Projects and Products Portal for Leonardo da Vinci

Valiedierung von formalen, nicht-formalen und informellen Lernen: Die Fallstudie von Persönlicher Assistenten.

503074-LLP-2009-1-CY-LEONARDO-LMP

http://www.adam-europe.eu/adam/project/view.htm?prj=7828

Projektinformation

Titel: Valiedierung von formalen, nicht-formalen und informellen Lernen: Die Fallstudie von Persönlicher Assistenten.

Projektnummer: 503074-LLP-2009-1-CY-LEONARDO-LMP

Jahr: 2009

Projekttyp: Innovationsentwicklung

Status: laufend

Land: EU-Zentralisierte Projekte

Marketing Text: Die Fallstudie wurde auf der EU Politik, im Zusammenhang mit der Annerkennung von Qualifikationen, entwickelt. Das Hauptziel von EUPA besteht in der Entwicklung einer Model, der für die Anerkennung und Validierung der Qualificationen der Persönlicher Assistenten (PA) benutzt wird. Das Model wird auf die Lernenergebnissen basiert. Die Hauptleistungen werden in Griechisch, Englisch, Schwedisch und Slowakisch geliefert. EUPA besteht aus mehreren Untersuchungsshritten, durch welche ein Qualifikationsrahm entwickelt wird. Das Ziel ist es die Bedeutung der verschiedenen Lernenergebnissen darzustellen. Des Weiteren wird ein Assesement-Toll entwickelt um die Kenntnisse, Fähigkeiten und Kompetenzen von PA zu beurteilen. In der Folge werden untershiedliche Ausbildungsmodule für die verschiedene Lernenergebnissen entstehen.
Die Ziele der Fallstudie werden durch eine innovative Methode erreicht, und zwar mit der Prüfung vor und nach der Ausbildung der verschiedenen Zielsektoren. EUPA wird als das Bewusstsein über die Frage nach der Anerkennung von PA in bestimmten Länder dargestellt.

Zusammenfassung: Eight partners are involved in EUPA from Cyprus, Greece, Slovakia, United Kingdom, Sweden, and France. The main objective of the project is to develop a methodology through which Personal Assistants will be able to validate their non formal or informal learning. The sector of personal assistants has been selected because personal assistants often do not have academic qualifications and they need to validate their knowledge, skills and competences by validating their learning (formal, non formal and informal). The project begun with a research in three low activity countries (Greece, Cyprus and PAs). Objective of the research was to identify the main work areas of a personal assistant, the learning outcomes that a personal assistant should be able to demonstrate as well as the relative importance of 139 learning outcomes.
Based on the research, a qualification framework has been developed for levels 2-5. Additionally an assessment tool has been developed for level 2. Initial assessment of 60 PAs took place (from two different groups). A current situation map and a personal development path have been designed.
Personal assistants are currently being trained and will be reassessed. The results from the first and the second assessment will be compared and may provide us with useful insights on the learning outcomes that may be easier to be developed through non formal or informal learning. This of course will have significant impact on the methodological tools to be used during the trainings.

Beschreibung: Firstly, an in depth research was made on the EU policies, in order to gain the necessary knowlesge to develop the qualification framework for PAs. The Qualification and Credit Framework guidelines and the European Qualifications Framework were taken into considaration as well. Additionally, reviewing other similar projects and identifying learning outcomes (LOs) of the other sectors that could be adopted in this sector, also contributed to the development of the QF.Once LOs were identified they were categorised into different levels. By level it is meant the level of difficulty for gaining a competence in terms of knowledge and skills required. For assigning credits to the LOs of the QF, a research was made to PAs, Managers and other stakeholders, in order to identify the perceived importance for each of the LOs.Additionally, the research assisted in the identification of the level that would be more applicable for the countries in question i.e Greece, Cyprus and Slovakia.

Afterwards, an Assessment Tool was developed. The assessment tool would assess

Projektinformation

PAs on the specific level (on each of the learning outcomes), and then trainings will be delivered to develop the necessary LOs on that specific level. Based on the research, a decision was taken that the design of the Assessmen tool, trainings and reassessment would focus on level 2.

First assessments were undertaken with 2 groups:

a)Group A consists of 10 participants from each partner country that have a previous experience of 3-5 years in a secretarial position and have no previous formal training.
b)Group B consists of 10 participants from each partner country that are inactive, have no formal experience and they have an interest in becoming PAs.

With the completion of assessment pilot trainings will proceed. PAs in Group A and B will be trainned only on the LOs which need development (as indicated by their assessment). Group C on the other hand (Graduate school leavers with no experience and formal training) will be trained on all modules developed.

Once trainings will be completed, a second assessment will take place for all 3 groups. This second assessment will enable the consortium to identify those LOs that can easily be developed through informal or non formal training. This will have a significant implication on the methodological tools developed for the trainings.

Themen: *** Lebenslanges Lernen
*** Anerkennung, Transparenz, Zertifizierung
*** Weiterbildung
** Arbeitsmarkt

Sektoren: *** Erbringung von Sonstigen Wirtschaftlichen Dienstleistungen
*** Erbringung von Sonstigen Dienstleistungen
** Erziehung und Unterricht

Produkt Typen: Homepage
Transparenz und Zertifizierung
Lehrmaterial
Programme/Curricula
andere
Evaluierungsmethoden

Produktinformation: The main products which have and will be produced are:
-Questionnaires
-Qualification Framework
-Assessment Tool
-Training pack for assessors
-Training Material
-Dissemination Strategy Gruide
-Poster
-Website
-Guide on european Personal Assistants Qualification
-Guide for trainers
-Project Management Reference Guide

Additionally, transnational meetings and workshops will also take place

Main products will be translated in Greek, Slovak and Swedish.

Projektwebseite: www.llpeupa.eu

Vertragnehmer

Name:	MMC Management Center Ltd
Stadt:	Nicosia
Land/Region:	Kypros / Kibris
Land:	CY-Zypern
Organisationstyp:	Weiterbildungseinrichtung
Homepage:	http://www.mmclearningsolutions.com

Kontaktperson

Name:	Nicosia
Adresse:	16 Imvrou street
Stadt:	Nicosia
Land:	CY-Zypern
Telefon:	00357 22 466633
Fax:	00357 22 466635
E-Mail:	christiana@mmclearningsolutions.com
Homepage:	http://www.mmclearningsolutions.com

Koordinator

Name:	MMC Management Center Ltd
Stadt:	Nicosia
Land/Region:	Kypros / Kibris
Land:	CY-Zypern
Organisationstyp:	Weiterbildungseinrichtung
Homepage:	http://www.mmclearningsolutions.com

Kontaktperson

Name:	Nicosia
Adresse:	16 Imvrou street
Stadt:	Nicosia
Land:	CY-Zypern
Telefon:	00357 22 466633
Fax:	00357 22 466635
E-Mail:	christiana@mmclearningsolutions.com
Homepage:	http://www.mmclearningsolutions.com

Partner

Partner 1

Name: Cyprus Chamber of Commerce and Industry
Stadt: Nicosia
Land/Region: Kypros / Kibris
Land: CY-Zypern
Organisationstyp: National Agency
Homepage:

Partner 2

Name: Dimitra Institute of training and developement
Stadt: Larissa
Land/Region: Thessalia
Land: EL-Griechenland
Organisationstyp: Weiterbildungseinrichtung
Homepage: http://dimitra.gr

Partner 3

Name: Konrad Associates International
Stadt: Chichester
Land/Region: Surrey, East-West Sussex
Land: UK-Vereinigtes Königreich
Organisationstyp: andere
Homepage:

Partner 4

Name: European Management Assistants
Stadt: Paris
Land/Region: Centre
Land: FR-Frankreich
Organisationstyp: andere
Homepage:

Partner

Partner 5

Name: Orbis Institute
Stadt: Bratislava
Land/Region: Bratislavsky Kraj
Land: SK-Slowakei
Organisationstyp: andere
Homepage:

Partner 6

Name: Folkuniversitetet Kursverksamhet en vid Uppsala Uni
Stadt: Uppsala
Land/Region: Stockholm
Land: SE-Schweden
Organisationstyp: andere
Homepage:

Partner 7

Name: EDITC Ltd
Stadt: Nicosia
Land/Region: Kypros / Kibris
Land: CY-Zypern
Organisationstyp: Weiterbildungseinrichtung
Homepage:

Projektdateien

2009_2178_FR_EUPA_pub.pdf

http://www.adam-europe.eu/prj/7828/prj/2009_2178_FR_EUPA_pub.pdf

2009_2178_PR_EUPA_pub.pdf

http://www.adam-europe.eu/prj/7828/prj/2009_2178_PR_EUPA_pub.pdf

Interim Public Report

Produkte

1 Design of Methodology

2 Translation of questionnaires in two languages

3 Research Implementation

4 Analysis of research results

5 Qualifications Framework

6 Evaluation of the qualification framework

7 Translation of the qualifications framework

8 EUPA Assessment Tool

9 EUPA Assessment Tool evaluation and adoptation

10 EUPA Assessment Tool Translated

11 Training Curriculum for assessors

12 Assessors' Training pack

13 Assessors Training

14 Assessors evaluation of training

15 Assessment of 60 personal assistants

16 Training Curriculum initial draft

17 Trainer's workshop

18 Training Material

19 Translation of the training material and Curriculum

20 Delivery of training

21 Evaluation of the training by PAs and Trainers

22 Assessment of 90 personal assistants

23 European PAs: Project Findings, Results and Conclusions

24 Dissemination Strategy Guide

25 EUPA Website www.llpeupa.eu

26 Posters

27 Newsletters

28 Guide on European Personal Assistants Qualifications

Produkte

29 Translation and printing of the guide

30 Development, translation and printing of a Guide for trainers

31 Presentation of results in one conference

32 Final Project Conference

33 Press Releases

34 Project Management Reference Guide

35 Interim Evaluation interim and final reports

36 External Evaluation interim and final reports

37 Presentation to Public Bodies

38 Electronic Newsletter Disseminated to EU Chambers

39 Electronic Newsletter Disseminated to Employers

40 Electronic Newsletter to all EUMA members

Produkt 'Design of Methodology'

Titel:	Design of Methodology
Produkttyp:	andere
Marketing Text:	Three questionnaires were designed for 3 target groups in English. The questionnaires aim to identify the main work areas of PAs, as well as the perceived importance of various learning outcomes of the three target groups.
Beschreibung:	Three different questionnaires have been developed targeting personal assistants, managers and other stakeholders. All three types of questionnaires aim to identify the main work areas of PAa as well as the perceived importance of various learning outcomes. In addition to that other information is also collected such as • Position title (on contract) as title that best describes the work, Years of experience, main duties (on the personal assistants questionnaire) • Job title of their PA, years of experience with PA, and main duties (for managers) • Type of interaction with personal assistants, different types of transactions with personal assistants (for other stakeholders)
Zielgruppe:	Personal Assistants, Manager and Stakeholders
Resultat:	Three questionnaires, tailored to meet the characteristics of the 3 target groups
Anwendungsbereich:	The questionnaires were used in a research implemented in Greece, Cyprus and Slovakia.
Homepage:	www.llpeupa.eu
Produktsprachen:	Englisch

product files

D1-20100224Questionnaire to managers v3 FINAL.pdf

http://www.adam-europe.eu/prj/7828/prd/1/1/D1-20100224Questionnaire%20to%20managers%20v3%20FINAL.pdf
Questionnaire for Managers

D1-20100413Questionnaire to stakeholders v2.pdf

http://www.adam-europe.eu/prj/7828/prd/1/1/D1-20100413Questionnaire%20to%20stakeholders%20v2.pdf

D1-Questionnaire to PAS final v3.pdf

http://www.adam-europe.eu/prj/7828/prd/1/1/D1-Questionnaire%20to%20PAS%20final%20v3.pdf
Questionnaire for Personal Assistants

Produkt 'Translation of questionnaires in two languages'

Titel:	Translation of questionnaires in two languages
Produkttyp:	andere
Marketing Text:	The questionnaire produced in English have been translated in Slovak and Greek, since research will be undertaken in Greece, Cyprus and Slovakia.
Beschreibung:	The questionnaires descriped under Design of methodology have been translated
Zielgruppe:	Personal Assistants, Managers and other stakeholders
Resultat:	Three questionnaires (one that targets PAs, one that target managers and another one that targets other stakeholders are translated in Slovak and Greek language.
Anwendungsbereich:	The translated questionnaires have been circulated to participants in Greece, Cyprus and Slovakia.
Homepage:	www.llpeupa.eu
Produktsprachen:	Englisch Slowakisch Griechisch

product files

D2-Questionnaire managers SK.pdf

http://www.adam-europe.eu/prj/7828/prd/2/1/D2-Questionnaire%20managers%20SK.pdf
Questionnaire of managers translated in slovak

D2-Questionnaire to manager greek version 1.pdf

http://www.adam-europe.eu/prj/7828/prd/2/1/D2-Questionnaire%20to%20manager%20greek%20version%201.pdf
Questionnaire for managers being translated in greek

D2 Questionnaire to PAS greek version 7.pdf

http://www.adam-europe.eu/prj/7828/prd/2/1/D2%20Questionnaire%20to%20PAS%20greek%20version%207.pdf
Questionnaire for personal assistants being translated in greek

D2 Questionnaire to PAS-SK-final v1.pdf

http://www.adam-europe.eu/prj/7828/prd/2/1/D2%20Questionnaire%20to%20PAS-SK-final%20v1.pdf
Questionnaire for personal assistants being translated in slovak

D2-Questionnaire tostakeholders FINAL sk.pdf

http://www.adam-europe.eu/prj/7828/prd/2/1/D2-Questionnaire%20tostakeholders%20FINAL%20sk.pdf
Questionnaire for stakeholders being translated in slovak

D2 Questionnaire to stakeholders greek version 1.pdf

http://www.adam-europe.eu/prj/7828/prd/2/1/D2%20Questionnaire%20to%20stakeholders%20greek%20version%201.pdf
Questionnaire for stakeholders being translated in greek

Produkt 'Research Implementation'

Titel:	Research Implementation
Produkttyp:	andere
Marketing Text:	A research was implemented in order to identify the main areas of a personal assistant, as well as the relative importance of different learning outcomes. Through the research, the level of Pas in the three countries was identified (Level 2). Based on the level, the assessment tool was developed;.
Beschreibung:	The translated questionnaires were distributed to 30 participants in each participating country. This means that 10 questionniares were completed by PAs per country, 10 questionnaires by managers per country and 10 questionnaires by other stakeholders per country. Each country was responsible for identifying the sample group, distribute and collect questionnaires.
Zielgruppe:	10 Personal Assistants per country 10 Managers per country 10 Other Stakeholders per country Total 90 participants
Resultat:	A research was implemented in Cyprus, Slovakia and Greece.
Anwendungsbereich:	Research allowed the consortium to identify the level in which these countries are, and assign credits to learning outcomes based on their importance.
Homepage:	
Produktsprachen:	Englisch

Produkt 'Analysis of research results'

Titel:	Analysis of research results
Produkttyp:	andere
Marketing Text:	Three reports (one from each target group) were developed, (that is managers, pas and other stakeholders) presenting an analysis of the results of the research and a comparison between countries.
Beschreibung:	Once completed questionnaires were collected back, results were inserted in an excel tool. A report for each target group was designed, describing and analysing the results of the research.
Zielgruppe:	Personal Assistants, Managers, Other Stakeholders and Partners
Resultat:	Three reports for each target group
Anwendungsbereich:	The analysis of results assisted in the development of Qualification Framework and the Assessment Tool. Also it enabled the identification of the level of PAs in these 3 countries.
Homepage:	www.llpeupa.eu
Produktsprachen:	Englisch

product files

D4- Analysis of the results for managers.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/D4-%20Analysis%20of%20the%20results%20for%20managers.pdf
Analysis of research for managers

D4-Analysis of the results for PAs v4.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/D4-Analysis%20of%20the%20results%20for%20PAs%20v4.pdf
Analysis of research results of personal assistants

D4-Analysis of the results for stakeholders.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/D4-Analysis%20of%20the%20results%20for%20stakeholders.pdf
Analysis of report for stakeholders

Managers-Appendix 2.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/Managers-Appendix%202.pdf
Appendix in Report for managers

Managers-Appendix 3.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/Managers-Appendix%203.pdf
Appendix in report for managers

Managers-Appendix 4.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/Managers-Appendix%204.pdf
Appendix in report for managers

PAs- Appendix2.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/PAs-%20Appendix2.pdf
Appendix of report for PAs

PAs- Appendix 3.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/PAs-%20Appendix%203.pdf
Appendix of report for PAs

PAs- Appendix 4.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/PAs-%20Appendix%204.pdf
Appendix in the report of PAs

product files

Stakeholders- Appendix 2.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/Stakeholders-%20Appendix%202.pdf
Appendix in report for stakeholders

Stakeholders- Appendix 3.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/Stakeholders-%20Appendix%203.pdf
Analysis of Report for stakeholders

Stakeholders- Appendix 4.pdf

http://www.adam-europe.eu/prj/7828/prd/4/1/Stakeholders-%20Appendix%204.pdf
Analysis of reports for stakeholders

Produkt 'Qualifications Framework'

Titel:	Qualifications Framework
Produkttyp:	Transparenz und Zertifizierung
Marketing Text:	A qualification framework in five leves (Level 2-5) presenting the 'qualities' in terms of knowledge, skills and competences a personal assistant should have
Beschreibung:	A qualification framework in five levels (2-5) is designed, presenting all the qualities a PA should have in order to be able to perform her duties in an efficient and effective way and maintaining at the same time a high level of quality. Qualities are presented in terms of knowledge, competences and skills. For each work area identified, the learning outcome that a PA needs to demonstrate is also presented.
Zielgruppe:	Personal Assistants, VETS
Resultat:	A qualification framework separated into 5 levels and 139 Learning outcomes.
Anwendungsbereich:	The framework identifies the knowledge, skills and competences required by a PA for performing effectively and effiently
Homepage:	www.llpeupa.eu
Produktsprachen:	Englisch

product files

EUPA Qualification Framework in English Levels 2,3,4 and 5 (Brochure).pdf

http://www.adam-europe.eu/prj/7828/prd/5/1/EUPA%20Qualification%20Framework%20in%20English%20Levels%202%2C3%2C4%20and%205%20%28Brochure%29.pdf

EUPA Qualification Framework in English Levels 2,3,4 and 5 (In table format).pdf

http://www.adam-europe.eu/prj/7828/prd/5/1/EUPA%20Qualification%20Framework%20in%20English%20Levels%202%2C3%2C4%20and%205%20%28In%20table%20format%29.pdf

Produkt 'Evaluation of the qualification framework'

Titel:	Evaluation of the qualification framework
Produkttyp:	Evaluierungsmethoden
Marketing Text:	Evaluation of qualification framework by partners on a pre-defined template
Beschreibung:	An evaluation report was developed regarding the Qualification Framework. A specially designed questionnaire was circulated to all partners. The questionniare was focusing on the parameters/guidelines as stated by the Qualifications and Credit Framework
Zielgruppe:	Partners
Resultat:	Evaluation Report of the Qualifictaion Framework (QF)
Anwendungsbereich:	The evaluation report aimed to finalise and improve the Qualification Framework
Homepage:	
Produktsprachen:	Englisch

Produkt 'Translation of the qualifications framework'

Titel:	Translation of the qualifications framework
Produkttyp:	Transparenz und Zertifizierung
Marketing Text:	The qualification framework was translated into Slovak, Swedish and Greek
Beschreibung:	The qualification framework was translated into Slovak, Swedish and Greek
Zielgruppe:	Personal Assistants and Assessors
Resultat:	Qualification Framework being translated into 3 languages: Greek, Swedish and Slovak
Anwendungsbereich:	Since research was undertaken in Greece, Cyprus and Slovakia, and since assessments were also going to be carried in these countries, the QF had to be translated.
Homepage:	www.llpeupa.eu
Produktsprachen:	Schwedisch Slowakisch Griechisch

product files

EUPA Qualification Framework in Greek Levels 2,3,4 and 5 (Brochure).pdf

http://www.adam-europe.eu/prj/7828/prd/7/1/EUPA%20Qualification%20Framework%20in%20Greek%20Levels%202%2C3%2C4%20and%205%20%28Brochure%29.pdf

EUPA Qualification Framework in Greek Levels 2,3,4 and 5 (In table format).pdf

http://www.adam-europe.eu/prj/7828/prd/7/1/EUPA%20Qualification%20Framework%20in%20Greek%20Levels%202%2C3%2C4%20and%205%20%28In%20table%20format%29.pdf

EUPA Qualification Framework in Slovak Levels 2,3,4 and 5 (Brochure).pdf

http://www.adam-europe.eu/prj/7828/prd/7/1/EUPA%20Qualification%20Framework%20in%20Slovak%20Levels%202%2C3%2C4%20and%205%20%28Brochure%29.pdf

EUPA Qualification Framework in Slovak Levels 2,3,4 and 5 (In table format).pdf

http://www.adam-europe.eu/prj/7828/prd/7/1/EUPA%20Qualification%20Framework%20in%20Slovak%20Levels%202%2C3%2C4%20and%205%20%28In%20table%20format%29.pdf

EUPA Qualification Framework in Swedish Levels 2,3,4 and 5 (Brochure).pdf

http://www.adam-europe.eu/prj/7828/prd/7/1/EUPA%20Qualification%20Framework%20in%20Swedish%20Levels%202%2C3%2C4%20and%205%20%28Brochure%29.pdf

EUPA Qualification Framework in Swedish Levels 2,3,4 and 5 (In table format).pdf

http://www.adam-europe.eu/prj/7828/prd/7/1/EUPA%20Qualification%20Framework%20in%20Swedish%20Levels%202%2C3%2C4%20and%205%20%28In%20table%20format%29.pdf

Produkt 'EUPA Assessment Tool'

Titel: EUPA Assessment Tool

Produkttyp: Transparenz und Zertifizierung

Marketing Text: The aim of the tool developed is to assess the PA on each of the learning outcomes defined in the framework for level 2. The following methodologies were used: knowledge tests, declarations, witness testimony, observation, simulation, professional discussion. Additionally, incorporated into the assessment tool are notes to the assessors including issues that should be emphasised by the learners during the assessment.

The tool is accompanied by an electronic examiner sheet and the EUPA Current Situtaion map.

The electronic examiner will assess the PA on each of the learning outcomes. Taking into account the fact that each learning outcome has its own weight, the examiner's sheet will produce a total assessment mark for the personal assistant being assessed.

The EUPA Current Sitution map will present the current situtation of a PA in terms of knowledge, skills and competences, compared to an ideal situation, thus indicating areas of improvement.

Beschreibung: An assessment tool is developed for evaluating Personal Assistants in terms of knowledge, skills and competences. The assessment tool is focused only on the learning outcomes of level 2.

Zielgruppe: Personal Assistants

Resultat: Assessment Tool

Anwendungsbereich: The assessment tool will enable us to identify the current situation of PAS in terms of knowledge, skills and competences

Homepage:

Produktsprachen: Englisch

product files

Electronic Assessor - SAMPLE (first assessment) (EN).pdf

http://www.adam-europe.eu/prj/7828/prd/8/1/Electronic%20Assessor%20-%20SAMPLE%20%28first%20assessment%29%20%28EN%29.pdf

Electronic Assessor (second assessment) (sample).pdf

http://www.adam-europe.eu/prj/7828/prd/8/1/Electronic%20Assessor%20%28second%20assessment%29%20%28sample%29.pdf
Electronic Assessor

EUPA Assessment Tool (first assessment).pdf

http://www.adam-europe.eu/prj/7828/prd/8/1/EUPA%20Assessment%20Tool%20%20%28first%20assessment%29.pdf

EUPA Assessment tool (second assessment) EN.pdf

http://www.adam-europe.eu/prj/7828/prd/8/1/EUPA%20Assessment%20tool%20%28second%20assessment%29%20EN.pdf
The Eupa Assessment tool

Handbook_Second_Assessment.pdf

http://www.adam-europe.eu/prj/7828/prd/8/1/Handbook_Second_Assessment.pdf

product files

Produkt 'EUPA Assessment Tool evaluation and adoptation'

Titel:	EUPA Assessment Tool evaluation and adoptation
Produkttyp:	Evaluierungsmethoden
Marketing Text:	An evaluation report of the assessment tool based on a predefined template
Beschreibung:	The aim of this product was to evaluate the tool, in order to furher develop it. Additionally, the standardisation of the tool will enable its use across sectors. Evaluation report template was designed and send to partners for completion.
Zielgruppe:	Partners
Resultat:	Evaluation Report
Anwendungsbereich:	The product will help in the furher development/ improvement of the EUPA Assessment Tool
Homepage:	
Produktsprachen:	Englisch

Produkt 'EUPA Assessment Tool Translated'

Titel:	EUPA Assessment Tool Translated
Produkttyp:	Transparenz und Zertifizierung
Marketing Text:	The Assessment Tool is translated into three languages: Greek, Slovak and Swedish
Beschreibung:	The Assessment Tool is translated into three languages: Greek, Slovak and Swedish
Zielgruppe:	Personal Assistants and Assessors
Resultat:	Assessment Tool in 3 different language versions: Greek, Slovak and Swedish
Anwendungsbereich:	Over the next phase of the project, the tool was used to assess PAs in Cyprus, Greece and Slovakia
Homepage:	
Produktsprachen:	Schwedisch Slowakisch Griechisch Englisch

product files

EUPA Assessment tool (first assessment) (GR).pdf

http://www.adam-europe.eu/prj/7828/prd/10/1/EUPA%20Assessment%20tool%20%28first%20assessment%29%20%28GR%29.pdf
The Greek version of Eupa Assessment Tool

EUPA Assessment tool (first assessment) (SK).pdf

http://www.adam-europe.eu/prj/7828/prd/10/1/EUPA%20Assessment%20tool%20%28first%20assessment%29%20%28SK%29.pdf
The Slovak version of the Assessment Tool

EUPA Assessment tool (first assessment) (SW).pdf

http://www.adam-europe.eu/prj/7828/prd/10/1/EUPA%20Assessment%20tool%20%28first%20assessment%29%20%28SW%29.pdf

EUPA Assessment tool (second assessment) (GR).pdf

http://www.adam-europe.eu/prj/7828/prd/10/1/EUPA%20Assessment%20tool%20%28second%20assessment%29%20%28GR%29.pdf

EUPA Assessment tool (second assessment) (SW).pdf

http://www.adam-europe.eu/prj/7828/prd/10/1/EUPA%20Assessment%20tool%20%28second%20assessment%29%20%28SW%29.pdf
The Swedish version of Eupa Assessment tool

Handbook (first assessment) (GR).pdf

http://www.adam-europe.eu/prj/7828/prd/10/1/Handbook%20%28first%20assessment%29%20%28GR%29.pdf

Handbook (second assessment) (GR).pdf

http://www.adam-europe.eu/prj/7828/prd/10/1/Handbook%20%28second%20assessment%29%20%28GR%29.pdf

Produkt 'Training Curriculum for assessors'

Titel:	Training Curriculum for assessors
Produkttyp:	Programme/Curricula
Marketing Text:	A curriculum for the training of assessors. The aim of the training program is to train rge assessors to use the EUPA Assessment Tool.
Beschreibung:	A curriculum for assessors training was developed. The curriculum included the aims and objectives of the training, the topics to be covered and the duration. The assessors will be able to: 1. Suggest improvements on EUPA Assessment tool 2. Use tools and techniques to make the PA comfortable with the situation and understand the process 3. Understand the objectives of each of the exercises/interview questions/ declarative statements/ simulations and practise on their solutions 4. Improve their interviewing/reflection skills and practise on the specific questions included in the EUPA Assessment Tool 5. Improve their observation skills (observe body language, statements etc) 6. Mark the exercises/questions and simulations in a standard manner so that all Pas receive fair treatment during the assessment
Zielgruppe:	Assessors
Resultat:	Training Curriculum
Anwendungsbereich:	The curriculum was used in the Training of the Assessors
Homepage:	
Produktsprachen:	Englisch

product files

Training curriculum for the training of assessors.pdf

http://www.adam-europe.eu/prj/7828/prd/11/1/Training%20curriculum%20for%20the%20training%20of%20assessors.pdf
Training curriculum

Produkt 'Assessors' Training pack'

Titel:	Assessors' Training pack
Produkttyp:	Lehrmaterial
Marketing Text:	An assessor training pack to assist the assessors to use the EUPA Assessment Tool to produce valid assessments for PAs
Beschreibung:	The assessors training pack includes the presentation used during the assessment as well as a 23 page document presenting : -the rationale of the EUPA Assessment Tool -a statement for participants -a description of the tools and techniques used for assessments (including the recording sheets). Some of the techniques used are observation, professional discussion, knowledge tests, written exercises, simulation, verbal questions, e-assessments, portfolio of evidence and witness testimony.
Zielgruppe:	Assessors and Partners
Resultat:	A Training pack
Anwendungsbereich:	The Training pack which will assist assessers in the use of the tool
Homepage:	
Produktsprachen:	Englisch

product files

Assessors Training Pack.pdf

http://www.adam-europe.eu/prj/7828/prd/12/1/Assessors%20Training%20Pack.pdf
Assessors Training Pack

Presentation.pdf

http://www.adam-europe.eu/prj/7828/prd/12/1/Presentation.pdf
Presentation to be used for assessor training

Produkt 'Assessors Training'

Titel:	Assessors Training
Produkttyp:	andere
Marketing Text:	A workshop was organised for assessors in Greece. The aim of the workshop was to train the assessors to use the EUPA Assessment Tool, as well as the EUPA Electronic Assessor and the Current Situation map
Beschreibung:	The workshop had a duration of 8 hours. 12 participants attended the workshop. During the workshop: 1. the rationale of EUPA assessment tool was explained 2.Participants were trained to use different tools and techniques of assessments such as observation, simulation, professional discussion, knowledge tests, written exercises, verbal questions, e-assessments, portfolio of evidence and witness testimony, as well as to use different types of assessment grids to record their findings.
Zielgruppe:	Assessors and Partners
Resultat:	Workshop
Anwendungsbereich:	After the workshop, assessors were in a position to assess PAs
Homepage:	
Produktsprachen:	Englisch

Produkt 'Assessors evaluation of training'

Titel:	Assessors evaluation of training
Produkttyp:	andere
Marketing Text:	An evaluation template was designed and sent to partners for completion. The following dimensions of the training were evaluated: 1.Curriculum 2.Duration 3.Methodology used 4.Time allocated to each item of the curriculum 5.Effectiveness of training
Beschreibung:	An evaluation template was designed and sent to partners for completion. The following dimensions of the training were evaluated: 1.Curriculum 2.Duration 3.Methodology used 4.Time allocated to each item of the curriculum 5.Effectiveness of training
Zielgruppe:	Assessors and Partners
Resultat:	Evaluation report for each country
Anwendungsbereich:	This product enabled the evaluation of the effectiveness of the workshop. More specifically, the evaluation answered an important question: Are the assesors in a position to carry out the assessments
Homepage:	
Produktsprachen:	Englisch

Produkt 'Assessment of 60 personal assistants'

Titel:	Assessment of 60 personal assistants
Produkttyp:	andere
Marketing Text:	60 Personal Assistants (20 per country) were assessed. Assessment were carried out in Slovakia, Greece and Cyprus and implemented in the local language. The assessors were in a position to produce the current situation map and electronic assessor. The assessments were carried out for 2 groups. Group A consisted of personal assistants with a previous experience of 3-5 years but they had no formal training and Group B consisted of inactive women, that had no formal training and had an interest in becoming PAs.
Beschreibung:	60 Personal Assistants (20 per country) were assessed. Assessment were carried out in Slovakia, Greece and Cyprus and implemented in the local language. The assessors were in a position to produce the current situation map and electronic assessor. The assessments were carried out for 2 groups. Group A consisted of personal assistants with a previous experience of 3-5 years but they had no formal training and Group B consisted of inactive women, that had no formal training and had an interest in becoming PAs.
Zielgruppe:	Personal Assistants
Resultat:	Assessments
Anwendungsbereich:	Pilot use of the EUPA Assessment tool
Homepage:	
Produktsprachen:	Englisch Griechisch Slowakisch

Produkt 'Training Curriculum initial draft'

Titel:	Training Curriculum initial draft
Produkttyp:	Programme/Curricula
Marketing Text:	A training curriculum for the development of a specific learning outcome (including methodological tools to be used).
Beschreibung:	A training curriculum for each work area and learning outcome was designed. The curriculum indicates the duration of the workshop for each learning outcome,the aims and objectives of the learning outcome, the outline and the methodological tools which will be used during learning.
Zielgruppe:	Personal Assistants and Trainers
Resultat:	A curriculum for the training of Personal Assistants.
Anwendungsbereich:	The curriculum will be used as a guidline during the trainings
Homepage:	
Produktsprachen:	Englisch

product files

Training Curricula.pdf

http://www.adam-europe.eu/prj/7828/prd/16/1/Training%20Curricula.pdf

Produkt 'Trainer's workshop'

Titel:	Trainer's workshop
Produkttyp:	andere
Marketing Text:	A workshop for the trainers to suggest different methodological tools for different learning outcomes.
Beschreibung:	This workshop had a duration of 8 hours and took place in Slovakia. The objective of the workshop was to set the methodological tools that will be used for the training of Personal Assistants.
Zielgruppe:	Trainers
Resultat:	Development of Methodological tools
Anwendungsbereich:	Methodological tools will be used during the trainings
Homepage:	
Produktsprachen:	Englisch

Produkt 'Training Material'

Titel:	Training Material
Produkttyp:	Lehrmaterial
Marketing Text:	Training material that will be given to personal assistants during their training. Different training material will be prepared for each learning outcome.
Beschreibung:	Training material that will be given to personal assistants during their training. Different training material will be prepared for each learning outcome.
Zielgruppe:	Personal Assistants
Resultat:	Training Material for each Learning outcome
Anwendungsbereich:	The product will be used for training Personal Assistants in specific skills and competences.
Homepage:	
Produktsprachen:	Englisch

product files

10_EUPA_WA5_2_5_2TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/10_EUPA_WA5_2_5_2TM_EN.pdf

11_EUPA_WA5_2_5_3TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/11_EUPA_WA5_2_5_3TM_EN.pdf

12_EUPA_WA7_2_6_1TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/12_EUPA_WA7_2_6_1TM_EN.pdf

13_EUPA_WA8_2_7_1TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/13_EUPA_WA8_2_7_1TM_EN.pdf

14_EUPA_WA9_2_7_2TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/14_EUPA_WA9_2_7_2TM_EN.pdf

15_EUPA_WA11_2_7_3TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/15_EUPA_WA11_2_7_3TM_EN.pdf

16_EUPA_WA8_2_8_1TN_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/16_EUPA_WA8_2_8_1TN_EN.pdf

17_EUPA_WA9_2_9_1TN_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/17_EUPA_WA9_2_9_1TN_EN.pdf

18_EUPA_WA9_2_9_2_TN_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/18_EUPA_WA9_2_9_2_TN_EN.pdf

19_EUPA_WA9_2_9_3TN_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/19_EUPA_WA9_2_9_3TN_EN.pdf

product files

1_EUPA_WA1_2_1_1TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/1_EUPA_WA1_2_1_1TM_EN.pdf

20_EUPA_WP9_2_9_4_TN_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/20_EUPA_WP9_2_9_4_TN_EN.pdf

21_EUPA_WA9_2_9_5_TN_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/21_EUPA_WA9_2_9_5_TN_EN.pdf

2_EUPA_WA1_2_1_2TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/2_EUPA_WA1_2_1_2TM_EN.pdf

3_EUPA_WA2_2_2_1TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/3_EUPA_WA2_2_2_1TM_EN.pdf

4_EUPA_WA3_2_3_1TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/4_EUPA_WA3_2_3_1TM_EN.pdf

5_EUPA_WA3_2_3_2TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/5_EUPA_WA3_2_3_2TM_EN.pdf

6_EUPA_WA3_2_3_3TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/6_EUPA_WA3_2_3_3TM_EN.pdf

7_EUPA_WA3_2_3_4TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/7_EUPA_WA3_2_3_4TM_EN.pdf

8_EUPA_WA8_2_4_1TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/8_EUPA_WA8_2_4_1TM_EN.pdf

9_EUPA_WA5_2_5_1TM_EN.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/9_EUPA_WA5_2_5_1TM_EN.pdf

Methodological_EUPA_LO_001_M_001.pdf
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Methodological_EUPA_LO_002_M_002.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/Methodological_EUPA_LO_002_M_002.pdf

Methodological_EUPA_LO_003_M_003.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/Methodological_EUPA_LO_003_M_003.pdf

Methodological_EUPA_LO_003_M_004.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/Methodological_EUPA_LO_003_M_004.pdf

Methodological_EUPA_LO_004_M_005.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/Methodological_EUPA_LO_004_M_005.pdf

Methodological_EUPA_LO_005_M_006.pdf
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Methodological_EUPA_LO_006_M_007.pdf
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Methodological_EUPA_LO_007_M_008.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/Methodological_EUPA_LO_007_M_008.pdf

Methodological_EUPA_LO_007_M_009.pdf
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Methodological_EUPA_LO_008_M_011.pdf
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Methodological_EUPA_LO_013_M_016.pdf
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Methodological_EUPA_LO_022_M_025.pdf
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Methodological_EUPA_LO_037_M_040.pdf
http://www.adam-europe.eu/prj/7828/prd/18/1/Methodological_EUPA_LO_037_M_040.pdf

Produkt 'Translation of the training material and Curriculum'

Titel:	Translation of the training material and Curriculum
Produkttyp:	andere
Marketing Text:	Training material and curriculum translated in Greek and Slovak.
Beschreibung:	Both the training material and the training curriculum will be translated in Greek and Slovak.
Zielgruppe:	Personal Assistants and Trainers
Resultat:	Training material and curriculum will be translated in 2 languages: Greek and Slovak
Anwendungsbereich:	The translations will be used during the trainings of PAs in Greece, Cyprus and Slovakia
Homepage:	
Produktsprachen:	Englisch Griechisch Slowakisch

product files

10_EUPA_WA5_2_5_2TM_GR.pdf
http://www.adam-europe.eu/prj/7828/prd/19/1/10_EUPA_WA5_2_5_2TM_GR.pdf

10_EUPA_WA5_2_5_2TM_SK.pdf
http://www.adam-europe.eu/prj/7828/prd/19/1/10_EUPA_WA5_2_5_2TM_SK.pdf

11_EUPA_WA5_2_3_1TM_GR.pdf
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14_EUPA_WA11_2_7_3TM_GR.pdf
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product files

14_EUPA_WA9_2_7_2TM_SK.pdf
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15_EUPA_WA11_2_7_3TM_GR.pdf
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1_EUPA_WA1_2_1_1TM_GR.pdf
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20_EUPA_WP9_2_9_4_TN_SK.pdf
http://www.adam-europe.eu/prj/7828/prd/19/1/20_EUPA_WP9_2_9_4_TN_SK.pdf

21_EUPA_WA9_2_9_5_TN_GR.pdf
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21_EUPA_WA9_2_9_5_TN_SK.pdf
http://www.adam-europe.eu/prj/7828/prd/19/1/21_EUPA_WA9_2_9_5_TN_SK.pdf

2_EUPA_WA1_2_1_2TM_SK.pdf
http://www.adam-europe.eu/prj/7828/prd/19/1/2_EUPA_WA1_2_1_2TM_SK.pdf

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2_EUPA_WA2_2_1_2TM_GR.pdf
http://www.adam-europe.eu/prj/7828/prd/19/1/2_EUPA_WA2_2_1_2TM_GR.pdf

3_EUPA_WA2_2_2_1TM_SK.pdf
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3_EUPA_WA3_2_2_1TM_GR.pdf
http://www.adam-europe.eu/prj/7828/prd/19/1/3_EUPA_WA3_2_2_1TM_GR.pdf

4_EUPA_WA3_2_3_1TM_SK.pdf
http://www.adam-europe.eu/prj/7828/prd/19/1/4_EUPA_WA3_2_3_1TM_SK.pdf

4_EUPA_WA4_2_3_1TM_GR.pdf
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5_EUPA_WA3_2_3_2TM_SK.pdf
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5_EUPA_WA5_2_3_2TM_GR.pdf
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6_EUPA_WA3_2_3_3TM_SK.pdf
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Methodological_EUPA_LO_009_M_012_GR.pdf
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Training Curricula GR.pdf
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Training Curricula_SK.pdf
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Produkt 'Delivery of training'

Titel:	Delivery of training
Produkttyp:	andere
Marketing Text:	A specialised modular training where each module responds to the development of one learning outcome.
Beschreibung:	This deliverable relates to the training of the PAs. All training modules will be delivered for Participants in Group C (Graduate School Leavers, no work experience and no formal training, while participants in Group A and Group B will only attend those modules based on their personal development plan (indicated by the Assessment).
Zielgruppe:	Personal Assistants
Resultat:	Implementation of Trainings
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Slowakisch Griechisch Englisch

Produkt 'Evaluation of the training by PAs and Trainers'

Titel:	Evaluation of the training by PAs and Trainers
Produkttyp:	Evaluierungsmethoden
Marketing Text:	A two dimensional evaluation report of the training modules (from participants and from trainers).
Beschreibung:	After the completion of the trainings an evaluation form will be completed for each module by each participant. Based on these forms each partner will submit to the coordinator an evaluation report fo the trainings delivered in his/her country. The evaluation report will include the evaluation of training by participants, as well as by the trainer.
Zielgruppe:	Trainers and Personal Assistants
Resultat:	Evaluation report of the trainings
Anwendungsbereich:	The evaluation will enable to develop and improve the trainings further.
Homepage:	
Produktsprachen:	Englisch

Produkt 'Assessment of 90 personal assistants'

Titel: Assessment of 90 personal assistants

Produkttyp: andere

Marketing Text: A second assessment will be carried out in all three groups using the EUPA Assessment Tool. This procedure will take place in Slovakia. Greece and Cyprus. Through this assessment a PA will either be certified or be given a development plan.

The important thing at this stage is that this assessment will take place after all participants go through formal training. Therefore, this assessment will give us a good indication for elements of knowledge, skills and competences that have been gained through formal training.

Beschreibung: A second assessment will be carried out in all three groups using the EUPA Assessment Tool. This procedure will take place in Slovakia. Greece and Cyprus. Through this assessment a PA will either be certified or be given a development plan.

The important thing at this stage is that this assessment will take place after all participants go through formal training. Therefore, this assessment will give us a good indication for elements of knowledge, skills and competences that have been gained through formal training.

Zielgruppe: Personal Assistants

Resultat: 90 Assessments: Assessments will be carried out for all three groups

Anwendungsbereich: To identify the knowledge, skills and competences that have been gained through formal training. Additionally, certifications will be given and PDPs will be developed, depending on the situtation

Homepage:

Produktsprachen: Slowakisch
Griechisch
Englisch

Produkt 'European PAs: Project Findings, Results and Conclusions'

Titel:	European PAs: Project Findings, Results and Conclusions
Produkttyp:	andere
Marketing Text:	A concrete report presenting the project objectives, the methodology used and the results and conclusions. Conclusions will focus on the issue of recognition of qualification (lessons learned) as well as impact of a structured assessment tool and is transferability to other sectors.
Beschreibung:	The aim of this product will be to analyse the project findings from the products which will be completed up to this point, in order to reach conclusions concerning the validation of formal, non formal and informal learning. By analysing and comparing the assessments of the three groups, we will be able to identify the knowledge, skills and competences that can be acquired through previous experience and through other life activities as opposed to those that can be acquired through formal training.
Zielgruppe:	Personal Assistants, Managers, VETS, Opinion Leaders, Public Bodies
Resultat:	Report
Anwendungsbereich:	To describe the results of the progress Projects. The aim is to to identify the knowledge, skills and competences that can be acquired through previous experience and through other life activities as opposed to those that can be acquired through formal training.
Homepage:	
Produktsprachen:	Englisch

product files

Project Findings.pdf

http://www.adam-europe.eu/prj/7828/prd/23/1/Project%20Findings.pdf

Produkt 'Dissemination Strategy Guide'

Titel:	Dissemination Strategy Guide
Produkttyp:	andere
Marketing Text:	A guide presenting the dissemination strategy for EUPA that is the target groups, the key messages for each target group, the different levels for dissemination (Dissemination for Awareness, for Understanding, for Support, for Action, for involvement) what will be disseminated and how and how the dissemination will be monitored
Beschreibung:	The dissemination strategy guide aims in providing: 1 A clear understanding of dissemination strategy definition - the five dissemination stages that the consortium needs to understand and address 2 The aspects of the dissemination strategy that we need to address (what will be disseminated, messages delivered, key audiences, when dissemination activities should take place, vehicles for dissemination and ways to link up with existing partnerships or networks/target groups) in order to have an effective promotion of EUPA's aims, progress, results as well as adaptation of the forementioned aspects on EUPA's dissemination strategy. 3 A way of measuring the quantitative and qualitative success of the dissemination activities 4 Providing a detailed description of all the dissemination activities, who does what and when 5 A method to each Partner to monitor and keep record of these activities (monitoring dissemination)
Zielgruppe:	Personal Assestants, Policy makers, VETS and Trainers and other related parties such as managers
Resultat:	Report
Anwendungsbereich:	Dissemination activities
Homepage:	
Produktsprachen:	Englisch

product files

Dissemination Guide.pdf

http://www.adam-europe.eu/prj/7828/prd/24/1/Dissemination%20Guide.pdf

Produkt 'EUPA Website www.llpeupa.eu'

Titel:	EUPA Website www.llpeupa.eu
Produkttyp:	Homepage
Marketing Text:	A dynamic webpage presenting the continuous progress of the project, including descriptions for all deliverables, public deliverables, contact details of partners, news and events and others.
Beschreibung:	A dynamic project website has been developed, presenting information about the following: a)rationale and objectives b)description of the project c)Partners involved d)information on project activities (workpackages) e)deliverables of the project f)news and events of EUPA g)contact details The project website is www.llpeupa.eu
Zielgruppe:	Personal Assestants, Policy makers, VETS and Trainers and other related parties such as managers and partners
Resultat:	Website www.llpeupa.eu
Anwendungsbereich:	Dissemination Activities
Homepage:	www.llpeupa.eu
Produktsprachen:	Slowakisch Englisch Griechisch

Produkt 'Posters'

Titel:	Posters
Produkttyp:	andere
Marketing Text:	Promotional posters with the following slogan: "Are you a personal assistant? Learning is not only classroom.
Beschreibung:	Promotional posters with the following slogan: "Are you a personal assistant? Learning is not only classroom.
Zielgruppe:	Personal Assestants, Policy makers, VETS and Trainers and other related parties such as managers
Resultat:	Poster
Anwendungsbereich:	Dissemination Activities
Homepage:	www.llpeupa.eu
Produktsprachen:	Englisch Griechisch Slowakisch

product files

PosterEupa.pdf

http://www.adam-europe.eu/prj/7828/prd/26/1/PosterEupa.pdf
EUPA poster

Produkt 'Newsletters'

Titel:	Newsletters
Produkttyp:	andere
Marketing Text:	Newsletters presenting the objectives of EUPA, the target groups, the completed deliverables, as well as deliverables in progress, brief of meetings, workshops and other events, as well as the project's next steps.
Beschreibung:	Three newsletters have been composed and disseminated. Newsletters present the objectives of EUPA, the target groups, the completed deliverables, as well as deliverables in progress, brief of meetings, workshops and other events, as well as the project's next steps.
Zielgruppe:	Personal Assestants, Policy makers, VETS and Trainers and other related parties such as managers
Resultat:	Newsletters The newsletters can be viewed through the EUPA website www.llpeupa.eu
Anwendungsbereich:	Dissemination Activities
Homepage:	
Produktsprachen:	Englisch

product files

1st newsletter.html
http://www.adam-europe.eu/prj/7828/prd/27/1/1st%20newsletter.html

2nd newsletter.html
http://www.adam-europe.eu/prj/7828/prd/27/1/2nd%20newsletter.html

3rd newsletter.html
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5th newsletter.html
http://www.adam-europe.eu/prj/7828/prd/27/1/5th%20newsletter.html

Produkt 'Guide on European Personal Assistants Qualifications'

Titel:	Guide on European Personal Assistants Qualifications
Produkttyp:	andere
Marketing Text:	A guide presenting the personal assistant qualifications framework. Additionally, it will present some conclusions on formal/informal and non formal learning of personal assistants and how these are linked with the Qualification Framework.
Beschreibung:	A guide presenting the personal assistant qualifications framework. Additionally, it will present some conclusions on formal/informal and non formal learning of personal assistants and how these are linked with the Qualification Framework. The quide will be translated and printed.
Zielgruppe:	Policy makers, Human Resource developemnt authorities
Resultat:	Guide
Anwendungsbereich:	The guide will be disseminated to the appropriate target groups.
Homepage:	
Produktsprachen:	Englisch

product files

Guide on European Personal Assistants Qualifications (EN).pdf

http://www.adam-europe.eu/prj/7828/prd/28/1/Guide%20on%20European%20Personal%20Assistants%20Qualifications%20%28EN%29.pdf

Produkt 'Translation and printing of the guide'

Titel:	Translation and printing of the guide
Produkttyp:	andere
Marketing Text:	The Guide on European Personal Assistant Qualification will be translated in Greek, Slovak and Swedish and printed.
Beschreibung:	The Guide on European Personal Assistant Qualification will be translated in Greek, Slovak and Swedish and printed.
Zielgruppe:	Policy Makers, Human Resource Development authorities
Resultat:	Guide
Anwendungsbereich:	The guide will be disseminated to the related target groups.
Homepage:	
Produktsprachen:	Schwedisch Slowakisch Griechisch

product files

Guide on European Personal Assistants Qualifications (GR).pdf
http://www.adam-europe.eu/prj/7828/prd/29/1/Guide%20on%20European%20Personal%20Assistants%20Qualifications%20%28GR%29.pdf

Guide on European Personal Assistants Qualifications (SK).pdf
http://www.adam-europe.eu/prj/7828/prd/29/1/Guide%20on%20European%20Personal%20Assistants%20Qualifications%20%28SK%29.pdf

Guide on European Personal Assistants Qualifications (SW).pdf
http://www.adam-europe.eu/prj/7828/prd/29/1/Guide%20on%20European%20Personal%20Assistants%20Qualifications%20%28SW%29.pdf

Produkt 'Development, translation and printing of a Guide for trainers'

Titel:	Development, translation and printing of a Guide for trainers
Produkttyp:	andere
Marketing Text:	A guide will be developed providing guideance for trainers concerning the use of the qualification framework and the training material.
Beschreibung:	A guide will be developed providing guideance for trainers concerning the use of the qualification framework and the training material.
Zielgruppe:	Policy Makers, Human Resource Development authorities
Resultat:	A guide
Anwendungsbereich:	The guide will be disseminated to the eppropriate target group.
Homepage:	
Produktsprachen:	Griechisch Slowakisch Schwedisch Englisch

product files

Guide for trainers.pdf

http://www.adam-europe.eu/prj/7828/prd/30/1/Guide%20for%20trainers.pdf

Produkt 'Presentation of results in one conference'

Titel:	Presentation of results in one conference
Produkttyp:	andere
Marketing Text:	The results of the project will be presented by EUMA (France) and MMC in one of its events.
Beschreibung:	The results of the project will be presented by EUMA (France) and MMC in one of its events.
Zielgruppe:	Personal Assistants
Resultat:	Conference
Anwendungsbereich:	The aim of the conference is to inform PAs on the development of the qualification framework, the assessment tool, the training material and the certification they will receive.
Homepage:	
Produktsprachen:	Englisch

product files

Presentation of Christiana Knais during the EUMA Annual General Meeting.pdf

http://www.adam-europe.eu/prj/7828/prd/31/1/Presentation%20of%20Christiana%20Knais%20during%20the%20EUMA%20Annual%20General%20Meeting.pdf

Zurich 608.jpg

http://www.adam-europe.eu/prj/7828/prd/31/1/Zurich%20608.jpg

Produkt 'Final Project Conference'

Titel:	Final Project Conference
Produkttyp:	andere
Marketing Text:	The final conference will take place in Cyprus. The target number of participants will be 100 and its duration will be 8 hours. Speakers of the conference will be represntatives from the consortium and other experts in the area of personal assistants and Qualifications Frameworks.
Beschreibung:	The final conference will take place in Cyprus. The target number of participants will be 100 and its furation will be 8 hours. Speakers of the conference will be represntatives from the consortium and other experts in the area of personal assistants and Qualifications Frameworks.
Zielgruppe:	Personal assistants and policy makers
Resultat:	Conference
Anwendungsbereich:	The conference will present the final results of the project.
Homepage:	
Produktsprachen:	Griechisch Englisch

product files

EUPA Invitation to Final Project Conference.pdf

http://www.adam-europe.eu/prj/7828/prd/32/1/EUPA%20Invitation%20to%20Final%20Project%20Conference.pdf

Produkt 'Press Releases'

Titel:	Press Releases
Produkttyp:	andere
Marketing Text:	Press Releases designed in english and published in a local newspaper and/or magazine. Press releases will also be tranlsated in greek, slovak and swedish by partners and disseminated in all partner countries.
Beschreibung:	Press Releases designed in english and published in a local newspaper and/or magazine. Press releases will also be tranlsated in greek, slovak and swedish by partners and disseminated in all partner countries.
Zielgruppe:	Personal Assestants, Policy makers, VETS and Trainers and other related parties such as managers
Resultat:	Press Releases
Anwendungsbereich:	For disseminating the projects results
Homepage:	
Produktsprachen:	Schwedisch Slowakisch Griechisch Englisch

product files

Dimitra website and pressreleases and publications.pdf

http://www.adam-europe.eu/prj/7828/prd/33/1/Dimitra%20website%20and%20pressreleases%20and%20publications.pdf
Publication in the local press and magazines and websites by partner Dimitra

EUPA_6th_Press_Release_8th_Conference_Kathimerini_Newspaper_26_10_2011.pdf

http://www.adam-europe.eu/prj/7828/prd/33/1/EUPA_6th_Press_Release_8th_Conference_Kathimerini_Newspaper_26_10_2011.pdf
Press release in Kathimerini newspaper on the EUPA Conference 26-10-2011

EUPA_7th_Press_Release_Newsletter_EUPA_Site.pdf

http://www.adam-europe.eu/prj/7828/prd/33/1/EUPA_7th_Press_Release_Newsletter_EUPA_Site.pdf
Press release on EUPA web site on the EUPA Conference 26/10/2011

EUPA_Press_Release_Kathimerini_Newspaper_18_10_2011.docx

http://www.adam-europe.eu/prj/7828/prd/33/1/EUPA_Press_Release_Kathimerini_Newspaper_18_10_2011.docx
Press release in Kathemerini Newspaper on the EUPA Conference (26/10/2011)

EUPA_Press_Release_Social_Media.pdf

http://www.adam-europe.eu/prj/7828/prd/33/1/EUPA_Press_Release_Social_Media.pdf
Press release in social media related to the EUPA conference 26/10/2011

Philelefteros press release on Zurich Conference.pdf

http://www.adam-europe.eu/prj/7828/prd/33/1/Philelefteros%20press%20release%20on%20Zurich%20Conference.pdf
Philelefteros press release on Zurich Conference

Philnews_Aggelia_05_09_2011.pdf

http://www.adam-europe.eu/prj/7828/prd/33/1/Philnews_Aggelia_05_09_2011.pdf
Press release for the identification of group C by MMC

product files

Philnews_Aggelia_28_09_2011.pdf

http://www.adam-europe.eu/prj/7828/prd/33/1/Philnews_Aggelia_28_09_2011.pdf
Press release for the identification of Group C by MMC

Press_Release_Zurich_Social.pdf

http://www.adam-europe.eu/prj/7828/prd/33/1/Press_Release_Zurich_Social.pdf
Press release for the conference in Zurich in social media

Produkt 'Project Management Reference Guide'

Titel:	Project Management Reference Guide
Produkttyp:	andere
Marketing Text:	A concrete document clarifying internal issues of the consortium as well as acting as a valuable tool for the delivery of EUPA according to the technical description in the application, within the right time frame, of a high level of quality & within budget..
Beschreibung:	The purpose of the Project Management Reference Guide is to aid the consortium to deliver the project according to the technical description in the application, within the right time frame, of a high level of quality & within budget. The project management reference guide clarifies the following: 1. Role & responsibilities of the coordinator 2. Role & responsibility of core partners 3. Role & responsibility of the Agency and the Steering Committee 4. It will also make clear communication issues such as day to day communication, steering Committee meetings and other meetings 5. Financial rules 6. Guidelines for Reporting 7. Internal and external evaluation 8. Dissemination and exploitation of results
Zielgruppe:	Partners
Resultat:	Report
Anwendungsbereich:	Reference guide for partners to follow
Homepage:	
Produktsprachen:	Englisch

Produkt 'Interim Evaluation interim and final reports'

Titel:	Interim Evaluation interim and final reports
Produkttyp:	andere
Marketing Text:	An interim and a final report on the evaluation of the deliverables, as well as on the coordination and the effectiveness of the consortium.
Beschreibung:	An interim and a final report on the evaluation of the deliverables, as well as on the coordination and the effectiveness of the consortium.
Zielgruppe:	Partners
Resultat:	Reports
Anwendungsbereich:	It will be used for evaluating the project
Homepage:	
Produktsprachen:	Englisch

Produkt 'External Evaluation interim and final reports'

Titel:	External Evaluation interim and final reports
Produkttyp:	andere
Marketing Text:	An evaluation of the deliverables as compared to those planned, as well as the effectiveness of the consortium by an external evaluator. Two reports will be designed.
Beschreibung:	An evaluation of the deliverables as compared to those planned, as well as the effectiveness of the consortium by an external evaluator. Two reports will be designed.
Zielgruppe:	Partners
Resultat:	Reports
Anwendungsbereich:	external evaluation of the project
Homepage:	
Produktsprachen:	Englisch

Produkt 'Presentation to Public Bodies'

Titel:	Presentation to Public Bodies
Produkttyp:	andere
Marketing Text:	The qualifications framework, the assessment tool and the approach for validating non formal, informal and formal learning will be presented to the Human Resource Developement Authority in Cyprus, as well as other public bodies and policy makers.
Beschreibung:	The qualifications framework, the assessment tool and the approach for validating non formal, informal and formal learning will be presented to the Human Resource Developement Authority in Cyprus, as well as other public bodies and policy makers.
Zielgruppe:	Policy makers
Resultat:	Presentation
Anwendungsbereich:	Exploitation of results
Homepage:	
Produktsprachen:	Griechisch

product files

Invitation to EUPA presentation at CCCI.pdf

http://www.adam-europe.eu/prj/7828/prd/38/1/Invitation%20to%20EUPA%20presentation%20at%20CCCI.pdf

Presentation to CCCI.pdf

http://www.adam-europe.eu/prj/7828/prd/38/1/Presentation%20to%20CCCI.pdf

Produkt 'Electronic Newsletter Disseminated to EU Chambers'

Titel:	Electronic Newsletter Disseminated to EU Chambers
Produkttyp:	andere
Marketing Text:	Electronic Newsletters disseminated to other European Chambers.
Beschreibung:	Electronic Newsletters disseminated to other European Chambers.
Zielgruppe:	European Chambers
Resultat:	Newsletter
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Englisch

product files

Electronic Newsletter Disseminated EU Chambers.html

http://www.adam-europe.eu/prj/7828/prd/39/1/Electronic%20Newsletter%20Disseminated%20EU%20Chambers.html

Produkt 'Electronic Newsletter Disseminated to Employers'

Titel:	Electronic Newsletter Disseminated to Employers
Produkttyp:	andere
Marketing Text:	Electronic Newsletters disseminated to all employers informing them about the certifications for Personal Assistants.
Beschreibung:	Electronic Newsletters disseminated to all employers informing them about the certifications for Personal Assistants.
Zielgruppe:	Managers, Employers
Resultat:	Newsletter
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Englisch

product files

Electronic Newsletter Disseminated to Employers.html

http://www.adam-europe.eu/prj/7828/prd/40/1/Electronic%20Newsletter%20Disseminated%20to%20Employers.html

Produkt 'Electronic Newsletter to all EUMA members'

Titel:	Electronic Newsletter to all EUMA members
Produkttyp:	andere
Marketing Text:	Electronic newsletter disseminated to EUMA members informing them about the certification
Beschreibung:	Electronic newsletter disseminated to EUMA members informing them about the certification
Zielgruppe:	Personal Assistants
Resultat:	Newsletter
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Englisch

product files

Electronic Newsletter to all EUMA members.html

http://www.adam-europe.eu/prj/7828/prd/41/1/Electronic%20Newsletter%20to%20all%20EUMA%20members.html

Veranstaltungen

Final Project Conference

Datum	26.10.2012
Beschreibung	The final conference will take place in Cyprus. The target number of participants will be 100 and its duration will be 6 to 8 hours. Speakers of the conference will be represntatives from the consortium, as well as other experts in the area of personal assistants and Qualifications Frameworks.
Zielgruppe	Personal Assistants and Policy Makers
Öffentlich	Öffentliche Veranstaltung
Kontaktinformation	
Zeitpunkt und Ort	Nicosia, Cyprus

EUPA in Practice conference- The Personal Assistant toolbox

Datum	25.10.2011
Beschreibung	An event that will demonstrate a sample of the training materials developed, as well as methodological tools. Specific learning outcomes will be selected.
Zielgruppe	Personal Assistants, Partners, Trainers
Öffentlich	Geschlossene Veranstaltung
Kontaktinformation	
Zeitpunkt und Ort	25/10/2011 Nicosia, Cyprus

Veranstaltungen

Trainers' Workshop

Datum	12.04.2011
Beschreibung	This workshop had a duration of 8 hours and took place in Slovakia. The objective of the workshop was to set the methodological tools that will be used for the training of Personal Assistants.
Zielgruppe	Partners and Trainers
Öffentlich	Geschlossene Veranstaltung
Kontaktinformation	
Zeitpunkt und Ort	11th and 12th of April 2011 at 09:00 am, Bradislava, Slovakia

Assessors' trainning

Datum	18.01.2011
Beschreibung	A workshop was organised for assessors in Greece. The aim of the workshop was to train the assessors to use the EUPA Assessment Tool, as well as the EUPA Electronic Assessor and the Current Situation map
Zielgruppe	Partners and Assessors
Öffentlich	Geschlossene Veranstaltung
Kontaktinformation	
Zeitpunkt und Ort	18 January 2011 at 10:00am Larissa, Greece

Project Tags

The project belongs to the following group(s):

Best Projects (http://www.adam-europe.eu/adam/thematicgroup/MMVII)

EQF (http://www.adam-europe.eu/adam/thematicgroup/EQF)

NetWBL (http://www.adam-europe.eu/adam/thematicgroup/NETW)