A training curricula and methodological tools for development of 8 ERF competences in CVET for personal assistants in healthcare sector.**
2. **Assessment tool for validation of students' level and gaps to required EQF level on entry and also students results. This makes KCs acquired in CVET programmes transferable and recognizable in all EU countries.**
3. **Moodle E-learning platform.**
4. **Comprehensive training for trainers' material.**

PR-ERF curriculum has a **target group** of VET students attending the program "personal assistant in a healthcare sector, doctor assistant, dentist assistant" and the like.

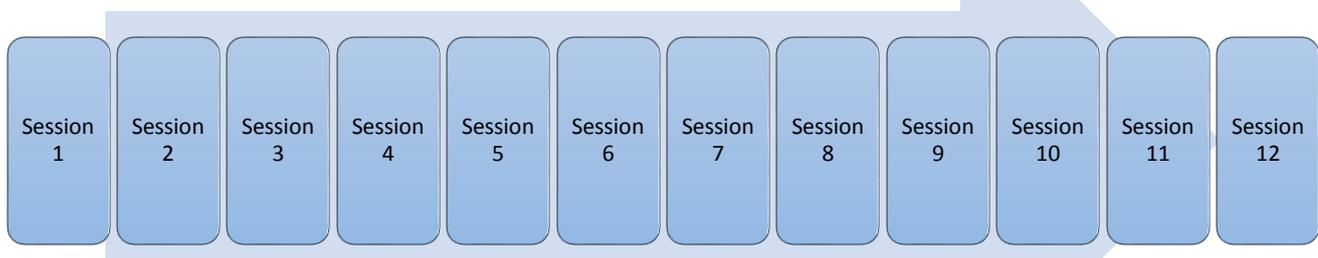
PR-ERF curriculum is a practical combination of two very important tools namely: European Reference Framework (ERF) and European Qualification Framework (EQF).

1. PR-ERF adapts **ERF**. It aims to develop a practical solution for the personal assistants in a healthcare sector in order to develop their key competences taking into account the work areas they are active in. PR-ERF is not a total solution as it takes into account existing curricula for the sector. The program aims to have the role of a therapy of the gaps not filled by existing curricula.
2. It is also aligned with **EQF** as it develops curricula at EQF level 4.

PR-ERF consists of 12 sessions where each session consists of 2 areas of development. In total 24 areas of development have been developed (3 areas of development per key competence).

PR-ERF methodology and final products will be delivered in 5 languages: English, Swedish, Dutch, Greek, and Spanish.

This is presented in the diagram below:



ENABLE LEARNERS TO:

- communicating bad news
- data handling
- multilingual and multicultural communication
- office technology and communication networks
- learning to manage one's own career
- social and emotional competences in the workplace
- confidence, self believe and goal setting
- organizing meetings
- networking
- corporate identity

Save the date!, final conference of PR-ERF project in Spain, October 2015

A final dissemination event for main stakeholders and decision-maker will be held in the city of Santander (ES) in October 23th, 2015.

The event is part of the dissemination strategy of the project and it is intended as a transnational meeting where project's outcomes and findings will be presented to a wide range of VET institutions and trainers, policy makers dealing with competency frameworks, PES, educational authorities, focus groups and other stakeholders participating in the project.

The training solution for personal assistants in healthcare sector in order to develop their key competences will be the main subject of the conference. Before the event, curriculum and training materials as well as Moodle platform will have been tested through pilot activities and feedback of trainers and trainees collected. The main goal of the pedagogical materials is to match knowledge, skills and attitudes of the trainees to the demands of labour market, improving their employability and career development.



Further information about project development:

www.prerf.eu

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