

Quadultrainers

QUADULTRAINERS PROJECT

Valorisation and Dissemination Plan

EDITED BY EBTN

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1. Introduction

Supporting the professional and personal development of adults is a key “profession” in the knowledge society. However broad and differentiated it may be according to the context, target learners, aims and organisational principles, trainers of adults are sufficiently different -and recognise themselves as such- from the teachers and trainers of young people.

The professional identity of adult trainers is a very valuable asset to implement a policy of lifelong learning in Europe. Several Member States have recognised the specificity of Adults Trainers and have established -mostly by initiative of professional associations- qualification frameworks and professional certificates.

However, mobility of trainers, and recognition of trainers’ qualifications is constrained by the lack of a common -and consensus based- authentically European qualification and competence framework.

While the European Qualification Framework is proposed as a “translator” among national qualifications, adult trainers, who have a key role to utilize, explain and evaluate such a device, have no common reference scheme to define their qualification and competency profile.

This is an obstacle to mobility and recognition not only at trans-national level within Europe but also at the trans-sectoral level within the same country (e.g. from corporate training to the continuing training department of a University, or from adult education centres to re-conversion of over-45 unemployed workers).

In addition to this, the use of ICT in work and learning is creating new challenges and new opportunities to adult learners and their trainers, that require a serious review of existing qualifications, when they exist at national level. Finally it must not be forgotten that most EU countries have no qualification framework of trainers.

The QUADULTRAINERS Project objectives are:

- A. mobilise professional Associations in this domain to collect their views on existing needs/opportunities and on the implementation framework that would be needed to implement a European Qualification in this domain.

- B. achieve a complete and articulated picture of what is already in existence in every Member Country and at European level in the different institutional and organisational contexts in which the trainers of adults operate.

- C. build -through an open dialogue among all involved categories of stakeholders- a European definition of the professional area and a representation of the related competencies and levels of performance/expertise, using EQF as a reference point.

- D. propose a co-operation framework among national and international associations and institutional actors, that would allow the delivery of general and specialised professional qualifications.

- E. consider among the Associated Networks and the institutional interlocutors- the creation of a European Qualification Institute for Lifelong Learning, focusing its initial activity on the trainers of adult learners in the different working contexts (industry, finance, public administration, non-

profit organisations, school, health, armed forces, adult learning centres, etc.).

The Project aims at increasing the recognition, the social prestige and the attractiveness of the Adults Trainers Profession by proposing -through a multistakeholder research and consensus building process- a European Qualification System for Adult Trainers.

2. Target Groups

The addressed **target sector** is the Financial Services Sector comprising banking, insurance, investment and capital market. The sector, being the backbone of the EU economy, has a fundamental role and impact on the quality of life of the EU society, especially considering the growing importance of financial advise and financial planning.

Within the EU, Luxembourg is in this respect particularly affected, since the Financial Services Sector accounts for 30% of its GDP and employs some 29.000 staff (i.e. 10% of the working population).

In this context the QUADULTRAINERS project will strive to benefit not only institutions and individuals professionally involved in the Financial Services Sector, but also EU citizens at large, being the customers of the Sector.

Trainers and learning facilitators belonging to different countries will be reached during the piloting phase of the Project. These key actors will test and validate the Qualification prototype. In addition through the establishment of the:

- Meta Community website
- Advisory Board

- Concertation Seminars / Focus Groups
- Final Dissemination Conference

a large group of experts and professionals belonging to Banking and Financial Institutes; Banks and financial services institutions; Certification and accreditation institutions; Higher Education institutions; Training providers, trainers, specialists in lifelong learning and Vocational training will be consulted.

These activities represent the occasion in order to build the key actors Network building; to raise the awareness about the project objectives and activities.

The directly addressed **target groups** thus are:

- Banking and Financial Institutes
- Banks and financial services institutions
- Employees and middle managers in the Financial Services Sector
- Certification and accreditation institutions
- Training providers, trainers, specialists in lifelong learning and VET
- Higher Education institutions

The final and potential users of the project results will be:

- Banking and Financial Institutes, as well as training providers in other service sectors;
- Employees and middle managers in the Financial Services Sector and in other service sectors.

The validation experiences in pilot sites should provide also inputs for the fine-tuning of the project, thus meeting the needs of local users. The involvement of key players in the Financial Services Sector should make sure

that the QUADULTRAINERS project responds to real needs and complies with institutional guidelines and priorities at national and international/EU level. The innovative and flexible approach to improve the quality practices in QUADULTRAINERS, integrating the existing benchmarking approach it is expected to extend the project results beyond the target groups defined in the project, also giving benefit to the life long and vocational training practices and frameworks in the EU sector.

3. Objectives of valorisation and dissemination

In order to increase the value and ensure the use of QUADULTRAINERS and the impact that the project may have, it is envisaged valorisation and dissemination activities will be consistent with the following objectives:

1. To build consensus in order to create the European Qualification Prototype
2. To assure the availability of outputs
3. To assure transferability of outputs in other contexts
4. To increase the visibility

In general terms, it is important to stress that the planned ongoing validation processes are meant to inform and involve the addressed target groups.

The target groups involvement is considered as the key measure supporting project valorisation.

In order to achieve the above-mentioned objectives, the following specific actions and initiatives will be taken:

1. With respect to the objective ‘to build consensus’: Building a widespread consensus on the outputs will be an ongoing process made possible by setting up an iterative validation process involving final beneficiaries and other stakeholders. The planned *workshops* will also serve this purpose, together

with the involvement of national reference centres (EBTN Members) in specific research activities. Such ongoing process makes it possible to involve a large number of key players since the project inception, which will be asked for their expertise and knowledge of the sector. This will certainly lead to the acceptance of the system.

2. With respect to the objective ‘to assure the availability of outputs’: Outputs will be made available to interested parties by publishing them on the project *web site* and making them available and downloadable. In this respect, the decision of the QUADULTRAINERS partnership to publish and share the project outputs as they are developed and validated reflects the willingness of making the planned system as widely known and accepted. In addition, making outputs public also implies that external actors can contribute with their comments and suggestions for improvement. The communication process which is foreseen will facilitate the further adoption of the project ‘outcomes in other Countries. In this respect, the web site has a fundamental role in assuring this possibility. It is foreseen that documents will be saved in PDF format. Users will be able to download them for free after registration to the web site.

3. With respect to the objective ‘to assure transferability of outputs’: The conditions for transferability and scalability will be created by integrating the results of the validation (and therefore user feedback) in the developed system in order to verify the degree of acceptance of the model developed by other actors. Validation with ‘real’ users will take place in the pilot experiences. During the pilot experiences it will be possible to discuss with users the critical elements of the system in view of improving it and making it consistent with different national contexts. Closely linked to the valorisation and dissemination strategy, the sustainability strategy will take into account context-related opportunities for further development and exploitation. This will be described initially in the Sustainability Plan and then refined and adapted to real perspective scenarios of development in the (Business) Development Model.

4. With respect to the objective ‘to increase the visibility’: The visibility of the project outcomes will be fostered by promoting them *in relevant events and media*, and by organising the final Dissemination Conference. EBTN will make sure that QUADULTRAINERS is presented and promoted in the *transnational events and conferences* organised at regular intervals in Europe and in the rest of the world. The four quarterly *e-newsletters* will contribute to keeping up-to-date the addressed target audiences and highlight specific outcomes as they are developed and validated.

The *Concertation Seminar*.

Its aims can be summarised as following:

- a) To promote the dialogue amongst different actors and visions of identification, recognition and certification of competences for Adult trainers;
- b) To support the design and the development of the project outputs through the identification of need, priority areas for certification and the collection of existing qualification and competences frameworks across Europe with especial reference to the trainers of adults;
- c) To assure sustainability and dissemination of the project output.

The Project held two Concertation Seminars:

No	Date	Location	Partner	Target
1	March 24 2009	Rome, ABIFormazione	ALL PARTNERS	Banking and financial services institutions; certification and accreditation institutions; Adult trainers, researchers, academic sector, training sector, higher education institutions

2	January 29 2010	Lisbon, IFB	ALL PARTNERS	Banking and financial services institutions; certification and accreditation institutions; Adult trainers, researchers, academic sector, training sector, higher education institutions
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The Focus group

A focus group is a form of qualitative research in which a group of people are asked about their opinions towards a product, service, concept, advertisement, idea, or packaging. Questions are asked in an interactive group setting where participants are free to talk with other group members.

The Project arranged the following Focus Groups:

No	Date	Location	Partner	Target
1	March 31 2010	Brussels, FEBELFIN ACADEMY	EBTN FEBELFIN ACADEMY NIBE-SVV	Banking and financial services institutions
2	April 20 2010	Rome, ABIFormazione	AIF SCIENTER EBTN	Adult trainers; Financial Services Sector; Banks and financial services institutions; Certification and accreditation institutions
3	May 4 2010	Rome, BNL BNP Paribas	EBTN	Banking and financial services institutions; Managers in the Financial Services Sector
4	May 5 2010	Berlin, BSEL	BSEL	Adult trainers, researchers,

				academic sector, training sector, higher education institutions
5	May 27 2010	Lisbon, IFB	IFB	Banking and financial services institutions;
6	May 27 2010	Berlin, BSEL	BSEL	Adult trainers
7	June 2 2010	Amsterdam, NIBE-SVV	NIBE-SVV	Banking and financial services institutions; Managers in the Financial Services Sector
8	June 11 2010	Groenekan, E=MC	NIBE-SVV	Adult trainers; Financial Services Sector; training sector

The *Final Dissemination Conference* will be a valuable opportunity for presenting the project to a wide audience of experts and practitioners, and to collect additional first-hand experiences from external players.

The Final Dissemination Conference will be held in Amsterdam on October 20th 2010.

Furthermore, the acceptance expressed by interested organisations will open the way to real sustainability of the system in different Countries in Europe, and possibly in other sectors too. In this respect, it has been planned that after the ‘launch’ of the QUADULTRAINERS system in the final Conference, additional organisations from the Financial Services Sector, as well as from other sectors, will express (through letters of interest/appreciation) their commitment to work with the QUADULTRAINERS Project and to endorse it.

4. The Valorisation Strategy: Approach and Activities

The QUADULTRAINERS valorisation strategy is primarily based on the existing consensus of all EBTN Members towards the creation of the “European Qualification Prototype for Adults Trainers”.

This is expected to assure quality in the training provisions for Financial Services Sector employees, with a special focus on middle managers in the pilot phase. This consensus has been expressed and formalised already at the beginning of the QUADULTRAINERS project. On that occasion, the EBTN Executive Committee officially approved the project, its objectives and operational aspects.

The interest and commitment of EBTN Members in Europe represents an essential condition for the future exploitation of “European Qualification Prototype for Adults Trainers”.

The QUADULTRAINERS valorisation strategy is strictly linked to dissemination and to sustainability and exploitation of project outcomes.

In this respect, specific valorisation activities will be carried out in order to:

- Produce comprehensive documentation on the project aims, outcomes and impact.
- Highlight that the achieved results meet needs clearly identified at the project outset, thus assuring effectiveness.

The effectiveness of the valorisation strategy is mainly based on the credibility and competence of EBTN and of its Members. As a matter of fact EBTN is a transnational network made of European organisations which has been working since its creation in 1991 for the promotion of knowledge of EU sectorial regulations by organising international workshops and conferences.

There is a need among EBTN Members to improve the quality of training provision in the FSS, and to improve diversity management practices, which assures quality in training processes and practices. EBTN Members have already been informed of the QUADULTRAINERS project and its outcomes and have expressed their willingness to implement the system once it has been validated. This means that there is already a widespread consensus among EBTN Members on the QUADULTRAINERS project.

Therefore the QUADULTRAINERS Partners (co-ordinated by EBTN), leader of the work package, will work on project valorisation with the objective of assuring:

1. Visibility and dissemination of the project with regard to the developed products and (expected) impact;
2. Visibility and promotion of the project network (as resulting from the activities that each partner will carry out locally with key players and stakeholders), so to enhance public awareness of the project outcomes;
3. Involvement of other actors/key players in the different fields addressed by QUADULTRAINERS, in order to promote and support consensus beyond the partnership and beyond the project scope as defined in the proposal and contractual obligations;
4. Collection of users' feedback in order to verify the degree of acceptance of the model developed, so to substantiate the

validation process and set the basis for further dissemination and transferability to other contexts (sectors and Countries);

5. Identification of possible additional funds so to enhance sustainability once the Leonardo da Vinci support has phased out.

In order to make sure that valorisation activities are successful, special attention should be also paid to:

1. *The specific characteristics of the project outputs.* These concern also the actual implementation areas where the QUADULTRAINERS project can be transferred in an effective way, exploiting the real project potential and generating a positive impact on training systems. The analysis of the project outputs is called “*awareness of project and products identity*”. This may also imply adaptation activities so to make the developed system in line with existing accreditation and certification systems in EU Countries.

2. *The characteristics and needs of the addressed target groups and of the context in which they operate.* Only a deep understanding of the external context and of the target groups will allow for a consistent valorisation strategy aimed at promoting the application of the system.

QUADULTRAINERS needs to be aware of relevant policy developments. This can be generally called “*analysis of the context*”.

The addressed target groups which have shown an interest are:

_ Banking and Financial Institutes (working in the fields of banking, insurance, investment and capital market).

_ Research centres, Higher Education Institutions, consulting firms, institutional agencies and other stakeholders working in the field at national and European level.

_ Potential Users: other partnerships of projects dealing with the same themes, stakeholders at national and international level.

3. *The feasibility of valorisation opportunities.* It will be a priority for QUADULTRAINERS to ‘use’ the meta community and to embed dissemination activities in Member organization programmes and events.

4. Concerning the specific “*Valorisation Actions*” that will be carried out, the QUADULTRAINERS partnership has already planned, as the final dissemination conference, and to participation in other events and elaboration of articles and papers for specialized press.

Special attention has to be paid to the possibility to embed the dissemination and valorisation of QUADULTRAINERS in existing initiatives. The aim is to give the project outcomes the greatest visibility also linking them with the mainstreaming discussion issues already dealt with in institutionalised settings.

5. Methods and tools

The partnership will use a wide variety of dissemination methods to communicate and make the project message visible to the target audience and achieve the project valorisation purposes.

The following table lists some of the many methods that QUADULTRAINERS Partners use:

TOOLS	PURPOSE	DETAILS	TARGET
Brochure/ Leaflet	To promote To inform	The brochure resumes and promotes the activities or outputs of the project in a rather timeless fashion	<ul style="list-style-type: none"> - Financial Service Sector Operators Researchers and experts in the field (academic sector, training sector) - Citizens
Newsletters / Journals of partners	Raise Awareness To inform	<p>The partnership will use partners' newsletters to announce the project, give regular updates.</p> <p>The newsletter will be used to communicate and disseminate all the project information to all partners and (relevant) stakeholders</p>	<ul style="list-style-type: none"> - Members of EBTN - Financial Service Sector operators

Scientific articles	Raise Awareness To Inform	Any and every opportunity should be taken to get articles published about the project	- Financial Service Sector managers
Project Web site	To inform To engage To promote	The project web site will be one of the most versatile dissemination tools. Project related information will be uploaded. Inside the website there will be a restricted area for partners for communication and documents sharing. The web site will be updated also after the project has been completed, in order to assure the access to the results after completion of the project.	- Financial Service Sector Researchers and experts in the field (academic sector, training sector) - Citizens
Conferences	Raise awareness and commitment	The partnership will organise conferences with the stakeholders in the FSS to gain commitment and support	- Financial Service Sector Operators Researchers and experts in the field (academic sector, training sector)
Seminars	To engage To promote	The partner banking associations will organise “local seminars” at national level, involving relevant players and stakeholders	- Financial Service Sector workers (incl. managers) - Researchers and experts in the field (academic

			sector, training sector)
Meetings	Raise Awareness and Commitment Stakeholders Financail Services Industry	The Partners will use meetings (BoD, ExC, etc.) to present or talk about the activities developed by the project.	- Financial Service Sector workers (incl. Managers, Researchers and experts in the field)
Workshops	To inform To engage	The partner banking associations will organise workshops at national level, involving relevant players and stakeholders	- Financial Service Sector workers (incl. managers) - Researchers and experts in the field (academic sector, training sector)
Final Dissemination Conference	To Engage To Promote	The final conferences will be the most important opportunity to share our achievements with experts in the field.	- Researchers and experts in the field (academic sector, training sector)
Final Conference Proceedings	To Engage To Promote	Publications/Conference Acts	- Financial Service Sector operators Researchers and experts in the field (academic sector, training sector) - Citizens



QUADULTRAINERS DISSEMINATION ACTIVITIES

November 2008 - October 2009

Legend :

- Dissemination meetings
- Articles
- Focus Group
- Concertation Seminar
- Electronic Information

Brief description of dissemination activities done from 1 st November 2008 to 31 st October 2009	Where and when it took place	Which audiences were targeted in the dissemination activity
Project website www.quadultrainers.eu - by EBTN;	Since November 2008 (updated weekly)	- Financial Service Sector Researchers and experts in the field (academic sector, training sector) - Citizens
Articles on EBTNewsletter n. 20, general information on the Project, by EBTN	November 2008	- EBTN Members - Citizens
Publication on web site: - ETDF website (www.edtf-fefd.eu) - by AIF; - AIF webiste: (www.aifonline.it) - by AIF;	January 2009	- Financial Service Sector Researchers and experts in the field (academic sector, training sector) - Citizens

E-information, Dissemination of information on the Quadultrainers Project, by BSEL	From January 2009 to February 2009	- Financial Service Sector Researchers and experts in the field (academic sector, training sector)
Publications e-news: Teacher/Trainers info; by NIBE-SVV	February 2009	- Financial Service Sector Researchers and experts in the field (academic sector, training sector)
Dissemination of small brochure with aims, objectives, presentation of the Advisory Board and Concertation Seminar - by IFB	4 th February 2009, IFB Mangers Monthly, General Meeting - Board	- Financial Service Sector workers (incl. Managers, Researchers and experts in the field)
Publication on web site: www.ebtn.eu - by EBTN www.asseffebi.eu - by EBTN	Since December 2008	- Financial Service Sector Researchers and experts in the field (academic sector, training sector) - Citizens
Information on the Kick-off meeting of the Project, by IFB	January/March 2009, Magazine InforBANCA (Quarterly IFB)	- Information of the magazine circulated all over the Banking sector
Concertation Seminar, by all Partners	March 24 th 2009, Rome	- Financial Service Sector workers (incl. managers) - Researchers and experts in the field (academic sector, training sector)
Seminar: Information on the content, methods and goals of the Quadultrainers Project. Provision of information and discussion of project outline, by BSEL	Seminar 10 March 2009, FHVR Berlin, research meeting with external participants (FH Bund, FH Saarbrücken)	- Adult Trainers (n=11) working with socially disadvantaged people in Vocational training programs.
Magazine NIBE-SVV, Informative article	March 2009	- Financial Service Sector Operators; Researchers and

		experts in the field (academic sector, training sector) - Citizens
Dissemination on the Project, by IFB	January/April 2009, IFB Internal Newsletter n.13 House Organ	- Financial Service Sector Operators; Researchers and experts in the field (academic sector, training sector)
New Article on State of Art on the Project, by EBTN	March/June 2009, EBTNewsletter, n.21/22	- EBTN members
Workshop: Information on the content and goals of the Project. by BSEL	Workshop: 25 March 2009, GFBM ökologisches Bildungszentrum Lasker Höfe Lasker Str. 6-8, 10245 Berlin	- Dissemination of project information to adult trainers (n=11) working with socially disadvantaged people in vocational training programs.
Workshop, informative presentation about the Project, by EBTN	March 2009 Helsinki	- Financial Service Sector workers (incl. managers) Researchers and experts in the field (academic sector, training sector)
Description of the project, with link to the website of the Quadultrainers-Project, by BSEL www.hwr-berlin.de/index.php	Since 1 st April 2009, web site of the University; after the merger of FHW Berlin and FHVR Berlin; before the project information was included in the websites of FHVR Berlin	- Financial Service Sector Researchers and experts in the field (academic sector, training sector) - Citizens
Electronic Informative by articles on QUADULTRAINERS Project (aims, objectives, etc) - by EBTN	Since April 2009 ETBNewsletter	- Members of EBTN - Financial Service Sector

Conference, Presentation of the project; dissemination of information on content, methods and goals, by BSEL	Conference: April 2009 20, Glienicker Gespräch”, 23-25	- Citizens - Researchers and experts in the field (academic sector, training sector)
Article on Quadultrainers Project and Concertation Seminar, by AIF	April 2009 Electronic magazine AIF “Learning News”	- Financial Service Sector workers (incl. managers) Researchers and experts in the field (academic sector, training sector)
Publication on specialized magazine on Concertation Seminar	April 2009 Magazine “Persone e Conoscenze”	- Financial Service Sector workers (incl. managers) Researchers and experts in the field (academic sector, training sector)
National Conference, informative presentation - by EBTN	May 15 th 2009 Rome	- Financial Service Sector workers (incl. managers) Researchers and experts in the field (academic sector, training sector) - Citizens
Dissemination on the Project, by IFB	May/August 2009, IFB Internal Newsletter n.14 House Organ	- Financial Service Sector Operators; Researchers and experts in the field (academic sector, training sector)
Presentation on first outputs of the Project: Board Meeting - by NIBE-SVV and EBTN	June 2009 Brussels	- Financial Service Sector
Ad Hoc Presentation, by NIBE-SVV and EBTN	June 2009 Brussels	- Financial Service Sector
Workshop national, informative presentation - by EBTN	June 2009 Genoa	- Financial Service Sector workers (incl. managers) - Researchers and experts in the field (academic sector, training sector)

Official Brochure related to Concertation Seminar and Advisory Board - by EBTN	September 2009 Brussels	- Financial Service Sector
Dissemination of Brochure (on paper), by AIF	September 2009 AIF National Congress - Genoa	- Financial Service Sector Operators, Researchers and experts in the field (academic sector, training sector) - Citizens

QUADULTRAINERS DISSEMINATION ACTIVITIES

November 2009 – October 2010

Brief description of future dissemination activities to be done up from 1 st November 2009 to October 2010	Where and when they will take place
QUADULTRAINERS Brochure: Dissemination by mail and on paper, by AIF	Since November 2009: AIF MEMBERS Mailing list, Training Managers, Universities, etc.
QUADULTRAINERS Brochure: dissemination by mail to all EBTN members, by EBTN	Since November 2009, banking and financial sector
Article on EBTNewsletter n.23 about competence framework and Concertation Seminar, by EBTN	November 2009, EBTN Members
Second international online conference innovation in training practice, EBTN	November 9 th - 10 th 2009
Project outcomes presentation to IEFP-CNQF (the governmental entity responsible for the qualification and certification of trainers in Portugal)- Information on the Project , by IFB	10 th of November 2009, to IEFP-CNQF
Magazine “FOR”, Institutional AIF Magazine, Article on the Project, by AIF	Fist Issue 2010
Presentation State of art of the Project,	November 25 th 2009, Malta

Board Meeting, by EBTN	
Dissemination of Project, by IFB	November 2009, link from IFB website
Project outcomes presentation to ANQ - Agencia Nacional Qualificacoes, by IFB	December 2009, Agencia Nacional Qualificacoes (The Portuguese National Agency for Qualifications)
Dissemination of QUADULTRAINERS Brochure and EBTNewsletter n.23, by EBTN	December 3 rd -4 th : ENQA-VET Conference, Stockholm.
Dissemination of QUADULTRAINERS Brochure and EBTNewsletter n.23. Presentation of State of Art of the Project: 2 Profiles Adult Trainers, by EBTN	December 7 th -8 th 2009: Restructuring Forum Sectors' "New Skills for new Jobs", European Conference, Brussels
New Article on ETDF and AIF web site, by AIF	December 2009 and through 2010, ETDF and AIF website
New Article on EBTN and EFFEBI website (updated weekly), by EBTN	Since December 2009, QUADULTRAINERS - EBTN - EFFEBI website. Members Effebi/EBTN, FB/EBTN mailing list , Training Managers, Universities, etc.
Institutional FB Magazine "FB: Banca In FormAzione", Article on the Project, by EBTN	January 2010, Magazine "FB: BANCA in FORMAZIONE e", Members Effebi, FB mailing list , Training Managers, Universities, etc.
Concertation Seminar, by all Partners	29 th January 2010, Lisbon. Attendance: Partners; Advisory Board; HR and training managers from Portuguese banks; Representatives of other training sectors; representatives from the IEFP-CNQF (Government entity responsible for the qualification of trainers in Portugal)and ANQ (The

	Portuguese National Agency for Qualifications)
E-information on project results (prototype), by BSEL	Since January 2010 to March 2010
Information on outputs and development of the Project, by IFB	January 2010, Magazine n.15
Board of Directors, presentation of the project, by FEBELFIN ACADEMY	January 25 th 2010, Bruxelles
International Conference (Higher Education), dissemination on QUADULTRAINERS Project	February 8-12th 2010, Cuba
Annual assembly, presentation of the Project results, by FEBELFIN ACADEMY	February 26 th 2010, Bruxelles
Magazine NIBE-SVV, Informative Article, by NIBE-SVV	March 2010, Magazine NIBE-SVV
Meetings of the technical working committees on bank and insurance mediation, presentation of the Project results, by FEBELFIN ACADEMY	March 5 th 2010, Bruxelles
Dissemination and discussion of project results, by BSEL	March 15 th -16 th 2010, in Saarbrücken
National Workshop, general information about the project, by EBTN	March 18 th 2010, Milan
Workshop, a simultaneous working day of all the AIF, by AIF	March 20 th 2010, AIF DAY 2010
E-Information on piloting activities of the Project, by BSEL	March-July 2010, workshop
Dissemination of information on the project and the achieved results, by BSEL	March 2010, House Organ
HWR Berlin Website, regularly updated	Since Second years
Focus Group on Two Adult Trainers Profiles and Competence Framework, by FEBELFIN ACADEMY- EBTN	March 31th 2010, Focus Group, Brussels

ETDF, dissemination of the state of art of the project (articles), http://www.etdf-fefd.eu/	March 2010, ETDF - European Training and Development Federation
Presentation of project results; dissemination of information, by BSEL	April 2010, National Conference BSEL
Article on QUADULTRAINERS Project, by EBTN	April 2010, FB-BANCA in FORMAZIONE, italian magazine
Focus Group on Two Adult Trainers Profiles and Competence Framework, by EBTN-SCIENTER-AIF	April 20 2010, Rome (ABIFormazione)
Article on two Adult Trainers Profiles and Competence Framework, by AIF	April 2010, FOR, italian magazine
Article InforBANCA n. 84, about the Concertation Seminar and Advisory Board in Lisbon	June 2010, portuguese magazine
Focus Group on two Adult Trainers Profiles and Competence Framework, by BSEL	May 5 2010, Berlin
Focus Group on two Adult Trainers profiles and Competence Framework, by EBTN	May 5 th 2010, Rome (BNL BNP Paribas)
ETDF Meeting “ Assembly & Workshop on Certification”, dissemination of two Adult Trainer Profiles (see website etdf)	May 7/8 2010, Rome
Focus Group on two Adult Trainers profiles and competence framework, by IFB	May 27 st 2010, Lisbon
Executive Committe, presentation of the European Qualification Prototype, by EBTN and NIBE-SVV	May 11 st 2010, Amsterdam
Focus Group on two Adult Trainers Profiles and competence framework, by BSEL	May 27 2010, Berlin
Focus Group on two Adult Trainers Profiles and competence framework, by NIBE-SVV	June 2 nd - 11 th 2010, Amsterdam
Article on Piloting/Validation Phase, Focus Group and Final Conference, by EBTN	June 2010, EBTNewsletter n.25
Dissemination of two Adult Trainers Profiles of the Project, National Workshop EFFEBI, by EBTN	June 23 2010, Milan
National Workshop, presentation of the final products of the Project, by EBTN	October 6 th 2010, Milan
Dissemination of Dissemination Conference Brochure by email and on paper, by all Partners	Since July 2010
Final Dissemination Conference, Presentation results of Project, by all Partners	October 20 th 2010, Amsterdam with researchers and experts in the field (academic sector, training sector)

Annex I: NATIONAL DISSEMINATION PLAN



NATIONAL DISSEMINATION PLAN

UPDATED TO:.....

LOGO PARTNER		November 2008 – October 2009		November 2009 – October 2010	
NAME PARTNER	WHAT	MODALITIES types	WHEN	MODALITIES types	WHEN
Brochure					
Newsletter					
E-News					
Magazine					
Newspaper					
Journal					
House Organ					
Website					
Workshop					
Seminar					
Conference					
Board/Council					
Online/Call Conference					
Ad hoc Presentaion					

Edited by EBTN

Annex II: QUESTIONNAIRE NATIONAL DISSEMINATION PLAN

NATIONAL DISSEMINATION PLAN QUESTIONNAIRE

Please write them in the following “National Dissemination Plan” document

1. From the listed dissemination tools, which one in your opinion would be more useful in your Country? Please give your preferences from 1 (more useful) to 10 (less useful)¹.
2. Which tool are you going to use? For which particular purpose? Please specify².
3. How many times do you intend to carry out each activity chosen, until the end of the Project?
4. To which target do you intend to address each action? Please name them³.
5. Does your Organization have a Board, an Executive Committee (or similar) to which you could present the Project’s activities/results?
6. Do you have opportunities to disseminate the Project’s activities/results outside your sector? If so, in which other sector? In which way?
7. Do you have opportunities to disseminate the Project’s activities/results to any EU DGs (excluding the Directorate General for Economic and Financial Affairs)? If so, to whom/which

¹ Please write them in the “National Dissemination Plan” document.

² Please write them in the “National Dissemination Plan” document.

³ Please write them in the “National Dissemination Plan” document.

Annex III : Gantt Chart

Annex IV : Gantt Chart
FIRST YEAR (NOVEMBER 1ST 2008 -OCTOBER 31TH 2009

Annex V : Gantt Chart
SECOND YEAR (NOVEMBER 1ST 2009 -OCTOBER 31TH 2010)



WORK PACKAGES	M13 N	M14 D	M15 J	M16 F	M17 M	M18 A	M19 M	M20 J	M21 J	M22 A	M23 S	M24 O
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WP 1 – Awareness raising & Network building	WEBSITE		☆ ★									★
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WP 2 – Open Review & comparative Analysis of the state of art of existing qualification and competence framework												
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WP 3 – Competences Framework												
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WP 4 - European Qualification Prototype		EUROPEAN QUALIFICATION PROTOTYPE										
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WP 5 – Validation & Piloting				PILOTING					FINAL PILOTING			
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WP 6 – Valorisation & Dissemination			✳		UPDATED DISSEMINATION PLAN		✳					✳ ★ FINAL DISSEMINATION PLAN
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WP 7 – Exploitation						TRANSFERIBILITY PLAN						EXPLOITATION PLAN
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WP 8 – Project Management	INTERIM REPORT											FINAL REPORT
	INTERIM REPORT											FINAL REPORT
	INTERIM REPORT											FINAL REPORT

WP 9 - Evaluation, Monitoring Quality Assurance												FINAL EVALUATION PLAN
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