



Lifelong Learning Programme

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Subprogramme Leonardo da Vinci - Call for proposal 2010 EAC/41/09
Priority 1 "Transparency and recognition of competencies and qualifications"
Action "Multilateral Projects of Development of Innovation"
Project Code 510565-2010-LLP-LEONARDO-LMP



Certified Safety VET Trainers (CeSaTra)

An experimental intervention to put in transparency and to recognise the competences of the trainers on safety matter in the European VET systems of the Construction sector

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Priority 1 "Transparency and recognition of competencies and qualifications"
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WP 3 - Definition of an action plan for the ECVET process to be activated for the people operating as trainers on safety matter in the European VET systems of the Construction sector

ECVET Action Plan for Construction Safety Trainers

Document defining strategies, activities and tools to activate and develop an ECVET process for safety trainers in Construction sector

May 2011

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Overview on aims, activities and products of the CeSaTra WP 3

The CeSaTra work package 3 includes the activities aimed to define a coherent plan of activities for activating the ECVET process to the perimeter of professional figures operating as trainers on safety matter in the European VET systems of the Construction sector, defined within the work package 2 (see the previous CeSaTra report "Overview on VET Safety Trainers in EU Constructions - Report on preparatory analysis and researches", <http://www.cesatra.eu/store/file-11.pdf>).

This ECVET action plan, based on experiences and best practices already realised on transparency and recognition of competences and qualifications, and on ECVET process activation (see the previous CeSaTra report "Best practices for ECVET process in Constructions - Report on ECVET experiences and best practices", <http://www.cesatra.eu/store/file-12.pdf>), intends to define a strategy, activities and common tools to be implemented by the CeSaTra partners in order to activate and develop an ECVET process for the safety trainers in Construction sector across the participating Countries. This ECVET process will involve, in each Country, competent public institutions, interested social partners and VET providers, at the same time it will focus on the methods to design qualifications in units of learning outcomes with allocation of ECVET points.

This ECVET action plan for safety trainers in Constructions was drafted in a shared approach by the CeSaTra project partners utilising digital support, during the month of May 2011, at the aim of having, in occasion of the 3rd Consortium trans-national meeting (Düsseldorf / Krefeld - Germany, 26th and 27th May 2011) a common discussion, evaluation and validation, in the perspective of its effective implementation for the whole duration of the project, and also beyond it.

Strategy of the ECVET action plan for safety trainers in Constructions

The fundamental aim of CeSaTra is constituted by the application of European tools and frameworks EQF and ECVET to people operating as safety trainers in the European VET systems of Construction sector, to enhance their mobility contributing to the emergence of generally accepted professional qualification and training standards.

The major activities foreseen by the project for this aim are focused on the definition of contents of the *Memorandum of Understanding - MoU ECVET* (designing qualification in transferable units of learning outcomes with allocation of ECVET credit points), on its formalisation by relevant organisations (particularly, public authorities competent in VET, and in the specific case also in safety matter, social partners of employers and workers of concerned sector, sectoral VET providers, at national and territorial level) and on its enforcement at individual level (through ECVET Learning Agreements, VET programmes with flexible devices for validation, transfer and recognition of learning outcomes achieved in formal, informal and non formal contexts, and ECVET Credits Awarding, Transfer, Validation and Accumulation, applying the national and regional rules), as well as on the mainstreaming and multiplication of these results, in the perspective of its effective implementation for the whole duration of the project, and also beyond.

Thus, the strategy (and also the activities and tools) of the ECVET process starting with the *Memorandum of Understanding - MoU* for safety trainers in Constructions supported by CeSaTra, seems necessarily to be centred both on the **key actors involvement**, in each Country (public institutions competent in VET and safety matter, interested sectoral social partners and VET providers), and on methods for **professional figure designing** in units of learning outcomes with allocation of ECVET points, in order to enable the certification of these professionals beyond the barriers among different VET systems.

Concerning the methods to design qualifications in units of learning outcomes with allocation of credit points, based on ECVET technical specifications, the project specifies that, to activate and develop the ECVET process for safety trainers in Construction sector, the partners will proceed defining the concerned and shared professional perimeter in terms of activities, tasks, competences, certification objectives, units of learning outcomes and related ECVET credit points, focusing firstly on standard elements present in all partner Countries (vocational profile, skill specifications and certification objectives), and then, on subsidiary factors (ways of accessing the certificate via initial and/or continuing training, validation of formal, non-formal and informal (experiential) knowledge, procedures and qualification bodies).

Concerning the involvement, in each Country, of competent public institutions, interested social partners and VET providers, the project focuses on the integration of the planned technical work on qualification design with the planned process of providing information on quality, relevance and effectiveness of the project results to key actors, and also with planned process to ensure that the successful project results

will be transferred to the appropriate decision-makers in regulated local, regional, national and European systems (mainstreaming activities, targeted on public institutions competent in VET and safety, and on Construction social partners) and that these results will be adopted and applied by individual end-users (multiplication activities, targeted on VET safety trainers, VET providers, and enterprises of Constructions). This continuing process, supported by the Consortium partners also through Info-days and Focus Groups scheduled in each participating Country, will be based on a clear and dynamic focus on user needs and ensuring shared responsibility across all partners and a continuous interaction between partners and known and potential end users/beneficiaries, to ensure the exploitation of results through the whole project life-cycle and also after its end.

Summarizing, the first aspect of this process to be highlighted, it seems constituted by the integration which should characterise, on the one hand, the definition of the MoU contents (and particularly, the qualification design of safety trainers in Constructions), and on the other hand, the involvement of the key actors who are to be engaged to ensure the endorsement of MoU provisions at national and regional level, within the specific VET systems of Construction sector across Europe. In other words, since the signing of the MoU and the related commitment by the key actors, particularly of those which has legislative territorial competence on professional qualification and certification (and also, in this case, of those having competence in safety matter), is the first step for an effective transposition of the qualification in the respective territories and then for the effective possibility for individuals to obtain the recognition and certification of related achieved learning outcomes, it seems necessary, to maximise the efficacy of this process, that these **key actors** are **engaged upfront**, or as soon as possible.

Secondly, considered the great differences existing, especially in terms of professional qualification and certification competences, rules and procedures, among European VET systems in the participating countries, it seems even more necessary to have a clear look around the **articulation** of competent and interested public and private **key actors** in each concerned relevant territorial context. E.g., concerning the public authorities competent in VET, in France, through the *CNCP – Commission Nationale de la Certification Professionnelle*, the national government has general competence for professional qualification and certification, whereas in Italy each Region (and also the Autonomous Provinces of Trento and Bolzano) has the same competence at regional level: thus, to ensure that the qualification concerned by the MoU has national extent, in France is enough the engagement of the national CNCP, while in Italy it's necessary to involve 20 Regions + 2 Autonomous Provinces, a few at a time or through an agreement of the State-Region Conference "Conferenza Stato –Regioni."

Activities of the ECVET action plan for safety trainers in Constructions

The activities foreseen by the CeSaTra project to apply the European tools and frameworks EQF and ECVET to people operating as safety trainers in the European VET systems of Construction sector, start from and include principally the interventions aimed to define and formalise, with a participatory process, the *Memorandum of Understanding - MoU* for safety trainers in Constructions, to be enforced for the individuals during an experimentation phase within the project duration, and also and particularly beyond its end. More exactly, these activities entails:

- the preparation of a complete draft of the MoU, following the related best practices collected during the workpackage 3 and containing: an introduction relating to background and general context of MoU, the existing provisions for MoU at European level, the definitions, the general and specific objectives of the MoU; the form and content of MoU in terms of participants, the purpose, ratification and effectiveness; the qualification, designed during workpackage 4, to establish the European correspondence for the assessment, transfer, and accumulation processes of learning outcomes achieved in formal, informal and non formal contexts (units, unit parts and related credits); the mechanisms to implement the MoU and for dialogue and administrative co-operation, the regulations relating to nationality, the revision of agreement and notice of termination;
- the activities aimed to involve in the MoU, beyond the project partners, the public institutions competent in VET and safety matter and the other interested organisations, particularly social partners and VET providers of the concerned sector at national, regional and local level, to be realised within workpackage 5;
- the formalisation, by the partners and by the competent/interested organisations already involved, of the MoU concerning the professional qualification of Safety Trainer in European VET systems of Construction sector (the official signature of the MoU will take place at the end of the workpackage 5, during the fifth project meeting (26/01/2012, Paris - France));
- the enforcement of the MoU, starting from a pilot test to be realised within workpackage 6 involving at least 120 safety trainers in all participating countries, to recognise and certificate the achieved related learning outcomes and ECVET credits in compliance with national and regional rules on certification ways and procedures, formal, non-formal and informal learning validation, qualification bodies, also utilising common models for Learning Agreements ECVET and Europass Certificate Supplement.

Considering the issues already highlighted for a strategic approach to the planning of this process (particularly, the opportunity of an earlier and effective engagement in it of key actors having competence or / and interest to its implementation, and the related implicit necessity to have a clear and complete awareness of these key actors in each participating country), it seems that the project Consortium, in this phase of the project work, has to share and quickly implement **two specific additional tasks**, to be completed in each participating country, this is the **detection of all public and**

private key actors at national, regional and sectoral level, and the **organisation and scheduling of a “get in touch” initiative addressed to them.**

As regards these tasks, beyond the significant differences among the VET systems of building sector in the countries represented within the Consortium, it's possible also to evidence and define some **common criteria and tools**, easily adaptable and useable by the partners in each specific national context.

Concerning this criteria and tools, the Consortium partners has firstly shared the definition of a “detection grid”, which summarize the different typologies of key actors to be involved in the ECVET process started by CeSaTra, to be filled by each partner for the respective country, and secondly drafted a “sample letter” to be utilised to contact them about their wished involvement.

The “key actors detection grid”, articulated in two sub-grids for public and private organisation, and the “engagement invitation sample letter” are presented in the following pages.

Common tools of the ECVET action plan for safety trainers in Constructions

Key actors detection grid – Public authorities

Public Authorities					
Competent in VET			Competent in Safety		
National level	Regional level	Local level	National level	Regional level	Local level
Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:
Responsible / Contact person:					
Address:	Address:	Address:	Address:	Address:	Address:
Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:
E-mail :					
Contact date: .../.../2011					
Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:
Responsible / Contact person:					
Address:	Address:	Address:	Address:	Address:	Address:
Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:
E-mail :					
Contact date: .../.../2011					

Key actors detection grid – Private organisations

Private Organisations											
Social Partners of Building Sector									Building Sectoral VET providers		
Employers Organisations			Workers Organisations			Bilateral Organisations					
National level	Regional level	Local level	National level	Regional level	Local level	National level	Regional level	Local level	National level	Regional level	Local level
Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:	Denomination:
Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:	Responsible / Contact person:
Address:	Address:	Address:	Address:	Address:	Address:	Address:	Address:	Address:	Address:	Address:	Address:
Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:	Telephone:
E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :	E-mail :
Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011	Contact date: .../.../2011

Sample letter for the involvement of key actors

SUBJECT : Leonardo da Vinci project CeSaTra for transparency and recognition of competences and qualifications of people operating as safety trainers in the European VET systems of Construction sector:

Involvement of relevant key actors.

Dear Sir/Madam,

We are writing to you in connection with a Leonardo da Vinci Project that forms part of the EU's Lifelong Learning Programme 2007-2013, involving a multilateral intervention for the Development of Innovation focused on transparency and recognition of competences and qualifications of people operating as safety trainers in the European VET systems of Construction sector, applying the European tools and frameworks *European Qualification Framework - EQF* and the *European Credit System for Vocational Education and Training - ECVET*.

Project Summary

The official title of the project is "Certified Safety VET Trainers (CeSaTra): An experimental intervention to put in transparency and to recognise the competences of the trainers on safety matter in the European VET systems of the Construction sector". The project addresses the Priority "Transparency and recognition of competences and qualifications" of the Leonardo da Vinci Programme. It has started in October 2010 and will last until September 2012.

The project starts from the consideration that occupational illness and accidents at work are a heavy burden on Europe (4 million accidents at work every year). The Construction sector has higher than average risks of accidents at work.

The EU regulations and policies (1989 Framework Directive and Community strategy 2007-2012 on health and safety at work) stress the necessity of job-specific health and safety training and the opportunity of non-binding instruments such better training and information.

Looking for improving efficacy of safety training, the VET providers and social partners of Constructions sector, and the public institutions competent in VET and on safety matter participating to the project, have verified that skills and competences of VET safety trainers are not defined and certified in their Countries, agreeing that an intervention to put in transparency and recognise the competences of safety trainers, applying and implementing the ECVET framework, could have a significant impact.

Therefore, the project intends to apply the European tools and frameworks EQF and ECVET to people operating as safety trainers in the European VET systems of Construction sector.

The major activities at this aim are focused on the definition and formalisation, by competent and interested key actors, of a Memorandum of Understanding - MoU

ECVET (allowing the shared definition at European level of the concerned qualification field in terms of learning outcomes, designing the qualification in transferable units of learning outcomes with allocation of credit points), and on its enforcement, starting from a pilot test to be realised within the project involving at least 120 safety trainers in all participating countries, to recognise and certificate the related achieved learning outcomes and ECVET credits in compliance with national and regional rules on certification means and procedures, on formal, non-formal and informal learning validation, and on qualification bodies, also utilising common models for Learning Agreements ECVET and Europass Certificate Supplement.

It is expected that these activities will enhance the mobility of VET safety trainers in Construction sector, contributing to the emergence of generally accepted qualification and training standards.

Why and how the CeSaTra Project needs your engagement

As mentioned above, the main activities of the CeSaTra project are focused on the involvement, in each Country, of competent and interested key actors, and particularly public institutions competent in VET and in safety matter, social partners of employers and workers and VET providers of the concerned sector.

This involvement is strongly needed because the will of these different categories of key actors has a direct influence on the possibility and on the extension of the envisaged ECVET process: e.g., the participation of the public institutions competent in VET will determine the territorial extension of the MoU provisions, while the participation of sectoral social partners and VET providers is fundamental to ensure to interested safety trainers concrete opportunities of application of MoU provisions in terms of recognition and certification of achieved related learning outcomes and ECVET credits, still in compliance with national and regional rules on certification ways and procedures, formal, non-formal and informal learning validation, qualification bodies.

Thus, the project focuses on the integration of the planned technical work on safety trainer qualification design with planned process of providing information to key actors on quality, relevance and effectiveness of the project results, also to ensure that the successful project results will be transferred to the appropriate decision-makers in regulated local, regional, national and European systems, and that these results will be adopted and applied by individual end-users.

In other words, the CeSaTra project needs your engagement as a fundamental key actor, to verify and qualify our work in progress and results, and to ensure the exploitation of results through the whole project life-cycle and also after its end.

In the light of the above, we gently ask you to allow a meeting between our respective organisations so that we are able to discuss the matter in more detail.

Yours sincerely.