

Presentation of Danish Experiences and Practices

Niels Rosendal Jensen and Dirk Michel-Schertges

Example 1

For many years, Tove Hansen (TH) has worked as an unskilled clerk in a major export company, and now she would like her skills documented to be able to prove her competence. Having discussed the issue with the management, she contacts the local business college to obtain a competence assessment within office work.

Guidance interview at the college:

- Information on the administrative/secretarial course at the college and clarification of TH's preferences as regards specialisation
- Appointment fixed for competence assessment
- TH receives a competence documentation form

Collection of documentation of prior learning:

- TH's certificates from previous school education
- TH's own description of job experience and competences
- References from employers and from staff of the association that TH has been working for
- Documentation of in-house supplementary training, adult vocational courses and an evening class in English

Competence assessment – 3 days:

- Review of TH's personal portfolio
- Testing of practical and theoretical knowledge and skills, including tests in computer literacy test and English
- Concluding interview and overall assessment of prior learning vis-à-vis the administrative/secretarial course at the college

Recognition of Tove Hansen's prior learning:

- First year of the basic vocational education and training (former version), adult vocational training (AMU) courses and in-house IT courses
- Employment in accounts and HR administration
- Evening class in English
- Treasurer in a major sports club

Education plan for a basic adult education programme within secretarial/ administrative skills lasting 14 weeks:

1. Computer literacy level 3 and spreadsheets level 1 (AMU courses)
2. Specialist subjects: sales and marketing, quality and service as well as planning tools (VET single subjects at college)
3. Concluding examination

Example 2

Thomas Berg is a skilled plumber and wants to start his own business as a certified engineer. He has contacted the student guidance office at the nearest academy of professional higher education and has received information on the two-year programme leading to certified plumber, and the possibilities of having the course shortened.

Collection of documentation of prior learning:

- TB's certificates of education from previous schooling, education and courses
- Description of and documentation for job experience and competences within the plumber (gas) sector
- Documentation for coach training in a sports association