



Education and Culture DG

Lifelong Learning Programme

Detailed presentation of **RECOMFOR** project

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Why does the consortium want to carry out this project?

The RECOMFOR project builds on the results of the COMINTER project, which was completed in September 2007. This project involved seven of the ten RECOMFOR project countries. Currently under way, they have been joined by Spain, French-speaking Belgium and Switzerland. COMINTER involved producing, with professional organisations, a common profile for the occupation of import-export assistant, a common, ECVET-compliant, unit-based certification profile with flexible application rules specific to the country, to provide a sound basis for a mobility network.

Follow-up meetings (Paris 13/12/2007 – Brussels 21/01/2008) revealed that, while the potential of training centres wishing to give priority to mobility is high (40 and growing), there are problems that hinder its development. It appears that:

- Training centres need help coordinating training programmes. This task is vast and, although ten or so centres have established contact with one another, the results are still not very convincing. The development of mutual institutional recognition is desired,
- The need for a standardised, guaranteed area for educational and occupational mobility and a student support area is felt in all of the ten network member countries,
- The need for a training partner company base is significant for guaranteeing work placements abroad.

The solution is to establish a permanently coordinated network structure bringing together those involved in ECVET: competent bodies, professional organisations, companies and training centres. This structure should provide this set of services.

The competent bodies at the meeting also highlighted the need to find modelling solutions because, following on from COMINTER, with the same methodology, they have started producing other common profiles in the field of SME administration and management and want projects in other sectors (transport-logistics, commercial IT, car repair). The comprehensive approach of COMINTER and RECOMFOR should speed up the ECVET development process and will be presented during the French presidency.

Purpose and Objectives

The objective of the network is to create an area, complying with the principles and organisation of each system, but in which:

- mobility is widespread and can be carried out with confidence for a group of training centres and companies, in ten countries initially, within a framework of personalised pathways;
- there are quality, clear and observed, criteria to guarantee and perpetuate mobility;
- there is transparency in the certifications, training programmes and learning assessment in order to develop recognition and transfer;
- the role of companies in training is clarified and the tools are available to facilitate development;
- the operating procedures are simple and the role of the authorities reduced to the absolute minimum to allow those in the field to act.

The network as it is planned must be sustainable and open:

- in accordance with that provided for by the COMINTER project, monitoring company mobility must enable the qualification to be simultaneously updated in the partnership;
- the network must be able to take in new partners (many countries have applied, but balance must be maintained between the countries) in the member countries and other countries (Ireland, Germany, Great Britain, Austria, Hungary) have expressed their interest and are carrying out a process as part of the COMINTER follow-up;
- the set-up must be gradual, as not all the systems meet requirements yet (for example, work placements) and being taken on by a company requires that they accept certain obligations. The project must therefore lead to a progressive approach in the systems.

What will be the outcome of this project?

The various project outcomes (excluding mid-term outcomes) are:

- the structure and organisation of a permanent network that includes the stakeholders and meets ECVET specifications (WP1),

- a set of scenarios to facilitate mobility between training centres (WP2), taking into account their organisation,
- a set of tools to organise on-the-job training: scenarios, trainee and tutor guides (WP3),
- a set of tools to enable recognition and transfer: comparative guide to assessment systems, guide to recognition and transfer (WP4),
- a set of tools to assure quality in the network: quality charters, labels for the training centres and companies (WP5)
- an effective implementation of the network and mobility supported by a digital platform (WP6),
- a set of methodological guides to enable the transfer of the results to other certifications in the trade sector and other sectors (WP7).

What approach has the consortium adopted to develop the process for the proposed project?

The interaction between the systems and the teamwork of those in the field must not have too great of an impact on the structures. The working method, therefore, involves:

- setting up structures for the network that define the scope of its activity and the room for manoeuvre of those in the field;
- adopting a status that enables the network to endure and organisations with different statuses to coexist;
- analysing the training programmes and proposing minimal modifications to create a limited list of scenarios for mobility;
- verifying with the companies the skills for which they are the best training location;
- pinpointing the greatest assessment limitations and proposing to all of the competent bodies areas for progress to facilitate mutual recognition;
- creating tools to help those involved simplify the procedures and introducing them to innovative teaching practices.

The implementation and seal of approval process are planned for the start of the project. The general way forward, therefore, is to:

- design the mobility tools at the start of the project, to test them with the training centres and companies already involved at the end of the first year and to make the approach widespread in the second year;
- design the quality tools in the first year and to test the seal of approval process in the second year;
- initiate reflection on mutual recognition and transfer when the testing is advanced (comparative guides to training, etc.) and, as the project progresses, arrive at decisions from the competent bodies to achieve widespread application at the end of the project;
- produce tools for the transfer at the end of the project when specific tools have been developed.

The quality process is implemented internally throughout the project for regulation and externally to assess the quality of the results and their transferability.

Impact and viability:

Who will use these products/results and how will the consortium achieve them?

Short-term target groups

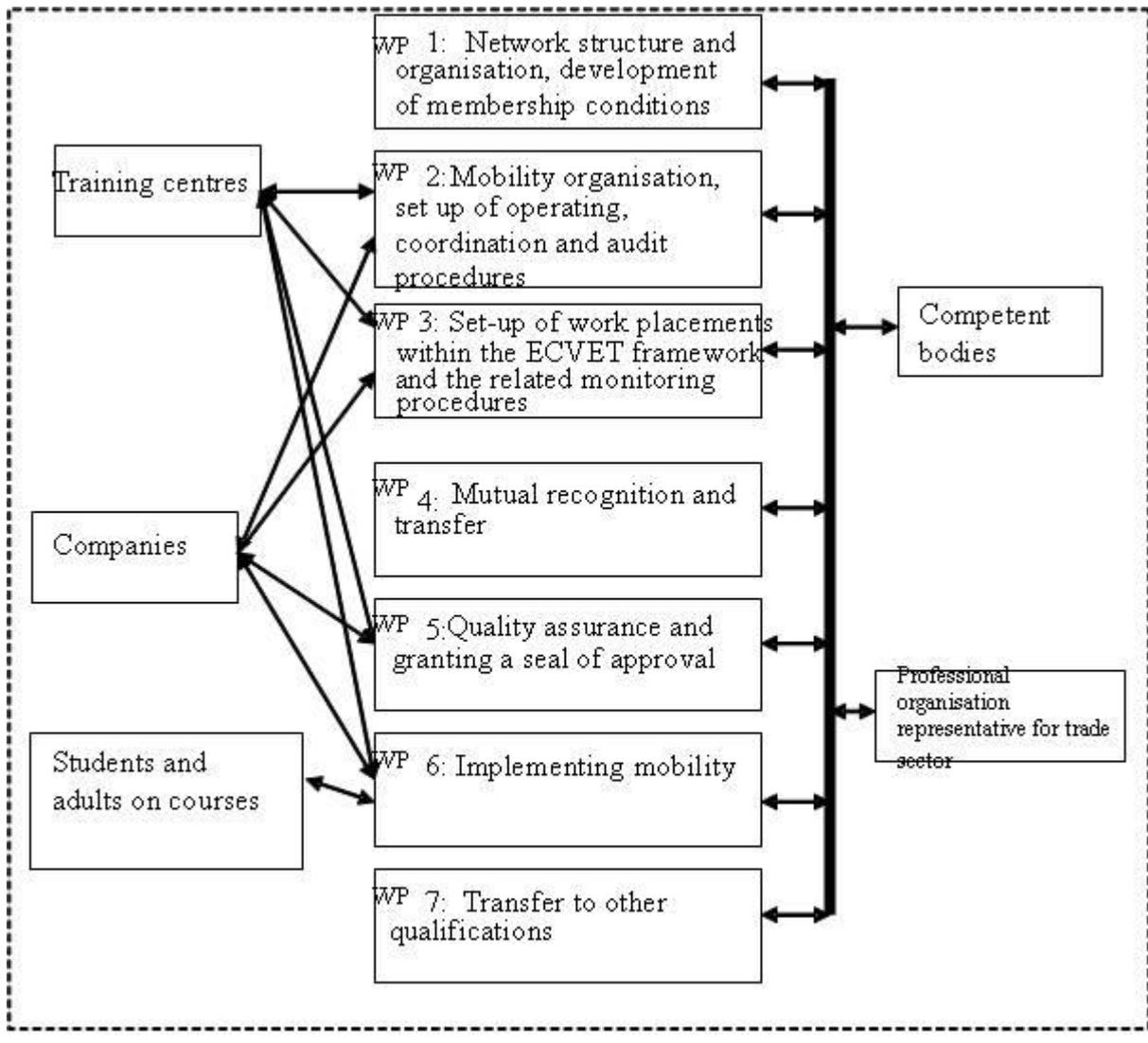
The short-term objective is to build a network for mobility for a given occupation: import-export assistant. This network must be operational at the end of the project. The short-term target groups are:

- training centres selected by their supervisory authorities based on criteria concerning the quality of the training offered and the priority given to mobility in their teaching strategy;
- companies that take on foreign trainees;
- students on training courses.

How will this/these group(s) be targeted and involved throughout the project life cycle?

- The training centres will be directly asked by their competent body to be involved in the network, give their opinion (questionnaires) regarding their capacity to join a European network, organise mobility between training centres and in companies and achieve the quality targets. They will be able to start testing in the first year, prior to submitting a mobility development plan in the second year.

- Companies will be directly asked by their professional organisations to be involved in the network, give their opinion regarding taking on trainees and capacity to achieve the quality targets. Some may become involved in the testing in the first year,
- The students will be informed by their training centres. They will benefit from some of the tests in the first year. Some pathway personalisation will be introduced at the end of the project.



Long-term target groups

The long-term objectives are to extend the network and integrate other certifications from the trade sector into the network and transfer them to other sectors. The target groups are:

- new training centres and systems wishing to join the network;
- the competent bodies involved in the project who, through this experience, want to measure the impact of ECVET on their systems and obtain suitable solutions;
- competent bodies that are not involved in the project, but who are seeking good practices and methodological tools;
- professional organisations from the sector that want to benefit from this experience;
- professional organisations from other sectors seeking good practices and tools.

How will this/these group(s) be targeted and involved throughout the project life cycle?

- For new training centres and systems, the project provides: network membership procedures, ongoing communication, mostly through the project website.

- For the competent bodies wishing to use the project to study the impact of ECVET: the most important item of this project concerns the process of recognition and transfer. The project makes provision for a specific conference on this topic, the final conference and a widely distributed methodological guide.
- For the competent bodies and professional organisations that would like to apply this project to other certifications and/or sectors, the project has made provisions for a set of widely distributed methodological guides for the key points in the project.

How will the impact of this project be maintained beyond its life cycle?

The strong involvement of the competent bodies will guarantee the network's sustainability since these authorities are empowered to make the network's operating principles regulation and to budget, where necessary, the related resources.

Transfer and mutual recognition aim to standardise practices and regulations that will facilitate the expansion of the network. The widespread application of the ECVET process and the seal of approval, maintained through regular quality checks and content and procedural updates, largely guarantees the capacity of the network to continue and adapt to the changes in training courses and the professional environment.

With regard to budget, the seal of approval process will enable the network, at the end of the project, to generate the financial means to ensure its continued operation. A network member subscription system will be introduced to finance the communication tools (websites, documents, etc.), the quality monitoring of the network and basic oversight to ensure its development.

The widespread application of the network's methodological framework to new courses guarantees its sustainability on the one hand and, on the other, facilitates it by promoting the emergence of economies of scale for members (training centres that have several training courses, professional organisations that cover multiple specialised subjects, competent bodies that will widely apply properly identified processes).

Lastly, developing cooperation between the various member countries as part of the transfer and the widespread application of the network will generate a common vocational training culture based on the ECVET process, which will further guarantee its sustainability.

Who will produce these results?

- The competent bodies of all the countries represented are in the network (institutional or training centre network for the Netherlands); this greatly guarantees its capacity to act. Their task is to make the implementation of the ECVET process, on which the network is based, possible and to facilitate mutual recognition by adapting, where necessary, national practices. Secondly, the competent bodies are able to stimulate and facilitate the network's development by encouraging training centres in providing support to introduce the procedures. Lastly, by virtue of their status, they are able to intervene in the area of mutual recognition and transfer. The competent bodies are therefore involved in every milestone of the project: mobility implementation, recognition and transfer, the seal of approval process of the training centres.

- The professional organisations for the international trade sector are involved in the vast majority of countries (except in Belgium, Spain and Greece). Their presence provides the network a strong link to the professional and training communities. Equipped with the financial means, these organisations will ensure the project's sustainability.

- The training centres' levels of autonomy vary from one country to the next, with a high level in the Netherlands and very limited levels in France, so their capacity to act is directly connected with their position in relation to the competent bodies. It is one of the network's objectives to develop this autonomy to enable the establishments to act in accordance with the ECVET framework and to the expectations of the network. They are particularly asked, as players operating in the field, to implement mobility.

- Companies are asked to voice their expectations and needs as players in the labour market and as training partners.

Some of the tasks appended to the project will be sub-contracted: website, collaborative platform, mobility platform and legal expertise will be sought for the choice and production of the network's statutes.

WORK PLAN AND WORK PACKAGES

Overview of the work packages

Work package no.	Type of work package	Title of work package	Start	End
1	DEV	Structure the network	DEC 08	MAY 09
2	DEV	Develop mobility between training centres	JAN 09	NOV 09
3	DEV	Develop on-the-job training abroad	JAN 09	NOV 09
4	DEV	Prepare ECVET recognition and transfer	MAR 09	NOV 09
5	DEV	Ensure the quality of the network	JUL 09	NOV 09
6	EXP	Implement the results	NOV 09	NOV 10
7	EXP	Transfer the project's results	NOV 09	MAY 10
8	DIS	Disseminate the results internally and externally	NOV 09	NOV 10
9	MAN	Coordinate and steer the project	DEC 08	NOV 10
10	QA	Assure quality in the project	DEC 08	NOV 10

List of results

Result no.	Result title	Date
1-1	Network organisation questionnaire	DEC 08
1-2	General organisation and steering methods	FEB 09
1-3	Comparative guide to the network's possible statuses	MAY 09
2-1	Training provision questionnaire	JAN 09
2-2	Training provision mapping	MAR 09
2-3	Training organisation questionnaire	JAN 09
2-4	Comparative guide to training organisation	MAY 09
2-5	Scenarios for mobility between centres	NOV 09
2-6	Mobility platform specifications – Phase 1	MAR 09
3-1	Company work placement questionnaire	JAN 09
3-2	Training centre work placement questionnaire	JAN 09
3-3	Scenarios for in-company mobility	NOV 09
3-4	Work placement trainee guide	NOV 09
3-5	Work placement tutor guide	NOV 09
3-6	Mobility platform specifications – Phase 2	MAR 09
4-1	Assessment questionnaire	MAR 09
4-2	Transnational recognition and transfer seminar	JUL 09
4-3	Guide to assessment practices	JUL 09
4-4	Scenarios for recognition and transfer	NOV 09
4-5	Mobility platform specifications – Phase 3	JUL 09
5-1	Quality charter for training centres	JUL 09
5-2	Quality charter for companies	JUL 09
5-3	Creation of a seal of approval for training centres	NOV 09
5-4	Creation of a seal of approval for companies	NOV 09

6-1	Creation of frameworks for the network	NOV 09
6-2	Creation of the mobility platform	NOV 09
6-3	Mobility trials between training centres	NOV 10
6-4	Trials with work placements	NOV 10
6-5	Transnational meeting on mobility	M14
6-6	Granting seals of approval to the training centres	NOV 10
6-7	Granting seals of approval to companies	NOV 10
6-8	Establish recognition and transfer	NOV 10
6-9	Implementation of Recognition meeting	M20
7-1	Methodological guide to network structuring	MAY 10
7-2	Methodological guide to mobility in training	MAY 10
7-3	Methodological guide to work placements	MAY 10
7-4	Methodological guide to recognition and transfer	MAY 10
7-5	Seal of approval guide for training centres and companies	MAY 10
7-6	Participation in transfer meetings	MAY 10
8-1	Distribution in the partners' areas of influence	NOV 09
8-2	National and European communication plan	NOV 09
8-3	Production of specific communication media	MAY 10
8-4	Project website	MAY 10
8-5	Final conference on the project	NOV 10
9-1	Project planning and tracking	JAN 09
9-2	Collaborative work platform	JAN 09
9-3	Transnational project launch meeting	JAN 09
9-4	Administrative and financial management	DEC 08
9-5	Mid-term and final reports	NOV 09 – NOV 10
10-1	Quality reports on packages 1 to 5	NOV 09
10-2	Internal quality report on the project	NOV 10
10-3	External report on the quality of the project's results	NOV 10

WP 1 - STRUCTURE THE NETWORK

★ **Duration** : December 2008 – May 2009 (6 months)

★ **Work package description** :

Context

The RECOMFOR network, once created, will comprise four member categories for each participating country:

- training centres responsible for implementing mobility;
- companies responsible for providing work placements;
- professional organisations representing the international trade sector and ensuring adaptation to employment;
- competent bodies making the recognition and transfer of learning after mobility possible;

This set up aims to bring together all those involved in order to resolve the issues raised by mobility within an ECVET framework.

Objectives

The objective of this work package is to establish the structure of the network:

- by defining its scope of activity according to the various stakeholders;
- by specifying its necessary tools and means of action;
- by giving it a steering structure;
- by exploring solutions to give it a status that ensures its sustainability.

Working method

- For the network's organisation and steering, work will first involve listing (questionnaire) proposals to define the network's field of activity, the expected role of each partner category and the possible status of each category in relation to the others. The network's general operating and steering methods will be proposed on the basis of this analysis.
- For the modus operandi and the tools needed by the network, the COMINTER project established an initial base, which should be adapted, improved and finalised in the light of their current testing and the needs of RECOMFOR.
- Finding a status is particularly complex given the diversity of the stakeholders involved in the network.

This 1st work package provides the network's framework, which will be developed for its activities in the other packages. It also enables the necessary, and in the organisations involved often very cumbersome, procedures to be initiated so that the network is operational from the second year of the project.

Deliverables – products/results

Product n° 1-1

★ **Title** : Network organisation questionnaire

★ **Type of product/result**: Other

★ **Description** :

This is drawn up by the CIEP- MEN and the CGI and is aimed at the professional organisations, competent bodies and, indirectly, the companies and training centres. It defines the scope of the future network and its operating rules. The most problematic issues are:

- the nature of the possible involvement, taking into account the status of the partners (ministries and private organisations) and their degree of autonomy (training centres);
- the internal process that each of the partners will have to undergo to join the network.

Product n° 1-2

★ **Title** : **General organisation and steering methods**

★ **Type of product/result** : Analysis *report with strategic and operational recommendations*

★ **Description** :

This is drawn up using the results of the questionnaire.

Description of the network's objectives and its general organisation principles:

- members' categories and role in the network;
- the network's objectives;
- the network's role in relation to the members (e.g. in relation to the national competent bodies);
- the future network's steering mechanism;
- network membership conditions (in particular for training centres and companies);
- internal rules and procedure.

Implementation of work package 6

Product n° 1-3

- ★ **Title** Comparative guide to the network's possible statuses
- ★ **Type of product/result:** Report
- ★ **Description :**

This document must compare the possible options regarding the status of the future network. It is based both on external legal advice and the results of the questionnaire.

It must provide the elements for the project members to reach a decision by giving solutions according to such factors as the members' statuses (public/private organisations, government departments), their possible involvement and the network's activity and to the accessible sources of financing. It will also give the solutions adopted by similar Europe-wide networks.

Implementation of work package no. 6

Consortium partners involved

	Partner no.	Country	Abbreviation	Roles and tasks in work package
Lead partner	P1	France	CGI	In direct cooperation with the CIEP-MEN, it prepares the questionnaire, summarises the replies and draws up the final proposals for all the outcomes related to the work package. It conducts research to compare the possible statuses for the network and makes a summary. It holds the position of a representative professional organisation in all of the works.
Lead partner	P2	France	CIEP-MEN	In direct cooperation with the CGI, it prepares the questionnaire, summarises the replies and draws up the final proposals for all the outcomes related to the work package (including the network's statuses). It represents, like its counterparts in each country, the position of the competent body in all of the works.
	P3	Belgium	CEF - Conseil de l'Education et de la Formation (Education and training council)	As the competent body in Belgium, the CEF will: <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. Make adaptation proposals taking into account its own obligations for each of these proposals.
	P4	Spain	DGEPAIE	As the competent body in Spain, the DGEPAIE will: <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. Make adaptation proposals taking into account its own obligations for each of these proposals.
	P5	France	AGEFA PME	As the representative professional organisation in France, the AGEFA PME will: <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. Make adaptation proposals taking into account its own obligations for each of these proposals.
	P6	Greece	OEEK	As the competent body in Greece, the OEEK will: <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. Make adaptation proposals taking into account its own obligations for each of these proposals.
	P7	Italy	USP Venezia	As the competent body in Italy, the USP will: <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals; make adaptation proposals taking into account its own obligations for each of these proposals.
	P8	Italy	CPV	As the representative professional organisation in Italy, the CPV will: <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and

				<p>steering mechanism;</p> <ul style="list-style-type: none"> - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P9	Netherlands	KCHandel	<p>As the competent body in the Netherlands, KCHandel will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P10	Netherlands	IBS	<p>As representative of a training establishment network in the Netherlands, the IBS will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P11	Netherlands	NVG	<p>As the representative professional organisation in the Netherlands, the NVG will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P12	Portugal	CECOA	<p>As representative of a competent body in Portugal and of a training centre network, the CECO will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P13	Portugal	CCP	<p>As the representative professional organisation in Portugal, the CCP will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P14	Romania	NCTVET	<p>As the competent body in Romania, the NCTVET will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P15	Romania	CCIB	<p>As the representative professional organisation in Romania, the CCIB will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P16	Slovenia	CPI	<p>As the competent body in Slovenia, the CPI will:</p>

				<ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
	P17	Slovenia	CPU	<p>As the representative professional organisation and representative of a training centre network in Slovenia, the CPU will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
Off-budget partners		France	CNCCEF	<p>As the representative professional organisation in France, the CNCCEF will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
		Switzerland	IUFFP	<p>As the competent body in Switzerland, the IUFFP will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
		Switzerland	SAK/CES	<p>As the representative professional organisation in Switzerland, the SAK CES will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>
		Netherlands	BTG Handel	<p>As representative of a training establishment network in the Netherlands, BTG Handel will:</p> <ul style="list-style-type: none"> - answer the questionnaire; - analyse the proposals for the operating rules and steering mechanism; - analyse the status proposals. <p>Make adaptation proposals taking into account its own obligations for each of these proposals.</p>

WP2 - DEVELOP MOBILITY BETWEEN TRAINING CENTRES

★ **Duration** : January 2009 – November 2009 (11 months)

★ **Work package description** :

Context

The RECOMFOR project partly builds on the results of the COMINTER project, which developed a certification, described in units of reference, and a modular training programme and initiated bilateral exchanges between training centres. For the countries joining the initial partnership, the corresponding qualification is being developed in parallel with this project.

Objectives

The objective is to concretely develop mobility in education and to create an area in which students will have a large choice open to them by going beyond bilateral relations between training centres. This involves increasing not just the number of countries and training centres involved, but also the average duration of the mobility.

Working method

This work package directly involving the training centres (30 to 40), will be conducted by the CECO, which groups a set of training centres and represents a competent body. In general, they will be represented in RECOMFOR by an agency or a ministry that has authority over them, except for the Netherlands (organisational autonomy). The work in each of the countries must closely involve those in the field (heads of establishment, teachers, students).

It will comprise five stages:

- analysis of the certifications in relation to COMINTER (units used, development prospects);
- analysis of each national training provision: establishments involved in the process and in the network, to reveal the mobility potential;
- analysis of the teaching organisation in the training centres, flexibility;
- cross-over between the training provision and teaching organisations to reveal scenarios for mobility;
- mobility assistance platform specifications.

Package no. 6 will cover the implementation of these scenarios through a test phase in the second year of the project and a mobility development programme for each training centre after the second year.

Deliverables – products/results

Product n° 2-1

★ **Title** : Training provision questionnaire

★ **Type of product/result**: Other

★ **Description** :

This questionnaire is distributed among the competent bodies in each country. Its purpose is to:

- reveal the certifications that come under the network's domain;
- their correspondence with the COMINTER units of reference;
- and to list the training centres likely to join the network.

The CECO prepares the questionnaire and summarises and makes use of the results.

Product n° 2-2

★ **Title** : Training provision mapping

★ **Type of product/result**: Report

★ **Description** :

This mapping results from the 'outcome 2-1' survey. It establishes, by country:

- the list of certifications coming under the domain of RECOMFOR with a short description for each;
- the correspondence between these certifications and the COMINTER units of reference;
- the list of training centres offering these certifications and an overview of each.

It comes in the form of records that can be used by the mobility platform. This mapping is carried out by the CECO.

Product n° 2-3

★ **Title** Training organisation questionnaire

★ **Type of product/result**: Other

★ **Description :**

This questionnaire is prepared, distributed and used by the CECO. It is issued by the competent bodies to the training centres (30 to 40) and is filled in by the administration, the teachers and even the students. It concerns the teaching organisation of the training course (modules, distribution over time, etc.), its flexibility, the training centre's degree of autonomy and its capacity to manage personal pathways. It pinpoints not just the specific limitations of the training centres, but also the opportunities for mobility.

Product n° 2-4

★ **Title :** Comparative guide to training organisation

★ **Type of product/result:** Report

★ **Description :**

The comparative guide to organisation is created by the CECO using the results of the survey (outcome 23). It comes in the form of:

- a corpus of records describing the teaching organisation of each training centre;
- a comparative analysis giving a typology of the teaching organisations to render the corpus clearer and enable each centre to position itself in relation to the others.

It must be possible to use the corpus in the mobility platform.

Product n° 2-5

★ **Title :** Scenarios for mobility between centres

★ **Type of product/result:** Report

★ **Description :**

Using the training organisation comparative guide and the mapping, a set of mobility organisation proposals will be drawn up. These aim to maximise mobility throughout the network: personal pathways or agreements between training centres within a multilateral framework.

These scenarios are summed up comparatively according to the objectives and limitations. Each comes in the form of a practical guide and reveals partnership opportunities.

Product n° 2-6

★ **Title :** Mobility platform specifications – Phase 1

★ **Type of product/result:** Report

★ **Description :**

The mobility platform will be managed on a website and accessible to all members. An initial version was created for the COMINTER project and the RECOMFOR project will benefit from this experience. It involves providing the training centres with simple tools that make the link between supply and demand. It also involves monitoring mobility operations by the network. It will be based on the training centres' records and the implementation of the proposed scenarios.

The overall platform will physically be created in package 6 under the responsibility of the CGI.

Consortium partners involved:

	Partner no.	Country	Abbreviation	Roles and tasks in work package
Lead partner	P12	Portugal	CECOA	Responsible for coordinating this work package, the CECO A must: <ul style="list-style-type: none"> - prepare questionnaires on the training provision and its teaching organisation; - distribute these questionnaires, process the results; - write summaries in the form of a mapping and a guide; - propose scenarios for mobility. Moreover, as representative of the competent body, the CECO A provides all the information for Portugal.
	P1	France	CGI	Using the proposals by the CECO A, it is responsible for writing the mobility platform part of the specifications and submitting it to the partners.
	P2	France	CIEP-MEN	As the competent body for France, the MEN: <ul style="list-style-type: none"> - provides the information requested regarding its certifications; - provides a list of establishments wishing to be involved in mobility; - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECO A.
	P3	Belgium	CEF - Conseil de l'Education et de la Formation (Education and training council)	As the competent body for Belgium, the CEF: <ul style="list-style-type: none"> - provides the information requested regarding its certifications; - provides a list of establishments wishing to be involved in mobility; - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECO A.
	P4	Spain	DGEPAIE	As the competent body for Spain, the DGEPAIE: <ul style="list-style-type: none"> - provides the information requested regarding its certifications; - provides a list of establishments wishing to be involved in mobility; - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECO A.
	P6	Greece	OEEK	As the competent body for Greece, the OEEK: <ul style="list-style-type: none"> - provides the information requested regarding its certifications; - provides a list of establishments wishing to be involved in mobility; - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECO A.
	P7	Italy	USP Venezia	As the competent body for the region of Venice, USP Venezia: <ul style="list-style-type: none"> - provides the information requested regarding its

				<ul style="list-style-type: none"> - certifications; - provides a list of establishments wishing to be involved in mobility; - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECOA.
	P9	Netherlands	KCHandel	<p>As the competent body for the Netherlands, KCHandel:</p> <ul style="list-style-type: none"> - provides the information requested regarding its certifications; - provides a list of establishments wishing to be involved in mobility; - actively contributes toward finalising the proposals elaborated by the CECOA.
	P10	Netherlands	IBS	<p>As the representative of a Dutch network of establishments, the IBS:</p> <ul style="list-style-type: none"> - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECOA.
	P14	Romania	NCTVET	<p>As the competent body for Romania, the NCTVET:</p> <ul style="list-style-type: none"> - provides the information requested regarding its certifications; - provides a list of establishments wishing to be involved in mobility; - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECOA.
	P16	Slovenia	CPI	<p>As the competent body for Slovenia, the CPI:</p> <ul style="list-style-type: none"> - provides the information requested regarding its certifications; - provides a list of establishments wishing to be involved in mobility; - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECOA.
Off-budget partners		Switzerland	IUFFP	<p>As the competent body for Switzerland, the IUFFP:</p> <ul style="list-style-type: none"> - provides the information requested regarding its certifications; - provides a list of establishments wishing to be involved in mobility; - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECOA.
		Netherlands	BTG Handel	<p>As the representative of a Dutch network of establishments, BTG Handel:</p> <ul style="list-style-type: none"> - asks the establishments about their teaching organisation; - actively contributes toward finalising the proposals elaborated by the CECOA.

WP 3 - DEVELOP ON-THE-JOB TRAINING ABROAD

★ **Duration** : January 2009 – November 2009 (11 months)

★ **Work package description** :

Context

Periods of on-the-job training are not very common in the consortium member countries and practically non-existent for work placements abroad. This method of training is considered essential in the RECOMFOR project, which closely associates professional organisations and competent bodies.

Objectives

The objective is to secure on-the-job training pathways abroad by:

- providing the tools to pinpoint the providing companies;
- supervising the trainees accommodated by local training centres;
- providing the tools for the quality management of trainees in companies;
- pinpointing, in the pathways and training content, the most opportune moments and the skills that can be acquired in company.

Working method

This work package will be conducted by the professional organisations (coordinated by the CPV and the CCP) as they are the most capable of carrying out the investigations in companies and pinpointing their limitations. The training centres will be asked by their competent body or networks to make proposals and validate the solutions selected.

Specific questionnaires will be prepared for training centres and for companies. This will reveal, for each country:

- the regulatory (status of the trainee and apprentice), social (social cover) and teaching obligations;
- the needs and conditions of companies and training centres to provide quality work placements;
- the tools to be developed from the mobility platform

Package no. 6 will cover the implementation of the outcomes through a test phase in the first year of the project and an in-company mobility development programme abroad for each training centre in the second year.

Deliverables – products/results

Product n° 3-1

★ **Title** : Company work placement questionnaire

★ **Type of product/result**: Other

★ **Description** :

The company questionnaire will be developed by the CPV and CCP and tested among the other professional organisations before being issued in all of the countries to a panel of companies with experience in taking on foreign trainees. A summary by country will be made by the local professional organisations; the summary for the network will be made by the CPV and the CCP.

It must, for each country, not only define the conditions for taking on trainees (in particular the status of the trainee), but also the requirements, tasks given, the most appropriate periods, etc.

It must also express their needs in terms of information, tutor training, etc.

Product n° 3-2

★ **Title** : Training centre work placement questionnaire

★ **Type of product/result**: Other

★ **Description** :

The training centre questionnaire will be developed by the CPV and CCP and tested among the relevant national authorities before being issued in all of the countries to a panel of training centres. The summary will be made by the CPV and the CCP.

It must reveal:

- the limitations of the training centres and the opportunities for work placements;
- their capacity to supervise the trainees of other members of the network and their relations with the companies in their area.

Product n° 3-3

- ★ **Title :** Scenarios for in-company mobility
- ★ **Type of product/result:** Report
- ★ **Description :**

These are prepared using the results of the company and training centre questionnaires. They take into account the country's situation in relation to the work placements and also give the limitations of the training centres given that the work placements will be obligatory even though their duration and their organisation may differ. Each scenario has a record according to the organisation, possible content and duration.

Product n° 3-4

- ★ **Title :** Work placement trainee guide
- ★ **Type of product/result:** Report
- ★ **Description :**

It is prepared using the scenarios.

Knowing that work placements are not widespread, they assist the students in:

- the choice of country and company;
- the practical organisation of the work placement;
- their teaching organisation and supervision.

It also comprises a country guide giving specifics regarding status, social cover, etc.

Product n° 3-5

- ★ **Title :** Work placement tutor guide
- ★ **Type of product/result:** Report
- ★ **Description :**

It is prepared using the:

- company requests from the questionnaires;
- comments from the training centres;
- scenarios;
- training programmes.

It aims to facilitate the student's integration within the company and to make the company an effective party in the training and will be widely distributed.

Product n° 3-6

- ★ **Title :** Mobility platform specifications – Phase 2
- ★ **Type of product/result:** Report
- ★ **Description :**

It involves providing the training centres and companies with simple tools on a dedicated website to make the link between supply and demand within the framework given above and monitoring the mobility operations by the network.

The overall platform will physically be created in package 6 under the responsibility of the CGI.

Consortium partners involved:

	Partner no.	Country	Abbreviation	Roles and tasks in work package
	P8	Italy	CPV	The CPV, with the CCP, prepares the questionnaires for the companies and training centres and submits them to the competent bodies and the professional organisations. They coordinate the issue and study of the questionnaires. They summarise the results (scenarios for mobility) and make proposals for the student and tutor guides in liaison with the other partners. They distribute the questionnaires to the companies for Italy.
	P13	Portugal	CCP	The CCP assists the CPV in preparing the questionnaires and guides. As the professional organisation, it distributes the 'work placement' questionnaires to the companies in its sector. It actively contributes toward finalising the proposals for the companies: questionnaires, scenarios and tutor guide.
	P1	France	CGI	As the professional organisation, it distributes the 'work placement' questionnaires to the companies in its sector. It actively contributes toward finalising the proposals for the companies: questionnaires, scenarios and tutor guide. It prepares the Platform specifications – Phase 2 in liaison with the other partners.
	P2	France	CIEP-MEN	As the competent body, it distributes the 'work placement' questionnaire to the national training centres. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P3	Belgium	CEF - Conseil de l'Education et de la Formation (Education and training council)	As the competent body, it distributes the 'work placement' questionnaire to the national training centres. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P4	Spain	DGEPAIE	As the competent body, it distributes the 'work placement' questionnaire to the national training centres. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P5	France	AGEFA PME	As the professional organisation, it distributes the 'work placement' questionnaires to the companies in its sector. It actively contributes toward finalising the proposals for the companies: questionnaires, scenarios and tutor guide.
	P6	Greece	OEEK	As the competent body, it distributes the 'work placement' questionnaire to the national training centres. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P7	Italy	USP Venezia	As the competent body, it distributes the 'work placement' questionnaire to the training centres for Venetia. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P9	Netherlands	KCHandel	As the competent body, it actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.

	P10	Netherlands	IBS	As the representative of a training network, it distributes the 'work placement' questionnaire to the training centres in its network. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P11	Netherlands	NVG	As the professional organisation, it distributes the 'work placement' questionnaires to the companies in its sector. It actively contributes toward finalising the proposals for the companies: questionnaires, scenarios and tutor guide.
	P12	Portugal	CECOA	As the competent body, it distributes the 'work placement' questionnaire to the national training centres. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P14	Romania	NCTVET	As the competent body, it distributes the 'work placement' questionnaire to the national training centres. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P15	Romania	CCIB	As the professional organisation, it distributes the 'work placement' questionnaires to the companies in its sector. It actively contributes toward finalising the proposals for the companies: questionnaires, scenarios and tutor guide.
	P16	Slovenia	CPI	As the competent body, it distributes the 'work placement' questionnaire to the national training centres. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
	P17	Slovenia	CPU	As the professional organisation, it distributes the 'work placement' questionnaires to the companies in its sector. It actively contributes toward finalising the proposals for the companies: questionnaires, scenarios and tutor guide.
Off-budget partners		France	CNCCEF	As the professional organisation, it distributes the 'work placement' questionnaires to the companies in its sector. It actively contributes toward finalising the proposals for the companies: questionnaires, scenarios and tutor guide.
		Switzerland	IUFFP	As the competent body, it distributes the 'work placement' questionnaire to the national training centres. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.
		Switzerland	SAK/CES	As the professional organisation, it distributes the 'work placement' questionnaires to the companies in its sector. It actively contributes toward finalising the proposals for the companies: questionnaires, scenarios and tutor guide.
		Netherlands	BTG Handel	As the representative of a training network, it distributes the 'work placement' questionnaire to the training centres in its network. It actively contributes toward finalising the proposals for the training centres: questionnaires, scenarios and trainee guide.

WP4 - PREPARE ECVET RECOGNITION AND TRANSFER

- ★ **Duration** : March 2009 – November 2009 (9 months)
- ★ **Work package description** :

Context

The COMINTER project established the link between certifications and the various partners through jointly-developed units of reference. The purpose of the RECOMFOR project is to develop in-company and training centre mobility. But to really implement the ECVET process, processes for the recognition and transfer of credits must be put in place within a multilateral framework. These processes are not currently managed by many of the members of the partnership. All the authorities capable of putting them in place, however, are present to explore them and put them in place.

Objectives

Having identified the outcomes of the learning acquired during mobility, their assessment in each of the systems is central to the process of recognition and transfer after mobility. The objectives, therefore, will be to:

- establish transparency regarding the processes and the methods of assessment in each system;
- identify the requirements of each so that there is recognition by the country of origin;
- define and introduce general and/or country-specific transfer mechanisms.

Working method

The description and analysis of the processes and assessment methods will be carried out using a questionnaire prepared by KCHandel (relevant national authority) and filled in by all the relevant national authorities. Reflection on the transfer mechanisms will be based on the results of a transnational seminar involving the relevant departments of each national authority that will subsequently validate and implement the scenarios proposed by the RECOMFOR project.

The implementation will be carried out during package 6 as, given the extensive work involved in creating these mechanisms, the objective is to introduce them for the end of the project and to apply some of them for the current exchanges during the course of the project.

Deliverables – products/results

Product n° 4-1

- ★ **Title** : Assessment questionnaire
- ★ **Type of product/result**: Other
- ★ **Description** :

This involves revealing, for each system and for the specific certification in international trade:

- the general assessment principles (continuous, final assessment);
- what is assessed (knowledge and/or skills, etc.);
- the methods of assessment (written, oral, practical, etc.);
- the level of requirement, etc.

The questionnaire is prepared by KCHandel, which will also summarise the results; it will be filled in by all the competent bodies.

Product n° 4-2

- ★ **Title** : Transnational recognition and transfer seminar
- ★ **Type of product/result**: Event
- ★ **Description** :

As the recognition and transfer processes are not fully formalised, are non-existent even, the seminar will involve the relevant departments of the national authorities so that they can give their opinions on the existing possibilities and make proposals in the ECVET framework using the concrete case provided by RECOMFOR, knowing that COMINTER was validated in the majority of the project's countries.

A summary will be submitted to them in order to continue the dialogue with a view to the implementation.

Product n° 4-3

- ★ **Title** : Guide to assessment practices
- ★ **Type of product/result**: Report
- ★ **Description** :

This guide must summarise, by system, the results of the survey. It must also make it possible to compare the various systems to show the similarities and differences in order to ensure transparency and to prepare the scenarios for recognition and transfer. It will also provide information for the mobility platform.

Product n° 4-4

- ★ **Title** : Scenarios for recognition and transfer
- ★ **Type of product/result:** Report
- ★ **Description** :

These scenarios are prepared using the results of the assessment survey and of the dialogue with the specialist departments of the relevant national authorities. They summarise the possible methods and make proposals for standardising and simplifying the processes. They also summarise the assessment obligations for obtaining recognition by the greatest number of the project's partners.

These scenarios form the basis for the implementation, which will be carried out in package 6.

Product n° 4-5

- ★ **Title** : Mobility platform specifications – Phase 3
- ★ **Type of product/result:** Report
- ★ **Description** :

The platform must make it possible to inform all of the partners (companies, training centres and even students) about the assessment conditions and learning transfer methods for each country and each unit. They are therefore a tool for transparency according to the results regarding national practices and the jointly-prepared scenarios.

The CGI will implement the platform in package 6.

Consortium partners involved :

	Partner no.	Country	Abbreviation	Roles and tasks in work package
Lead partner	P9	Netherlands	KCHandel	<p>KCHandel prepares the questionnaires on learning assessment in the various systems and issues them to the competent bodies. It organises the transnational seminar on assessment practices.</p> <p>Using the results of the questionnaire and the transnational seminar, it prepares:</p> <ul style="list-style-type: none"> - the guide to assessment practices; - the scenarios for mutual recognition. <p>As the competent body, it provides the information requested for the Netherlands.</p>
	P1	France	CGI	<p>As an observer, the CGI participates in the transnational seminar on assessment practices and is involved in preparing the guide and the scenarios.</p> <p>Using the information collected, it writes the Platform specifications – Phase 3 in liaison with the other partners.</p>
	P2	France	CIEP-MEN	<p>As the relevant national authority, it:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices; - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.
	P3	Belgium	CEF - Conseil de l'Education et de la Formation (Education and training council)	<p>As the relevant national authority, it:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices; - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.
	P4	Spain	DGEPAIE	<p>As the relevant national authority, it:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices; - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.
	P6	Greece	OEEK	<p>As the relevant national authority, it:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices; - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.
	P7	Italy	USP Venezia	<p>As the competent body for the region of Venice, USP Venezia:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices;

				<ul style="list-style-type: none"> - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.
	P12	Portugal	CECOA	<p>As the relevant national authority, it:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices; - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.
	P14	Romania	NCTVET	<p>As the relevant national authority, it:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices; - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.
	P16	Slovenia	CPI	<p>As the relevant national authority, it:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices; - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.
Off-budget partners		Switzerland	IUFFP	<p>As the relevant national authority, it:</p> <ul style="list-style-type: none"> - provides the information requested on its assessment practices; - prepares the necessary elements and contributes toward the exchanges at the transnational seminar; - actively contributes toward finalising the proposals made by KCHandel: guide to practices and scenarios for mutual recognition.

WP5 - ENSURE THE QUALITY OF THE NETWORK

★ **Duration** : July 2009 – November 2009 (5 months)

★ **Work package description** :

Context

The entire ECVET network project depends on building mutual trust to achieve recognition for what has been learned during the periods of mobility. This mutual trust depends on the transparency of the training and assessment process, but also on setting explicit quality standards that serve as reference points and which all the partners (companies that take in trainees and training centres) pledge to follow.

Objectives

Standardising the quality approach implies establishing:

- a quality charter for the training centres;
- a quality charter for the host companies.

But it also implies having official signs of recognition that can be used to honour companies and training centres that have been recognised as subscribers to these quality standards:

- a seal of approval for the training centres;
- a seal of approval for the host companies.

Working method

Preliminary work has already been done for the COMINTER project on quality charters for training centres and host companies; the work needs to be taken up again, worked on further and approved. NCVET gave the quality approach considerable thought, which prompted all the partners to appoint it to manage this work package, including the seal approval process. It will be assisted by CPI.

The companies and training centres will be informed of the seal of approval procedure, which was planned out in the first year of the project, so it can be applied in the second year and all of the network partners can gradually obtain a seal of approval.

Deliverables – products/results

Product n° 5-1

★ **Title** : Quality charter for training centres

★ **Type of product/result**: Report

★ **Description** :

It will describe the expectations all the network partners have of a training centre in terms of:

- quality of training the training centre offers;
- quality of the administrative and educational supervision;
- connection with the economic environment;
- quality of the hosting offered to trainees from foreign countries.

This charter will be sent at the end of the first year of the project as an objective all the centres need to reach. It will be the basis of their candidature to receive a seal of approval.

Product n° 5-2

★ **Title** : Quality charter for companies

★ **Type of product/result**: Report

★ **Description** :

Describes the expectations all the network partners have of a company hosting foreign trainees in terms of:

- quality of training the company offers;
- quality of tutor's supervision;
- connection with the career training;
- quality of the hosting offered to trainees from foreign countries.

This charter will be sent at the end of the first year of the project as an objective all the partner companies need to reach. It will be the basis of their candidature to receive a seal of approval.

Product n° 5-3

★ **Title** : Creation of a seal of approval for training centres

★ **Type of product/result**: Report

★ **Description** :

The seal of approval will include:

- a set of criteria for approval determined in the quality charter;
- a set of procedures for accreditation;
- a set of procedures for quality monitoring;
- a set of tools to communicate about the seal of approval.

Granting the seal of approval to training centres will be explained in package 6.

Product n° 5-4

- ★ **Title** : Creation of a seal of approval for companies
- ★ **Type of product/result**: Report
- ★ **Description** :

The seal of approval will include:

- a set of criteria for approval determined in the quality charter;
- a set of procedures for accreditation;
- a set of procedures for quality monitoring;
- a set of tools to communicate about the seal of approval.

Granting the seal of approval to companies hosting trainees will be explained in package 6

Consortium partners involved:

	Partner no.	Country	Abbreviation	Role and tasks in the work package
Lead partner:	P14	Romania	NCTVET	The NCTVET and the CPI in association with all the partners are responsible for developing quality charters for training centres and companies and creating the seal of approval they will be granted.
	P16	Slovenia	CPI	The CPI and the NCTVET in association with all the partners are responsible for developing quality charters for training centres and companies and creating the seal of approval they will be granted.
	P1	France	CGI	It actively helps establish the quality charter and create the seal of approval for companies.
	P2	France	CIEP-MEN	It actively helps establish the quality charter and create the seal of approval for training centres.
	P3	Belgium	CEF - Conseil de l'Education et de la Formation (Education and training council)	It actively helps establish the quality charter and create the seal of approval for training centres.
	P4	Spain	DGEPAIE	It actively helps establish the quality charter and create the seal of approval for training centres.
	P5	France	AGEFA PME	It actively helps establish the quality charter and create the seal of approval for companies.
	P6	Greece	OEEK	It actively helps establish the quality charter and create the seal of approval for training centres.
	P7	Italy	USP Venezia	It actively helps establish the quality charter and create the seal of approval for training centres.
	P8	Italy	CPV	It actively helps establish the quality charter and create the seal of approval for companies.
	P9	Netherlands	KCHandel	It actively helps establish the quality charter and create the seal of approval for training centres.
	P10	Netherlands	IBS	It actively helps establish the quality charter and create the seal of approval for training centres.
	P11	Netherlands	NVG	It actively helps establish the quality charter and create the seal of approval for companies.
	P12	Portugal	CECOA	It actively helps establish the quality charter and create the seal of approval for training centres.
	P13	Portugal	CCP	It actively helps establish the quality charter and create the seal of approval for companies.
	P15	Romania	CCIB	It actively helps establish the quality charter and create the seal of approval for companies.
	P17	Slovenia	CPU	It actively helps establish the quality charter and create the seal of approval for companies.

Off-budget partners		France	CNCCEF	It actively helps establish the quality charter and create the seal of approval for companies
		Switzerland	IUFFP	It actively helps establish the quality charter and create the seal of approval for training centres
		Switzerland	SAK/CES	It actively helps establish the quality charter and create the seal of approval for companies
		Netherlands	BTG Handel	It actively helps establish the quality charter and create the seal of approval for training centres

WP 6 - IMPLEMENT THE RESULTS

★ **Duration** : November 2009 – November 2009 (12 months)

★ **Work package description** :

Context

The primary short-term goal for this project is implementing it quickly. About forty training centres organising this training course in the various countries are willing to focus their educational strategy on mobility between training centres and in companies. The professional organisations and training centres have identified companies interested in bringing in foreign students. Lastly, the competent bodies involved in the COMINTER project would like to see how this ECVET experiment turns out so they can understand its impact on their system

Objectives

- to implement the official structure of the network;
- to try out different scenarios and implement mobility between training centres;
- to try out different scenarios and set up work placements abroad;
- to set up a quality system by granting seals of approval to training centres and companies;
- to set up the process for mutual recognition and transfer;

Working method

Implementation will be overseen by the corresponding work package manager.

- The official network structure, whose principles are determined at the beginning of the project (MAR 09), would have to exist as of NOV 09 because the membership procedures require more or less time, depending on the organisation,
- Implementation of the mobility (internships and exchanges) as per the scenarios established at the beginning of the project will undergo a test phase with training centres that are already willing in the first year of the project before it expands into the second year following a report on the 1st test at a transnational meeting in M14.
- Mutual recognition of what was learned after a period of mobility requires more time because there are official procedures to begin. Mutual recognition begins as of NOV 09 and would need to be in effect for most of the countries by the end of project in NOV 10. There will be a transnational seminar on it in M20.

Deliverables - products/results

Product n° 6-1

★ **Title** : Creation of frameworks for the network

★ **Type of product/result**: Service

★ **Description** :



The results of work package 1 make it possible to delineate the network's scope of action, the types of members it has and their role, membership procedures, modes of operation as well as the network's status. Applying these results involves:

- Having all the project's member institutions officially approve every decision: this may take quite a long time because, for example, it requires a decision from the Board of Directors.
- Handling administrative procedures for an effective launch.

Product n° 6-2

★ **Title** : Creation of the mobility platform

★ **Type of product/result**: Service

★ **Description** :



The mobility platform is being built based on the specifications from its different functionalities: network operations, mobility between training centres, work placements abroad, quality approach. It comes about slowly as the project progresses and provides all functionalities as of M9. The platform matches offers with requests for mobility, but also provides support for the exchanges in terms of methodology. l'accompagnement des échanges du point de vue méthodologique.

Product n° 6-3

- ★ **Title :** Mobility trials between training centres
- ★ **Type of product/result:** Service
- ★ **Description :**

Mobility between the training centres undergoes trials in the first year of the project using centres that are already contacts in the COMINTER project. This trial will make it possible to test the validity of the scenarios developed in package 2. It is standardised in the second year and every training centre that is a member of the network has to submit a development plan for mobility during their students' training. This term is contingent to them remaining members of the network.

Product n° 6-4

- ★ **Title :** Trials with work placements
- ★ **Type of product/result:** Service
- ★ **Description :**

In-company mobility abroad undergoes trials in the first year of the project using centres that are already contacts in the COMINTER project. This trial will make it possible to test the validity of the scenarios developed in package 3. It is standardised in the second year and every training centre that is a member of the network has to submit a development plan for in-company mobility for their students. This term is contingent to them remaining members of the network.

Product n° 6-5

- ★ **Title :** Transnational meeting on mobility
- ★ **Type of product/result:** Event
- ★ **Description :**

A transnational meeting is planned in Vicenza in M14 to discuss the progress of the mobility trials in companies and between training centres that took place in the first year, make any adjustments to the scenarios and services provided by the exchange platform, draw up the report on the mobility development plans for each training centre. The meeting will contribute to launching the standardisation of mobility in the second year.

Product n° 6-6

- ★ **Title :** Granting seals of approval to the training centres
- ★ **Type of product/result:** Service
- ★ **Description :**

The seal approval procedure for training centres planned out after package 5 is launched as of the second year of the project. Depending on the quality criteria, each centre is either directly granted a seal of approval or given a notice on what needs to be improved to receive a seal and a deadline for implementing them. In the end, only those centres that have earned a seal of approval can be part of the network.

Product n° 6-7

- ★ **Title :** Granting seals of approval to companies
- ★ **Type of product/result:** Service
- ★ **Description :**

The seal approval procedure for training centres planned out after package 5 is launched as of the second year of the project. Companies may request to receive a seal of approval or a training centre can recommend companies within its scope. In the end, all companies that have taken in trainees will have to have a seal of approval, meaning they have demonstrated their ability to provide training, in order to receive one in training.

Product n° 6-8

- ★ **Title :** Establish recognition and transfer
- ★ **Type of product/result:** Service
- ★ **Description :**

As of NOV 09, all competent bodies taking part in the project must have begun internal procedures (written regulations, recommendations, etc.) to recognise what has been acquired in the other systems. It determines the form of the ECVET partnership agreement signed between the training centres. An initial period of recognition would have to have occurred for mobility operations in the second year. Recognition should be standardised as of NOV 10.

Product n° 6-9

- ★ **Title :** Implementation of Recognition meeting
- ★ **Type of product/result:** Service

★ **Description :**

A transnational meeting of the 20 countries in the project is scheduled in Athens in M20 to regulate these mutual recognition procedures. It should serve to record the recognition acquired between systems, which may cause problems and possibly establish administrative accommodations for students being mobilised in the second year of the project. The meeting will include people with decision-making power.

Consortium partners involved:

	Partner no.	Country	Abbreviation	Role and tasks in the work batch
Lead partner:	P1	France	CGI	It coordinates the implementation of the network structure with CIEP-MEN
Lead partner:	P2	France	CIEP-MEN	It coordinates the implementation of the network structure with la CGI. It actively participates in the recognition and transfer activities.
	P8	Italy	CPV	It actively helps establish the quality charter and create the seal of approval for companies. It organises the transnational meeting on mobility.
	P9	Netherlands	KCHandel	It actively helps establish the quality charter and create the seal of approval for training centres. It actively participates in the recognition and transfer activities.
	P12	Portugal	CECOA	It actively helps establish the quality charter and create the seal of approval for training centres. It actively participates in the recognition and transfer activities.
	P14	Romania	NCTVET	In association with all the partners, the NCTVET is responsible for establishing quality charters for training centres and companies and creating the seal of approval they will receive. It actively participates in the recognition and transfer activities.
	P3	Belgium	CEF - Conseil de l'Education et de la Formation (Education and training council)	It actively helps establish the quality charter and create the seal of approval for training centres. It actively participates in the recognition and transfer activities.
	P4	Spain	DGEPAIE	It actively helps establish the quality charter and create the seal of approval for training centres. It actively participates in the recognition and transfer activities.
	P5	France	AGEFA PME	It actively helps establish the quality charter and create the seal of approval for companies.
	P6	Greece	OEEK	It actively helps establish the quality charter and create the seal of approval for training centres. It organises the transnational meeting on mobility. It actively participates in the recognition and transfer activities.
	P7	Italy	USP Venezia	It actively helps establish the quality charter and create the seal of approval for training centres.
	P10	Netherlands	IBS	It actively helps establish the quality charter and create the seal of approval for training centres.
	P11	Netherlands	NVG	It actively helps establish the quality charter and create the seal of approval for companies.
	P13	Portugal	CCP	It actively helps establish the quality charter and create the seal of approval for companies.
	P15	Romania	CCIB	It actively helps establish the quality charter and create the seal of approval for companies.
	P16	Slovenia	CPI	It actively helps establish the quality charter and create the

				<p>seal of approval for training centres. It actively participates in the recognition and transfer activities.</p>
	P17	Slovenia	CPU	<p>It actively helps establish the quality charter and create the seal of approval for companies.</p>
Off-budget partners		France	CNCCEF	<p>It actively helps establish the quality charter and create the seal of approval for companies.</p>
		Switzerland	IUFFP	<p>It actively helps establish the quality charter and create the seal of approval for training centres. It actively participates in the recognition and transfer activities.</p>
		Switzerland	SAK/CES	<p>It actively helps establish the quality charter and create the seal of approval for companies.</p>
		Netherlands	BTG Handel	<p>It actively helps establish the quality charter and create the seal of approval for training centres.</p>

WP 7 – TRANSFER THE PROJECT’S RESULTS

★ **Duration** : November 2009 – may 2010 (7 months)

★ **Work package description** :

Context

The COMINTER project and the RECOMFOR project make up a complete process:

- For COMINTER: establishing joint professional guidelines, developing national certifications delineated in line with ECVET and compatible in a multilateral framework and lastly, implementing modular training courses;
- For RECOMFOR: to create an area where mobility is integrated with training, mutual recognition and knowledge transfer in a transnational network.

The objective of this structure, which currently involves national competent bodies and representative professional organisations from 10 countries, is not solely to develop training for import-export assistant. In effect, the same authorities have launched joint projects in other sectors based on methodologies learned in COMINTER (executive assistants, assistant managers) and others are in the process of being launched (car repair, transport-logistics, etc.). Furthermore, the sales sector now wants to expand the same approach to other certifications at the 4 EQF level of the sector. All of these projects should be using the tools and methods developed by RECOMFOR and approved by the competent bodies.

Objectives

Like for COMINTER, for this transfer to take place, it is advisable to establish methodological guides that can be used in contexts that are different than the one in RECOMFOR in terms of:

- structuring the ECVET network
- setting up an area for ECVET mobility
- the mutual recognition and transfer process
- the quality process in the network

Working method

The corresponding work package managers are responsible for developing these tools, in other words the CGI and the CIEP-MEN, CECO, KCHandel and NCVET Romania, respectively. The CGI and the CIEP-MEN are in charge of combining these documents into a single document. These transfer tools are developed in the second year of the project and are to be handed in between M16 and NOV 10.

Deliverables - products/results

Product n° 7-1

- ★ **Title** : Methodological guide to network structuring
- ★ **Type of product/result**: Report
- ★ **Description** :

It is based on the outcomes of work package no. 1. It consists in taking these outcomes out of their context to standardise them and determining methodological principles to follow in structuring a network and backing up decisions in the RECOMFOR project. It provides some practical advice.

It is designed for communication to be used in meetings, but also for wider distribution.

Product n° 7-2

- ★ **Title** : Methodological guide to mobility in training
- ★ **Type of product/result** : Report
- ★ **Description** :

It is based on the outcomes of work package no. 2. It consists in taking these outcomes out of their context to standardise them and determining methodological principles to follow in structuring a network and backing up decisions in the RECOMFOR project. It provides some practical advice.

It is designed for communication to be used in meetings, but also for wider distribution.

Product n° 7-3

- ★ **Title** : Methodological guide to work placements
- ★ **Type of product/result**: Report
- ★ **Description** :

It is based on the outcomes of work package no. 1. It consists in taking these outcomes out of their context to standardise them and determining methodological principles to follow in structuring a network and backing up decisions in the RECOMFOR project. It provides some practical advice. It is designed for communication to be used in meetings, but also for wider distribution.

Product n° 7-4

- ★ **Title** : Methodological guide to recognition and transfer
- ★ **Type of product/result**: Report
- ★ **Description** :

It is based on the outcomes of work package no. 1. It consists in taking these outcomes out of their context to standardise them and determining methodological principles to follow in organising mutual recognition according to ECVET principles and backing up decisions in the RECOMFOR project. It provides some practical advice. It is designed for communication to be used in meetings, but also for wider distribution.

Product n° 7-5

- ★ **Title** : Seal of approval guide for training centres and companies
- ★ **Type of product/result**: Report
- ★ **Description** :

It is based on the outcomes of work package no. 1. It consists in taking these outcomes out of their context to standardise them and determining methodological principles to follow in organising mutual recognition according to ECVET principles and backing up decisions in the RECOMFOR project. It provides some practical advice. It is designed for communication to be used in meetings, but also for wider distribution.

Product n° 7-6

- ★ **Title** : Participation in transfer meetings
- ★ **Type of product/result**: Events
- ★ **Description** :

It is planned for partners to make themselves available for sector-based projects that want to learn from the COMINTER and RECOMFOR methods to facilitate transfer. Priority will be given to the LEONARDO projects on innovation transfer that refer directly to the COMINTER project.

Consortium partners involved:

	Partner no.	Country	Abbreviation	Role and tasks in the work package
Lead partner	P1	France	CGI	As a co-manager of package no. 1, it produces the methodological guide on structuring a network. It combines different methodological guide into one general guide. It participates when needed in meetings or work groups meant to convey the results of RECOMFOR to form other networks.
	P2	France	CIEP-MEN	As a co-manager of package no. 1, it produces the methodological guide on structuring a network. It combines different methodological guide into one general guide. It participates when needed in meetings or work groups meant to convey the results of RECOMFOR to form other networks.
	P8	Italy	CPV	As manager of package no. 3, it produces the methodological guide on company internships. It participates when needed in meetings or work groups meant to convey the results of RECOMFOR to form other networks.
	P9	Netherlands	KCHandel	As manager of package no. 4, it produces the methodological guide on the principles and organisation of the mutual recognition. It participates when needed in meetings or work groups meant to convey the results of RECOMFOR to form other networks.
	P12	Portugal	CECOA	As manager of package no. 2, it produces the methodological guide on mobility during training. It participates when needed in meetings or work groups meant to convey the results of RECOMFOR to form other networks.
	P14	Romania	NCTVET	As manager of package no. 5, it produces the methodological guide on granting seals to training centres and companies that are members of the network. It participates when needed in meetings or work groups meant to convey the results of RECOMFOR to form other networks.

WP 8 - DISSEMINATE THE RESULTS INTERNALLY AND EXTERNALLY

★ **Duration** : November 2009 – November 2010 (12 months)

★ **Work package description** :

Context

The RECOMFOR project partnership is composed of players required for its implementation: national competent bodies that can mobilise training centres and representative professional organisations that can mobilise companies. The project's promoters (MEN and CGI) would like to capitalise on the experience gained to encourage the creation of European ECVET sector-based networks as announced by the future French presidency.

Objectives

The primary objective of the RECOMFOR project is creating a European area for mobility for all the students in the network who have completed the COMINTER project. This network goes beyond the initial 7-country project and already has 10 countries. Its purpose is to expand given that 5 countries have shown interest in joining: Great Britain, Austria, Hungary, Germany and Norway.

Working method

Spreading the word within network member organisations will engage all means of communication at the institutions and ensure that training centres and students are informed about the project.

A national and European communication plan will provide information on lessons from other projects and involve all the members of the partnership.

The partners managing the work package on these materials will be producing methodological materials on how to conduct the transfer.

Deliverables - products/results

Product n° 8-1

★ **Title** : Distribution in the partners' areas of influence

★ **Type of product/result**: Other

★ **Description** :

In each of the partner organisations, it mobilises all the available means to inform the training centres, students and companies to get them involved in the network to create the mobility area. Among the resources to use are:

- the press and trade publications for professional organisations;
- the websites of the organisations involved;
- information and guidance services;
- direct communication with the training centres.

Product n° 8-2

★ **Title** : National and European communication plan

★ **Type of product/result**: Other

★ **Description** :

The objective of this marketing actions category is widespread information. Each country must submit a communication plan to the specialised bodies on the EFP, the general media, other sector-based or inter-professional organisations that are associated with the consortium members.

To ensure the project has visibility in Europe, it is scheduled to participate in two initiatives organised by the European Commission or related to setting up ECVET that are Europe-wide and make it possible to reach a wide audience.

Product n° 8-3

★ **Title** : Production of specific communication media

★ **Type of product/result:** Other

★ **Description :**

These are general communication materials such as brochures or posters about the network, its objectives, opportunities for students, training centres and companies.

They are intended to be used at will by all the partners when they have occasion to provide information on the project. A number of them will be available in French and English and the templates will also be available for customisation or translation into other languages.

Product n° 8-4

★ **Title :** Project website

★ **Type of product/result:** Service

★ **Description :**

The online storefront is for ongoing communication on project updates throughout the project. It will continue after the project to provide general information on the progress of the network. The site will be hosted on the CGI server to ensure its continuity. It will be maintained in French and English, but will allow each country to manage national information in the native language. Content will be provided by accredited partners in each of these countries.

Product n° 8-5

★ **Title :** Final conference on the project

★ **Type of product/result:** Other

★ **Description :**

The basic objective of the final conference in Paris is to communicate the project's results:

- the network;
- options to transfer them to other projects;
- methodological resources created.

Therefore, it is open to all of the project partners, people who are curious about it as well as a targeted audience and invited guests from organisations interested in joining the network or transferring the results to other projects on sector-based networks or for their ability to convey the project's results.

Consortium partners involved :

	Partner no.	Country	Abbreviation	Role and tasks in the work package
Lead partner:	P1	France	CGI	As a project promoter, the CGI is responsible for coordinating the entire communication plan and overseeing its execution. It is also charged with specific communication materials (brochures, posters), the website storefront and organising the final conference. Lastly, as a national professional organisation, it mobilises its communication resources to companies and organises communication to other professional organisations.
	P2	France	CIEP-MEN	As a competent body, the MEN mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
	P3	Belgium	CEF - Conseil de l'Éducation et de la Formation (Education and training council)	As a competent body in Belgium, CEF mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope. CEF will be overseeing distribution to European authoritative bodies in Brussels
	P4	Spain	DGEPAIE	As a competent body in Spain, DGEPAIE mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
	P5	France	AGEFA PME	As a representative professional organisation in France,

				AGEFA PME mobilises its communication resources directed at companies and organises communication for other professional organisations.
	P6	Greece	OEEK	As a competent body in Greece, OEEK mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
	P7	Italy	USP Venezia	As a competent body in Italy, USP mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
	P8	Italy	CPV	As a representative professional organisation in Italy, CPV mobilises its communication resources directed at companies and organises communication for other professional organisations.
	P9	Netherlands	KCHandel	As a competent body in the Netherlands, KCHandel mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
	P10	Netherlands	IBS	As a representative of a network of training institutions in the Netherlands, IBS mobilises its internal communication resources directed at training centres and students.
	P11	Netherlands	NVG	As a representative professional organisation in the Netherlands, NVG mobilises its communication resources directed at companies and organises communication for other professional organisations.
	P12	Portugal	CECOA	As a representative of a competent body in Portugal and a network of training centres, CECOA mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
	P13	Portugal	CCP	As a representative professional organisation in Portugal, CCP mobilises its communication resources directed at companies and organises communication for other professional organisations.
	P14	Romania	NCTVET	As a competent body in Romania, NCTVET mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
	P15	Romania	CCIB	As a representative professional organisation in Romania, CCIB mobilises its communication resources directed at companies and organises communication for other professional organisations.
	P16	Slovenia	CPI	As a competent body in Slovenia, CPI mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
	P17	Slovenia	CPU	As a representative professional organisation and a network of training centres in Slovenia, CPU mobilises its communication

				resources directed at companies and organises communication for other professional organisations.
Off-budget partners		France	CNCCEF	As a representative professional organisation in France, CNCCEF mobilises its communication resources directed at companies and organises communication for other professional organisations.
		Switzerland	IUFFP	As a competent body in Switzerland, it mobilises its internal communication resources directed at training centres and students and implements an external communication plan with a national scope.
		Switzerland	SAK/CES	As a representative professional organisation in Switzerland, SAK CES mobilises its communication resources directed at companies and organises communication for other professional organisations.
		Netherlands	BTG Handel	As a representative of a network of training institutions in the Netherlands, it mobilises its internal communication resources directed at training centres and students.

WP 9 - COORDINATE AND STEER THE PROJECT

★ **Duration** : December 2008 – November 2010 (24 months)

★ **Work package description** :

Context

Most of the partners were involved in the COMINTER project and are therefore used to working together using a collaborative work platform and planning tools and monitoring the project.

Objectives

The overall objective is to make sure all the partners are effectively taking part so the project's planned results are achieved within the timeframes and in line with the process that was agreed upon jointly. The directing/coordinating function thus involves:

- continuously informing all the members of the project
- providing collaborative work tools
- scheduling activities and seeing the schedule is followed
- overseeing the financial control for the project
- overseeing the relationship with Leonardo, in particular for the mid-term and final reports

Working method

The project promoter, the CGI, will be handling the administrative and financial control for the project. The CIEP-MEN will be taking care of directing the project and managing the educational side. It will receive ongoing assistance from the MEN for all its tasks, who will be providing an Inspector General and a DGESCO correspondent at its disposal as per the agreement.

Deliverables - products/results

Product n° 9-1

★ **Title** : Project planning and tracking

★ **Type of product/result**: Informational materials for members of the project and partners, a collaborative platform, a website, time and financial management for the project, mid-term and final reports

★ **Description** :

Scheduling involves breaking down the project into a set of 10 LTs and distributing these LTs to the project participants. Then, work to be done by everyone and each participant is divided into time periods, resulting in a project schedule with deadlines for expected results. Lastly, resources are allocated according to the workload each participant is responsible for while seeing that the capital is equally distributed and paid out.

Product n° 9-2

★ **Title** : Collaborative work platform

★ **Type of product/result**: Collaborative platform

★ **Description** :

The objective of the platform is to enable private communication between the members of the project. It serves as a knowledge base for the project, allow for discussions on what is being produced before they are approved. Therefore, it is the focus point in the work system for the project.

The collaborative work platform is being sub-contracted and is hosted by the CRDP (Centre Régional de Documentation Pédagogique – Regional Centre for Educational Documentation) at the Académie de Versailles (Versailles Academy) in France.

Product n° 9-3

★ **Title** Transnational project launch meeting

★ **Type of product/result**: Event

★ **Description** :

It will take place in Paris in M2 and be organised by the CGI, the project promoter, and the CIEP-MEN, coordinator. It must serve to reiterate and provide details to all the partners on:

- the project's overall objectives
- the schedule for the activities
- the distribution of responsibilities and work
- the tools available for the collaborative work

- financial procedures
- methods and procedures for quality control

Product n° 9-4

- ★ **Title** : Administrative and financial management
- ★ **Type of product/result**: Other
- ★ **Description** :

Administrative and financial management include:

- contracting with Leonardo and the other members of the partnership
- monitoring and financial control for the project
- presenting any changes to Leonardo

It will be done by the CGI, which will also be providing financial support for this project.

Product n° 9-5

- ★ **Title** : Mid-term and final reports
- ★ **Type of product/result**: Report
- ★ **Description** :

Producing the mid-term and final reports is a contractual obligation. The administrative and financial part will be done by the CGI and the qualitative part by the CIEP-MEN. Each will be responsible for collecting the required data for its part(s) from members of the consortium.

Consortium partners involved:

	Partner no.	Country	Abbreviation	Role and tasks in the work package
Lead partner:	P1	France	CGI	As the promoter, the CGI will be directing and managing the project in collaboration with the CIEP-MEN. In particular, it will be: <ul style="list-style-type: none"> - Organising the project launch meeting - Setting up and managing the collaborative work platform - Administrative and financial management for the project - Writing the mid-term and final reports (financial part)
Lead partner:	P2	France	CIEP-MEN	As the coordinator, the CIEP-MEN is handling: <ul style="list-style-type: none"> - The schedule for activities and their follow-up - The agenda and minutes for the transnational meetings - Writing the mid-term and final reports (qualitative part) It will also be assisting the CGI in all its tasks
	P3	Belgium	CEF - Conseil de l'Education et de la Formation (Education and training council)	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P4	Spain	DGEPAIE	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P5	France	AGEFA PME	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.

	P6	Greece	OEEK	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the transnational meetings. It organises the transnational meeting on mutual recognition.
	P7	Italy	USP Venezia	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P8	Italy	CPV	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P9	Netherlands	KCHandel	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the transnational meetings.
	P10	Netherlands	IBS	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P11	Netherlands	NVG	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P12	Portugal	CECOA	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P13	Portugal	CCP	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P14	Romania	NCTVET	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P15	Romania	CCIB	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P16	Slovenia	CPI	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
	P17	Slovenia	CPU	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.

Off-budget partners		France	CNCCEF	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
		Switzerland	IUFFP	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
		Switzerland	SAK/CES	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.
		Netherlands	BTG Handel	It provides all the elements required for the project's administrative and financial management the directors have requested, uses the collaborative work platform and actively participates in the project launch meeting.

WP10 - ASSURE QUALITY IN THE PROJECT

★ **Duration** : December 2008 – November 2010 (24 months)

★ **Work package description** :

Context

Monitoring the project's quality is both a regulatory component throughout the project and a way to assess its management and results. Therefore, regular monitoring of each of the work packages and an assessment of the partners are very important, as is an outside opinion that can provide an assessment of the possibility for transferring this network project.

Objectives

Internal monitoring and regulation of the project:

- Consulting the partners on a regular basis
- Writing mid-term reports and a final internal report

Assessment of the quality of the results:

- Obtaining an outside opinion
- Having an assessment of the opportunities for transferring the results

Working method

Each manager of work packages 1 to 5 will be charged with overseeing the internal monitoring of the quality of the mid-term results by consulting the partners regularly. The coordinator will be responsible for the overall internal report.

The project coordinator will in charge of recommending the outside inspector, who will be provided all the information upon request and attend the transnational meetings to back up the information in his/her final report.

Deliverables - products/results

Product n° 10-1

- ★ **Title** : Quality reports on packages 1 to 5
- ★ **Type of product/result**: Reports
- ★ **Description** :

For work packages 1 to 5, each lead partner has to work with the project coordinator and provide a detailed list of quality criteria on both the production and the organisation of work to the other partners involved. At the end of the work package, each of the partners produces a quality assessment report. The lead partner of each work package writes a summary. These summaries serve to write the overall internal quality report on the project.

Product n° 10-2

- ★ **Title** : Internal quality report on the project
- ★ **Type of product/result**: Report
- ★ **Description** :

At the beginning of the project (project launch meeting), the project coordinator provides a list of general quality criteria on the management and results for the project. At the end of the project, each partner produces a quality report using the template offered. The summary of these general reports and the detailed reports for work packages 1 to 5 form the internal quality report annexed to the final report.

Product n° 10-3

- ★ **Title** : External report on the quality of the project's results
- ★ **Type of product/result**: Report
- ★ **Description** :

An outside inspector with expertise in the ECVET process and implementing it at the European level who comes from a country that is not part of the partnership will be asked to write a quality report on the project's results and their transfer options. For these purposes, he/she will attend all the transnational meetings and have access to all the internal data and all the project results. This report will be annexed to the final report.

Consortium partners involved :

	Partner no.	Country	Abbreviation	Role and tasks in the work package
Lead partner:	P1	France	CGI	In association with the CIEP-MEN, it defines the general methodological guide for the project's internal assessment (management and results) and writing the final internal report on the quality in the project based on the partners' assessment. It defines the criteria for package no. 1 and writes the quality report. It is involved in assessing all the work packages on professional organisations. It recommends an outside evaluator to the project's partners.
Lead partner:	P2	France	CIEP-MEN	In association with the CGI, it defines the general methodological guide for the project's internal assessment (management and results) and writing the final internal report on the quality in the project based on the partners' assessment. It defines the criteria for package no. 1 and writes the quality report. It is involved in assessing all the work packages on competent bodies. It recommends an outside evaluator to the project's partners.
	P3	Belgium	CEF - Conseil de l'Education et de la Formation (Education and training council)	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P4	Spain	DGEPAIE	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P5	France	AGEFA PME	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P6	Greece	OEEK	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P7	Italy	USP Venezia	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P8	Italy	CPV	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review. It defines the criteria for package no. 3 and writes the quality report.
	P9	Netherlands	KCHandel	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review. It defines the criteria for package no. 4 and writes the quality report.
	P10	Netherlands	IBS	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P11	Netherlands	NVG	It participates in the internal review (management and results)

				of all the work packages it is involved in and the final internal review.
	P12	Portugal	CECOA	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review. It defines the criteria for package no. 2 and writes the quality report.
	P13	Portugal	CCP	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P14	Romania	NCTVET	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review. It defines the criteria for package no. 5 and writes the quality report.
	P15	Romania	CCIB	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P16	Slovenia	CPI	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
	P17	Slovenia	CPU	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
Off-budget partners		France	CNCCEF	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
		Switzerland	IUFFP	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
		Switzerland	SAK/CES	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.
		Netherlands	BTG Handel	It participates in the internal review (management and results) of all the work packages it is involved in and the final internal review.