



Lifelong Learning Programme

Project contract number  
2010-1-BE3-LEO05-02400



Dear Colleague,

Stichting Reflexion (Reflexion Foundation) is the initiator and operational manager of the SUB-SCRIPT project. This project receives financial support of the European funding programme Leonardo da Vinci (Lifelong Learning Programme). The partnership consists of organisations in Belgium, Iceland, Lithuania, Bulgaria, Slovenia and the Netherlands. The project is also the successor to the successful and awarded project Social Return, for which the same funding programme of the EU has provided financial support in three instances: 2004-2007 (Pilot), 2008-2009 (Transfer of Innovation) and 2009-2010 (Partnership).

All these initiatives aimed to enhance the social and economic inclusion of disadvantaged people by developing and offering integrated, multi-disciplinary methods of support, ensuring at the same time that clients gain and maintain control of this process as much as possible. When completing the partnership project, the partners concluded that an important element to improve the approach was missing: an online, easy to use system providing support during the learning and job finding process of the users.

The development phase is now almost completed and we can offer the use of an easy accessible and straightforward digital portfolio-system to the clients in your institution. A portfolio consists of a well organised set of data concerning one's education and work experience. It provides the user with a powerful presentation tool for showing competences, experience, social skills and ambition to mentors, trainers, peers and parents, but also and especially to potential employers.

The most important features of the SUB-SCRIPT system are:

- The design meets the essential conditions like being **accessible and very easy to use** for the intended user groups: people with physical or mental impairments, resulting in a system that may serve senior clients just as well. Computer literacy at low level is sufficient.
- The SUB-SCRIPT e-Portfolio is user-owned: the **client/user is in charge** of the personal data submitted to the system. The user decides **what** is inserted and **who** is allowed to see it. SUB-SCRIPT complies with international guidelines for such electronic portfolio's, as published by the IMS Global Learning Consortium.
- The fact that SUB-SCRIPT is not part of the services of one specific educational institution or company is another element of compliance with general "rules". Users may just continue to use the system, even when they start a new course or move to a new job: it's a lifelong learning and work experience recording device.
- All inserted data can be changed at will. The overviews of learning and work experience can be extended endlessly, but the user may also delete parts, like work experience that has become irrelevant over the years.
- The user may upload a photo to the personal page, next to the usual address and age data. SUB-SCRIPT includes a most attractive feature for those who apply for jobs: with just one click they can **export** their data from the *Personal, Learning and Work sections* **to a CV**. This CV is formatted in the regular **Europass layout** and it is not only fully up to date, it is also in accordance with international standards. The user is not obliged to perform difficult layout actions, because the system takes care of that. Keeping the portfolio up to date makes sure that the user produces a **fine looking and complete CV**, ready for sending with an application letter.
- The e-Portfolio offers opportunities for a "personal touch": on their personal page users may tell anything about themselves they like to share while referring to other documents (photographs, music, videos) or by linking to external sources. In a section called "My way" they can tell and comment in even more detail on anything they have on their mind (like learning assignments they are working on or their actions in search of a job). The user can insert ever more texts of which the most recent one comes on top (blog-system). Here too reference can be made to external documents and sources.



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- The portfolio-user can also apply a **course-finding tool**. The so called "roundabout" is a search engine (choose a level or sector and see what the result of that selection is). This tool gives access to a list (database) of courses. Courses can be marked, just like a web page can be bookmarked in a browser. After bookmarking they will appear in the personal selection block called "My courses". This page gives an overview of courses that are completed and courses to follow.
- The user can easily **contact a mentor** (trainer, teacher, career advisor, therapist) by selecting one from a group of available mentors. Professionals are known to be mentors when they register as such (an option when registering as a new user). Keeping in contact is easy: a communication block is available where both mentor and client-users may leave messages for one another. Answers will appear in the same block, the most recent entry appears on top.
- Users can choose a language to be used by the system: choosing the language triggers a selection from the course database to those produced in the language of the user. To see courses in other languages the user can change the language (and be confronted with Cyrillic signs when selecting Bulgarian).
- Mentors will see the **essential data per client**: address and age data, personal introduction text and the sections Learning, Work, My way and My courses. Mentors can **monitor at all times the progress of their pupils and give comments**, while clients may give opinions and pose questions to their mentor. The SUB-SCRIPT system is primarily designed to enhance progress of learners and workers through communication and not to store all kinds of data and statistics on progress and results. Users may benefit from a safe service platform on the internet to present their qualities, to learn and to apply for jobs.
- On the page "My files" the user finds a directory of documents he or she is using in the system: the CV in pdf-format, photographs, videos, music, et cetera.
- The outstanding characteristic of the SUB-SCRIPT system is and will be the easy usability and the low threshold accessibility. During the lifetime of the European project SUB-SCRIPT all of this is open to users free of charge.

I am personally ready to provide information on the features and conditions for use of the SUB-SCRIPT system and to support users while setting up their personal e-Portfolio.

All they need to do is to go through the user registration procedure on the main page of the e-Portfolio. They can reach it from the main page of SUB-SCRIPT: [www.sub-script.eu](http://www.sub-script.eu). The two wheels at the bottom of the page are clickable, the right wheel leading to the course-finding tool, the left wheel giving access to the e-Portfolio. Users need an e-mail address: it is essential for the verification process at the start.

New users can choose a mentor by typing the e-mail address in the mentor page, or by choosing a mentor from a list (depending on the version of the system). Users who receive an invitation from Reflexion are kindly advised to choose me as their mentor by typing the mail address [office@re-flexion.eu](mailto:office@re-flexion.eu) or to select my name from the mentor list.

I look forward to your response!

Kind regards,

Joost Thissen, project-manager of SUB-SCRIPT



**Disclaimer:**

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