



## Skilled-Mobile-European Master Plus

Progress Report

Public Part

## Project information

Project acronym:	SME MASTER Plus
Project title:	Skilled-Mobile-European Master Plus
Project number:	147735-LLP-1-2008-1-DE-ECVET
Sub-programme or KA:	Projects to test and develop the credit system for vocational education and training (ECVET)
Project website:	<a href="http://www.sme-master.eu">www.sme-master.eu</a>
Reporting period:	From 01/03/2009 To 30/08/2010
Report version:	1
Date of preparation:	20/09/2010
Beneficiary organisation:	Zentralverband des Deutschen Handwerks (ZDH)
Project coordinator:	Dr. Christian Sperle
Project coordinator organisation:	Zentralverband des Deutschen Handwerks (ZDH)
Project coordinator telephone number:	+49-30-20 61 93 05
Project coordinator email address:	<a href="mailto:dr.sperle@zdh.de">dr.sperle@zdh.de</a>

This project has been funded with support from the European Commission.

This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

© 2008 Copyright Education, Audiovisual & Culture Executive Agency.

The document may be freely copied and distributed provided that no modifications are made, that the source is acknowledged and that this copyright notice is included.

## Executive Summary

SME MASTER Plus is based on the outcomes of the European pilot project SME Master from 2007 where some of the principles of ECVET were already tested at a very early stage. As a result SME Master established a unit- and learning-outcome-based display of the master craftsperson qualification in bakery, called learning outcome matrix. However, this prior project did not reach the point of practical implementation. Main reason for this was the very limited time frame of one year.

For this reason the partners of the former SME Master project – which are all competent institutions in the field of master craftsperson education – decided to apply for a follow-up project to develop a complete and functional ECVET-system. The scope of work was broadened and new partner organisations were attracted. Main objective is the enhancement of transnational mobility within master craftsperson education on the basis of sustainable partnerships.

The project will provide a learning outcome oriented description of master craftsperson qualification in six EU member states and in four different occupational fields (bakery, floristry, joinery, hairdressing). Final product will be an "ECVET-toolbox" for the master craftsperson qualification including

- a suitable methodology for a learning outcome approach of master craftsperson qualification – so-called learning outcome matrix including units of learning outcomes and ECVET credits
- guidelines and features for establishing and fostering sustainable transnational partnership, such as a model for Memoranda of Understanding and learning agreement examples,
- procedures and criteria for the assessment, validation and recognition of learning outcomes.

These instruments should support competent institutions, such as chambers of skilled crafts, as well as providers of master craftsperson training programmes

- in the practical implementation of ECVET,
- in facilitating mutual recognition of individually acquired learning achievements,
- in increasing learner's mobility rate,
- in strengthening cooperation with international partners on the basis of mutual trust,

and thus contribute to the concept of lifelong learning.

The instruments will be tested and feed-backed in concrete transnational mobility projects.

## Table of Contents

<b>1. PROJECT OBJECTIVES.....</b>	<b>5</b>
<b>2. PROJECT APPROACH.....</b>	<b>6</b>
<b>3. PROJECT OUTCOMES &amp; RESULTS.....</b>	<b>8</b>
<b>4. PARTNERSHIPS .....</b>	<b>9</b>
<b>5. PLANS FOR THE FUTURE .....</b>	<b>10</b>
<b>6. CONTRIBUTION TO EU POLICIES .....</b>	<b>11</b>
<b>7. EXTRA HEADING/SECTION.....</b>	<b>11</b>

# 1. Project Objectives

SME MASTER Plus aims at

- developing a model ECVET-Tool-box and a users' guide, building upon the results of SME Master. This implies the finalisation of the learning outcome matrix on the baker master craftsperson qualification, the development of a template for a Memorandum of Understanding (MoU), a learning agreement as well as a transcript of records,
- transferring the method to develop an ECVET-Tool-box to three other sectors (woodworking/joinery, hairdressing, floristry), supporting sector organisations to establish their own toolbox,
- testing the toolboxes in mobility exchanges.

Partners of SME MASTER Plus also aim at establishing stakeholder networks (representatives of competent institutions, sectors, social partners and training providers etc.) in their countries in order to get input for the project process as well as to disseminate the results among stakeholders and get their commitment for usage.

In order to reach the above mentioned aims, desk research as well as field work will be applied in terms of methodologies. The project process will be divided into different work phases, which in turn will cover various work packages.

During the first half of the project time the ECVET-Tool-box "bakery" has been nearly completed. For realizing this, the outcomes from the previous project have been taken further by modifying the concept of learning outcome matrix, developing a template for a MoU, a learning agreement and a transcript of records. A users' guide will complement the toolbox and enable potential users to implement an ECVET-system in master craftsperson education.

The time afterwards has been dedicated to the transfer to the sectors hairdressing, floristry, and woodworking/joinery. The methodology of the ECVET-tool-box for the baker master craftsperson qualification has also been the basis to develop similar toolboxes, likewise for the respective master qualifications.

The focus during the second half of the project time lies on field work, i.e. on the testing of the toolboxes in concrete mobility exchanges. In each participating country, mobility exchanges of master craftsperson trainees will be prepared with a minimum of two partner countries. During these exchanges the toolboxes will be used to facilitate the transfer and accumulation of learning outcomes.

The central task of the last project phase is the improvement and possible modification of the toolboxes as well as the establishment of guidelines on the basis of the practical feedback gained during the mobility exchanges.

Furthermore other activities are running all along the project lifetime. These are the project management, the cooperation with the commission, dissemination and valorisation as well as quality assurance.

## 2. Project Approach

All in all six steering committee meetings during the project time will guarantee the validation process and the transfer process to the sectoral / national experts. They will be organised at strategic milestones of the project and cover the different phases of work.

The kick-off project meeting took place in March 2010 in Berlin and has been used by the partners for fine tuning the project, according to the final budget and some new elements in the European, national and regional ECVET contexts.

The model ECVET-tool-box, on the basis of the results of the previous SME Master project (2007), has been nearly completed during the time after. It has been evaluated during the second partner meeting in Vienna in September 2009. Also the transfer to the experts has been organised.

The third meeting in March 2010 has been dedicated to the discussions about how to use ECVET points within the concept of the learning outcome matrix. Second issue was the establishment of a model for Memorandum of understanding as well as templates for learning agreement and transcript of records.

The developments of the ECVET-Tool-boxes for hairdressing, floristry, and woodworking/joinery have been starting at the end of 2009. They will be evaluated during the next partner meeting in Oslo in September 2010. Regular transnational expert meetings guaranty the process of development.

The ECVET-Tool-boxes will be tested in concrete mobility exchanges and fine-tuned on the basis of the experiences gained and evaluated during a partner meeting in Paris in April 2011. There will be four sector exchange partnerships during SME MASTER Plus: in bakery, floristry, hairdressing and woodworking/joinery.

Each partner country will be part of at least one sector exchange partnership. Four partner countries have the responsibility for the different sector exchange partnership (i.e. coordination of partnership meeting(s), information flow, quality safeguarding etc.).

- bakery – **DE**, SL and AT
- floristry – **NO** and FR
- hairdressing – **FR**, NL, SL and DE
- woodworking/joinery – **AT** and FR

The exchanges will be prepared and followed by the steering group members. The steering group will be supported by the network partners.

The feedback gained during all exchanges will be used to improve the ECVET-tool-box for the master craftsperson qualification in the various sectors. The sector exchange partners will collect the feedback, discuss it with the network partners and report it to the entire steering group. The steering group will then modify the initial versions of the toolboxes and finalise them as well as the users' guide.

To reach a satisfying dissemination and valorisation a final meeting will guaranty the reporting and the dissemination via a final conference in Berlin at the end of 2011. This conference will probably take place together with other ECVET pilot projects in order to reach more attention and a higher amount of participants.

Furthermore Mesterbrev in association with UEAPME coordinates transnational dissemination. Information and training sessions at national level will guarantee the valorisation.

The project management, dissemination and quality assurance will run during the entire project time under the responsibility of ZDH.

### 3. Project Outcomes & Results

The following results are expected in SME MASTER Plus

#### ECVET-Tool-box for master crafts persons in bakery:

This toolbox will be produced as a model to be transferred to the other sectors chosen for this project. It will include a description of the baker master qualification in terms of learning outcomes, grouped into units, and ECVET points (= learning outcome matrix). Furthermore, it will contain a model for a Memorandum of Understanding and templates for learning agreement and transcript of records. The toolbox will be completed by guidelines (users' guide) which explains the approach to the definition of learning outcomes, the allocation of ECVET points and the required steps for the transfer process. This toolbox will be tested in real mobility exchanges. The toolbox has been nearly completed and will be finalized after the mobility exchanges.

#### ECVET-tool-boxes for master craftpersons in hairdressing, woodworking/joinery and floristry:

Three further toolboxes will be set up, transferring the approach/methodology used for developing the bakery toolbox to the three sectors mentioned above. These toolboxes will likewise be tested in real mobility exchanges. First drafts for the matrixes are already developed. Also these toolboxes will be finalized in 2011 after the mobility exchange.

#### Mobility exchanges:

Each country will send and receive master craftsperson trainees in the relevant sectors (dependent on the exchange partnership). These mobility exchanges will serve to test the preliminary versions of the toolboxes. On the basis of the feedback gained by the people involved (sending/receiving organisations, mobility participants) the toolboxes and the accompanying users' guide will be adjusted and finalised.

All toolboxes as well as the users' guide will be made available for free in their final versions on the project website that has been set up at the beginning of the project. Also leaflets and USB-Sticks with project information will be disseminated during the second half of the project time. All products will be available in English.

## 4. Partnerships

The main partnership of this project consists of:

- ZDH (Germany) as national representative body of the German skilled crafts sector. In cooperation with its members and research institutes it elaborates state recognized training regulations in VET.
- ibw (Austria) has carried out several ECVET-related projects at national and European level and has taken over respective advisory tasks for ministries and employers' organisations. Moreover, ibw has been involved in working groups on ECVET at European level.
- APCM (France) is a public organisation representing as an umbrella organisation the interests of craft companies in France. APCM is competent certifying body for the master craftsperson certification. Organisation of validation is fully placed under its authority.
- Mesterbrev (Norway) is the national body for certification and accreditation of masters of skilled crafts in Norway.
- OZS (Slovenia) provides apprenticeship, assistant and foreman exams to maintain a high level of knowledge in Slovenia.
- FNCF (France) is an important employers' union in the sector of hairdressing in France.

The majority of the partners are so called competent institutions in VET, cooperating for years in various European and bilateral projects. All of them are public bodies or authorities responsible for qualification in the skilled crafts sector and correspond to the criteria of the funding programme.

They have the institutional legitimacy and the technical capacity to cover all the operational functions which are specific to ECVET, namely:

- technical principles of ECVET,
- evaluation of achieved learning outcomes,
- validation, recognition and transfer of learning outcomes.

The partners are VET providers or VET provider networks regulating bodies and able to mobilise training institutions for the implementation of ECVET and mobility projects. Furthermore they have the capacities to disseminate the results, transfer them in a national context and offering training / information sessions about recognition and transparency issue to their members (skilled craft chambers, VET providers, training centres etc.).

Next to the project partners other important stakeholders like UEAPME, the Federal Economic Chamber of Austria (WKÖ) etc. are integrated in this project.

## 5. Plans for the Future

After preparing the drafts of the memorandum of understanding, the learning agreement, the transcript of records and the learning outcome matrixes for the different professions the next expert meeting at the end of September 2010 in Oslo will allow the fine tuning and preparation of mobility projects. Training providers (as associated partners) need to plan together the concrete exchange by using the forms of MoU, learning agreements etc. They need to agree about

- Target groups / periods of training/ placements / length of placements and learning places
- Pedagogical aims and learning goals (analysis of already acquired competences, competences in course of acquirement and competences to acquire)
- The link to the training program
- The tasks to confine to the apprentice during mobility (Analysis of the work situation and work environment of the apprentices)
- Administrational aspects / logistical organisation
- Equipments, teaching tools and resources (monitoring, mentor, tutor)
- Common evaluation, follow-up and assessments forms and evaluation procedures (jury, continuous examination ...)
- Common success criteria's and scope of validation (degree of understanding, assimilation, efficiency of work, interpersonal contact, communication ...)

During the implementation of mobility projects, the testing will be realised by organising preparatory visits and interviews with the training centres, teachers, trainers, and/or tutors involved.

After finishing the mobility exchanges and interviews a finalization of the ECVET tool-boxes for the professions – the "bakery", "floristry", hairdressing" and "joinery" will follow.

This finalization will allow to coordinate the outcomes and analysis of the branch specific testing by collecting of test results and branch specific practices examples and tools, analysis testing results, finalisation of recommendations, feedback to steering committee for validation and fine tuning of materials.

The results will be recommendations for the steering committee about adaptations, necessary modifications and complementary comments for the ECVET-tool-box prototypes and guidelines, the adaptation of the initial tools and the final report.

The final objective is to facilitate transfer of experience and good practice to enable multiplier activities in other organisations, sectors and countries. To reach this aim continuous dissemination is an essential factor. Therefore disseminating activities are running through the whole life cycle of SME MASTER Plus. This includes also the website, communication tools, events and the final conference which will take place at the end of 2011 in Berlin.

## 6. Contribution to EU policies

The master craftsperson qualification belongs to the area of CVET and plays a significant role within skilled crafts companies and small and medium sized enterprises of several member-states of the European Union. It is an entrepreneurial qualification which covers such aspects as greater depth of skills, knowledge and competence in the respective trade area, economic aspects of running a business as well as teaching and training skills leading to the competence to pass on skills and knowledge to apprentices.

An enhancement and consolidation of transnational mobility for the purpose of learning and working will have several positive effects:

- The implementation of an international network of training providers and competent institutions in the area of CVET.
- A contribution to the internationalisation of master craftsperson education through the implementation of the pedagogical concept "learning by leaving".
- As a master craftsperson who spent some time during his/her own training abroad might also be motivated to send apprentices abroad, it will have an impetus on transnational mobility in IVET

Partners of SME MASTER Plus are involved in the discussions about ECVET at national and European level. As competent and/or intermediary institutions they will also play an important role during the implementation of ECVET in their countries. In this process the partners are representing the interests and needs of the skilled craft sector which – amongst others – are

- the enhancement of transnational mobility in VET,
- the enhancement of participation in CVET.

Transnational mobility in VET is yet considered a key factor for the development of skills and training for craft companies and SMEs, in particular for the internationalisation of enterprises. Mobility of apprentices is also a priority of the Leonardo strand of LLP and mentioned in the proposal of the European Commission for a European Small Business Act.

The Partners have been involved for years in supporting mobility and transnational cooperation for LLP in the skilled crafts sector. As competent and/or intermediate bodies they support their networks of skilled craft chambers and training providers in order to foster cross-border mobility in VET.

Regarding the potential benefits of ECVET for crafts companies and SMEs, partners have to facilitate ECVET on the basis of concrete cross-border experiences. The partners will create a set of practical tools for competent institutions and training providers which

- facilitates mutual recognition of individually acquired learning achievements,
- supports the implementation of transnational mobility measures to increase the learner's mobility rate,

- strengthens cooperation between the relevant players on the basis of mutual trust,
- contributes to the concept of lifelong learning.

SME MASTER Plus may also take into account ongoing and future developments of the master craftsperson qualification profile in the partner countries.

## **7. Extra Heading/Section**

Enter your text here

