PLANNING

Training Course: ASSESSORS OF COMPETENCES VALIDATION PROCESSES (WITHIN THE VALIDAID PROJECT)

Duration: 30 hours (21 hours of presence session + 9 hours distance sessions)

N.º of Sessions: 7 presence session + 3 asynchronous distance learning sessions

Participants: Assessors (Evaluators), Co-assessors with at least 5 years of professional and pedagogic (academic) experience in one of the following sectors: trade, banking or ICT.

Objectives: At the end of the training, participants will be able to apply the ValidAid competences Validation kit with adults employed or unemployed with relevant professional experience in trade, banking and ICT sectors.

Specific Objectives	Sessions	Contents	Duration	Teaching Materials	Pedagogical Methods and Techniques	Evaluation Methodology
At the end of this session, participants must be able to: ***- become familiar with the process of recognition, validation and certification of competences considering the methodology recommended by the project ValidAid;*** ***- know the specific terminology and general concepts inherent in the processes of recognition, validation and certification of competences;*** ***- know the organization***	***Session nº1***	1. The process of recognition, validation and certification of competences in the context of ValidAid project - "The Validation Kit" 1.1 - The ValidAid project 1.2 - The divergent validation and convergent validation 1.3 - Competence standards 1.4 - Methods and tools	3 hours	Computer Video projector PowerPoint presentation Support texts	Expositive method Active method	

and structuring of professional competences standards; ***- know the methods and instruments used in the process of recognition and validation of competences within the ValidAid project.***						
At the end of this session, participants must be able to: ***- know the phases in which the process of recognition, validation and certification of competences is organized and developed.***	***Session nº2***	2. Stages of recognition, validation and certification of competences	3 hours	Computer Video projector PowerPoint presentation Support texts	Expositive method Active method	
At the end of this session, participants must be able to: ***- know the different actors in the recognition, validation and certification of competences process, their roles and responsibilities within the process;*** ***- know the profile of potential participants in the process of recognition, validation and certification within the ValidAid project.*** ***- develop communication and interpersonal***	***Session nº3***	3. The role of the assessor, co-assessor and evaluator in the context of recognition, validation and certification of competences	3 hours	Computer Video projector PowerPoint presentation Support texts	Expositive method Active method <u>Note</u>: In this session it will be done an in depth approach of the role of advisor, co-advisor and evaluator should relate the professional competences standards and process of recognition, validation and certification of competences. In the following sessions this role must be specifically related with each step of the process of recognition, validation and certification of competences.	

competences in order to facilitate the relationships and participants assessment.						
At the end of this session, participants must be able to: ***-know, analyze and explore the professional competences standards in the sector to which they belong.***	***Session nº4***	1.3 - Professional competence standards, from trade, banking/finance and ICT sectors	3 hours	Computer Video projector PowerPoint presentation Support texts	Expositive method Active method Note: Considering that can be present trainees from more than one sector, trainer shell combine the knowledge, analysis and exploitation of each standard.	
	<u>Asynchronous distance learning activities: Session 1 - 3 hours</u> Exploration of the professional competence standards and their relation with the role of the evaluator. In-depth knowledge of the standards enabling a later analysis and evaluation of the candidates competences, from recognition, validation until to certification of their professional competences.					
At the end of these sessions, participants must be able to: ***- know and experience all steps of the process of recognition, validation and certification of professional competences, from the time of the initial step of reception until the final certification step.***	***Session nº5***	4. Validation process - Implementation 4.1 - Initial exploratory and survey discussions 4.2 - Qualification portfolio 4.3 - Self-assessment and supervisor's assessment 4.4 - Individual discussions - revised planning	3 hours	Computer Video projector PowerPoint presentation Support texts	Expositive method Active method (Role-play)	
	<u>Asynchronous distance learning activities: Session 2 - 3 hours</u> Analysis of ValidAid validation kit instruments and their relation with the role of the evaluator. Selection of methods, techniques and tools and the need to adapt them through the process of recognition, validation and certification of skills. Production of brief summary.					
	Session nº6 and part of Session nº7	4. Validation process - Implementation 4.6 - Observation and role-play 4.7 - Knowledge testing 4.8 - Certification 4.5 - Case-studies	4.5 hours	Computer Video projector PowerPoint presentation	Expositive method Active method (Role-play)	

				Support texts		
	<u>Asynchronous distance learning activities: Session 3 - 3 hours</u> Analysis of the instruments, their relation with the role of assessor (evaluator). Production of brief summary.					
	Part of Session nº7	Final evaluation	1.5 hours			<u>Evaluation methods</u>: 1. Final evaluation of training quality and satisfaction 2. Final evaluation of learning and knowledge acquired 3. Performing a practical monitoring of at least one recognition, validation and certification process within the ValidAid project, related with each assessor (evaluator) professional sector <u>Evaluation techniques</u>: 1. For the evaluation of training quality and satisfaction it will be used a sheet with several criteria 2. For the evaluation of learning and knowledge acquired it will be given a written summative test, where participants must obtain at least 65 points in a maximum of 100 points possible to achieve. 3. Attendance of 95% of the previewed sessions.