



Network and Partnership Model for Stakeholders in VET TC4me

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1. Stakeholders in VET

- International Competences Tool Manager and E-mentoring System Admin
- National and International Managers of Qualifications
- National Developers of Competences Database and Training Offer
- National Admin of Competences Tool and e-mentoring System
- Human Resources Manager (Enterprise)
- Technical of Diagnosis and Vocational Guidance (Technical Institution/Training Institution)
- Pedagogical Coordinator (Technical Institution/Training Institution)
- Individuals
- Mentor/Tutor/Teacher/Trainer (Technical Institution/Training Institution)
- Mentee/Student/Trainee
- Mentee/Student/Trainee Groups

2. Stakeholders responsibilities

↳ International Competences Tool Manager and e-mentoring System Admin

- Manage competencies structure hierarchy;
- Add new trades, main fields, competence fields and sub-competences;
- Manage national developers/administrators;
- Add and delete national developers and administrators;
- Print or save all content of the database;
- Manage competences poll;
- Change the structure of the relations in the database;
- Reviews systems

↳ National and International Managers of Qualifications

- Validate trades and competences for the database (management of national catalogue of competences and international systems of credits);
- Reviews systems.

↳ National Developer(s) of Competences Database and Training Offer

- Edit own profile;
- Make proposals of formal competences for national database;
- Manage relations in trades;
- Add or delete main fields, competence fields and sub-competence from national trade structure;
- Create translations from English into national language;
- Translate new fields in the database into national language;
- (New countries can translate online all fields from English into mother tongue);
- Reviews systems.

↳ **National Admin of Competences Tool and e-mentoring System**

- Edit own profile;
- Manage National Training Institutions;
- Add and delete training institutions as members of the database;
- Manage National Enterprises;
- Add and delete Enterprises as members of the database;
- Manage other institutions;
- Add and delete other institutions as members of the database;
- Reviews systems.

↳ **Human Resources Manager (Enterprise)**

- Edit own profile;
- Manage enterprise scheme;
- Make a wish profile for the future competence profile in the enterprise or department, based on the real enterprise profile;
- Add and handle employees competence profile;
- Add employees into the database, and add formal and informal competences into their scorecard;
- Search for training institutions based on a gap between employees real and virtual profile;
- Search for courses or modules offered by training institutions, who fit into the gap between the enterprise's real and wish scheme;
- Search for training institutions based on a chosen sub-competences;
- Validate internal training processes;
- Validate internal learning agreement;
- Make the analysis of learning development after mentoring process;
- Make e-mentoring process evaluation;
- Make reports about processes and results.

↳ **Technical of Diagnosis and Vocational Guidance (Technical or Training Institution)**

- Add formal competences to the real profile of the trainee, training courses, as also add new competences to a specific trainee;
- The system compares the real profile with trades in the scorecard, showing if needed the training courses the market is offering to fill the competences gap;
- Identify individuals learning needs;
- Define training plan for individuals.

↳ **Pedagogical Coordinator (Technical or Training Institution)**

- Add formal competences into a individual scorecard, courses, trades and add new competence fields to the individual (actual/potential trainee);
- The system show the training courses the market is offering to fill the competences gap;
- Identify individuals learning needs;
- Define training plan for individuals;
- Analyse profiles and training plans made by other educational and training agents;
- Do recommendations to improve the processes;
- Validate training process;
- Validate learning agreement or contracts;
- Make the analysis of learning development after mentoring process;
- Make the e-mentoring process evaluation;
- Make reports about the balance of competences and training processes, particularly with regard to the systems used and the results generated.

↳ **Individuals (final target)**

- Edit own profile in competences tool;
- See own scorecard (made by them self) – where is possible to compare real profile with ideal profile;
- See their own personal scorecard made by enterprises or technical/training institutes;
- Search for training institutions and training courses based on a gap of competences between the real and the ideal profile;
- Chose one or more competences from the lists in the database, and search for courses or modules where this competences can be achieved;
- Sign learning agreement or contract to attend the training action.

↳ **Mentor/Tutor/Teacher/Trainer (Technical or Training Institution)**

- Design the training process;
- Prepare the learning agreement;
- Define pedagogical milestones, tasks, learning resources and insert them in the e-mentoring system
- Communicate with the mentee/student/trainee
- Monitor competences development and validate them;
- Give feedback to the mentee/student/trainee;
- Give the information about the mentee/student/trainee competences validated during the e-mentoring process , for the register in individual scorecard (individual competence profile), to the pedagogical coordinator or human resources manager;
- Evaluate the mentoring process.

↳ **Mentee/Student/Trainee**

- See pedagogical milestones, tasks, learning resources indicated by the mentor/ tutor/ teacher/ trainer in the e-mentoring system;
- Communicate with the mentor/tutor/teacher/trainer by the e-mentoring system;
- Complete tasks and demonstrate competences development;
- See final scorecard (competence profile);
- Evaluate the mentoring process.

↳ **Mentee/Student/Trainee Groups**

- See pedagogical milestones, tasks, learning resources indicated by the mentor/tutor/teacher/trainer in the e-mentoring system;
- Communicate with the mentor/tutor/teacher/trainer and the other mentees/students/trainees by the e-mentoring system;
- Complete tasks and demonstrate the group competences development;
- Collaborative work.



1. **Diagram of network and partnership model for stakeholders in VET (annex1)**