eCOTOOL

(eCOmpetences TOOLs)

Development of Innovation (DoI) Project

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eCOTOOL Final Proposal

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PROJECT INFORMATION:

Project title: **e-COmpetences TOOLs**
Acronym: **eCOTOOL**

Summary:

The overall objective of the eCOTOOL project is to improve the development, exchange, and maintenance of VET certificates and their accessibility and transparency by harmonizing Europass with other European instruments (EQF, ECVET) and e-competences. This will increase the European mobility and transparency of VET systems and will be achieved through:

1. The Development of an Application Profile and Technical Tools based on the Europass Certificate Supplement (CS) under the Brand "Europass CS eco-tools"

2. The Adaptation of all Europass CS eco-tools to the Agricultural Sector and their Pilot Testing and Optimization

The eCOTOOL project will provide advanced and sustainable instruments and tools for the Europass CS: First an application profile will be developed as an information model from the European instruments to become the European standard for certificate repositories based on the Europass CS specification. This information model will delivered with a full XML binding to complete the Europass CS eco-tools and to support and facilitate their dissemination to and application in all European countries.

The CS eco-tools will be tested and evaluated by applying them to the agricultural sector. This pilot testing will be conducted according to the findings and results of a needs analysis conducted in this sector.

Finally the CS eco-tools will be disseminated throughout Europe and in particular submitted to the European Standardization Bodies to launch an official European Norm (EN) initiative.

The main benefits of the Europass CS eco-tools are:

- Better accessibility to existing Europass Certificate Supplements by ensuring full interoperability amongst any given IT system

- Easier development and maintenance of further Europass Certificate Supplements

- Simple exchange of Europass Certificate Supplements between any online platforms and repositories

- Enhancing European mobility by improving comparisons of VET solutions and their certificates.

C.3 Lifelong Learning Programme Objectives and Priorities addressed

Please identify in the box below, which of the Objectives of the Lifelong Learning Programme this application addresses

- To contribute to the development of quality lifelong learning and to promote high performance, innovation and a European dimension in systems and practices in the field (LLP-Obj-a).
  eCOTOOL supports this objective through the development of the Europass CS eco-tools and their broad dissemination and exploitation: For all VET systems (1) the generic application profile combines the leading innovative European instruments Europass, EQF, and ECVET with e-compentences and (2) the technical tools offer better performance concerning certifications. The pilot testing introduces and implements this European dimension in the VET system of the agricultural sector.

- To support the realisation of a European area for lifelong learning (LLP-Obj-b).
  The Europass CS eco-tools provide harmonized and European instruments for the implementation in all national VET systems in Europe that enable and facilitate the cross-sectoral, cross-border, and cross-regional development, exchange, and maintenance of VET certificates and their access and transparency for users. This harmonization improves the interoperability throughout the European VET and supports the European mobility by establishing a European area using common standardized instruments.

- To help improve the quality, attractiveness and accessibility of the opportunities for lifelong learning available within member states (LLP-Obj-c).
  The Europass CS eco-tools facilitate the access to the VET certificates for potential VET users and learners: The learners can more easily compare the existing VET solutions and choose the right one fitting to their personal needs.

- To reinforce the contribution of lifelong learning to social cohesion, active citizenship, intercultural dialogue, gender equality and personal fulfilment (LLP-Obj-d).
  Due to their basis on e-competences, the VET users and learners can identify the specific competences, skills, and knowledge that is addressed and supported by the offers VET solutions: Therefore the learners can select the appropriate VET solution that is fitting best to their personal fulfilment.

- To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning (LLP-Obj-h).
  The technical tools (XML bindings) of the Europass CS eco-tools will be new services for both the developers of VET certificates as well as the learners as users of the related VET solution: The broad dissemination and exploitation activities of eCOTOOL will support their introduction and implementation in the European lifelong learning systems and in particular in the agricultural sector by their adaptation for the pilot testing.

- To promote co-operation in quality assurance in all sectors of education and training in Europe (LLP-Obj-j).
  The co-operation of all responsible stakeholders for Europass CS (including the EC, CEDEFOP as the European Europass Center, the National Europass Centers, the national Ministries and VET institutions) will be enabled, facilitated, and improved by the new services and instruments "Europass CS eco-tools" for the quality assurance, quality management, and quality developmant of the VET certificates throughout Europe and all sectors.

Which objective(s) of the Programme does your proposal address?

Please identify in the box below, which of the Specific Objectives of the Action this application addresses

- To support participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development, employability and participation in the European labour market (LEO-SpObj-a).
  Due to the planned European combination and integration of different European instruments and e-competences realized by the Europass CS eco-tools, participants and learners in training and further training activities can more easily (1) identify the competences, skills, and knowledge that are addressed and supported and (2) compare those with their personal training needs.

- To support improvements in quality and innovation in vocational education and training systems, institutions and practicesTo support improvements in quality and innovation in vocational education and training systems, institutions and practices (LEO-SpObj-b).
  The Europass CS eco-tools will improve the quality and innovation by combining the relevant European VET policies and the introduction and implementation of e-competences in European VET systems and practices, in particular in the agricultural sector. VET institutions (providers as well as agencies for quality assurance) will benefit from the European harmonization by the new instruments.

- To enhance the attractiveness of vocational education and training and mobility for employers and individuals and to facilitate the mobility of working trainees (LEO-SpObj-c).
  The improved accessibility and transparency of VET certificates within Europe that will be achieved by the Europass CS eco-tools will increase the attractiveness of the VET solutions and the mobility for both employers and individuals because employers as well as individuals can compare better the existing certificates in particular from abroad: VET solutions will be more attractive for learners from other countries (increasing learner mobility) and for employers (recruiting from abroad).

Programme Operational Objectives

Which of the following operational objectives does your proposal address?

Please identify in the box below, which of the Operational Objectives of the Action this application addresses

- <u>To improve the quality and to increase the volume of mobility throughout Europe of people involved in initial vocational education and training and in continuing training, so as to increase placements in enterprises to at least 80 000 per year by the end of the Lifelong Learning Programme (LEO-OpObj-1).</u>
  The Europass CS eco-tools will support and enhance the access and transparency of VET certificates throughout Europe: This will improve the attractiveness of the related VET solutions and in consequence the European mobility of VET learners.

- <u>To improve the quality and to increase the volume of cooperation between institutions or organisations providing learning opportunities, enterprises, social partners and other relevant bodies throughout Europe (LEO-OpObj-2).</u>
  All European stakeholders that are working on and responsible for the development and maintenance of VET certificates in the different European countries can improve their co-operation by the Europass CS eco-tools that are providing and guaranteeing better access, interoperability, exchange, and maintenance of VET certificates. The co-operation between the standardization and VET systems will improved by the submission of the project results to the European Standardization Bodies (CEN), too.

- <u>To improve the transparency and recognition of qualifications and competences, including those acquired through non-formal and informal learning (LEO-OpObj-4).</u>
  The transparency and recognition of qualifications and competences will be improved by their integration into the European instruments Europass CS, EQF, and ECVET: The resulting Europass CS eco-tools will contain categories and elements for competences, qualifications, skills, and knowledge (including non-formal and informal learning) that can be selected and adapted for specific VET systems and sectors.

- <u>To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning (LEO-OpObj-6).</u>
  The main task of eCOTOOL is the design and development of the Europass CS eco-tools as innovative ICT-based support services for lifelong learning to facilitate the development, exchange, and maintenance of VET certificates and their accessibility, adaptability, and transparency.

European Priorities of Leonardo da Vinci

Which priority in the Call for Proposals 2009 does your proposal address?

Please identify in the box below, which of the Priorities this application addresses

- Transparency and recognition of competences and qualifications (LEO-MultProj-1).
  eCOTOOL supports this priority by combining the European instruments Europass, EQF, and ECVET with the integration of e-competences: The resulting Europass CS eco-tools will be adapted, implemented, and evaluated in the agricultural sector during the pilot testing including the descriptions and mappings of VET competences and qualifications in relation to EQF, ECVET, and learning outcomes. The final Europass CS eco-tools will be transferable and adaptable within all VET systems and sectors.

Horizontal Issues

Which of the following issues does your proposal address directly?

Please identify in the box below, which of LLP Horizontal policies this application addresses

- Cultural and linguistic diversity (CulDiv).
  The development of the application profile and technical tools (XML bindings) will include the flexibility and further adaptability to any cultural and linguistic context while retaining full interoperability with the European instruments and the planned Europass CS eco-tools: This supports the cultural and linguistic diversity and guarantees the applicability in all European countries, regions, and VET systems and sectors.

- Equal opportunities men and women (Equal)
  The integrated e-competences will not distinguish between men and women, therefore equal opportunities for men and women are supported by facilitating the selection of VET certificates that are addressing competences, qualifications, skills, and knowledge fitting to the personal needs.

E. Project implementation / Award criteria

E.1 Relevance

The project proposal eCOTOOL clearly falls within the scope of the Leonardo da Vinci programme:

eCOTOOL focuses on (1) the improvement of the development, exchange, and maintenance of vocational education and training (VET) certificates and their accessibility and transparency and on (2) the increasing of the European mobility and transparency in general.

Many objectives of the LdV programme are excellent supported as described and pointed out in detail in Part C.3.

The Priority 1 "Transparency and recognition of competences and qualifications" is perfectly addressed by the planned development of European tools: The Europass CS eco-tools will combine the European instruments Europass, EQF, and ECVET and integrating e-competences. The resulting new services and tools will be transferable and adaptable within all VET systems and sectors. In addition, the Europass CS eco-tools (and by this, also Europass, EQF, and ECVET) will be adapted, implemented, and evaluated in the agricultural sector: This will be achieved by the descriptions and mappings of VET competences and qualifications in relation to EQF, ECVET, and learning outcomes.

The objectives of eCOTOOL are clearly defined, sound, realistic, and well-focused in the summary. The target groups are explicitly stated and easy to identify: (1) All European stakeholders responsible for the development and maintenance of VET certificates based on Europass CS and (2) all learners and participants of training and further training benefiting from the improved exchange, accessibility, and transparency of the VET certificates; and in particular from the agricultural sector as the sector for the specific adaptation and implementation of the tools and their pilot testing.

The described potential challenges are kept to a minimum due to the excellent consortium and its experiences and expertise.

Overall the relevance of eCOTOOL is very good: It will be a significant and sustainable support for the LdV and LLP objectives.

E.2 Quality of the Work Programme

The work programme of eCOTOOL is appropriate for the defined project objectives and clearly described.

The eCOTOOL work programme demonstrates explicitly a well-structured methodology within the work packages including definitions of tasks, deliverables, and milestones. The first project year focuses on the development of the Europass CS eco-tools: An interlinked and organised development cycle for the Europass CS

eco-tools starting with the general application profile (WP1), to the technical tools (WP2) and finally their adaptations to the agricultural sector (WP3). The second year is dedicated to the six month pilot testing of the Europass CS eco-tools (WP4) and their optimization (WP1 to WP3). Quality Management of the project and its processes and results is establishing a continuous improvement cycle from the start until the end of the project (WP4). Very detailed and broad dissemination activities (WP5) and exploitation strategies (WP6) are also addressed during the entire project period.

Clear responsibilities are defined: One responsible partner for each WP, for each task, and for the related deliverables according to the expertise of the consortium partners.

This transparent and balanced project organisation and work programme has been carefully chosen to achieve the deliverables and project results in time and to budget.

E.3 Innovative Character

The Europass CS eco-tools are a brand new solution that is not yet available neither in whole Europe nor in any of the LLP countries: the combination of the European instruments Europass, EQF, ECVET, and e-competences and the development of appropriate tools based on Europass CS under the brand "Europass CS eco-tools".

The Europass CS eco-tools will consist of (1) a generic application (that is an abstract information model as a formal description of the combination and integration of the European instruments that can be used for developing and programming technical tools in any IT system and language) and (2) technical tools (XML bindings as data models that can be used and implemented within any IT system, repository, and architecture while retaining full interoperability and functionality).

In addition, the Europass CS eco-tools will adapted and implemented in the agricultural sector: The first time that such a combination of the European instruments will be realised within a specific sector.

The result of our survey amongst the National Europass Centers was that there are no application profile and no technical tools for the combination and integration of the European instruments based on the Europass CS until now.
CEDEFOP as the European Europass Center provides only XML bindings for the two individual Europass templates CV (Curriculum Vitae) and Language Passport (but not for Europass CS).
And the ongoing project ELM (European Learner Mobility) at the European Standardization Committee (CEN) under the lead of ELOT (and with participation of four eCOTOOL partners) is focusing only on an application profile for the Europass Diploma Supplement (DS). All these results can be used efficiently for the eCOTOOL project.

Therefore the Europass CS eco-tools will be brand new solutions for the two target groups within the agricultural sectore and in whole Europe for the better development and maintenance of VET certificates and their accessibility and transparency.

E.4 Quality of the Consortium

The quality and balance of the consortium is very good and covering all needed competences and skills for the efficient, effective, professional, and successful European eCOTOOL project.

The following competences are required for the success of eCOTOOL and covered by the consortium partners:

Expertise in the European instruments and in particular in Europass:
- ELOT: lead in ELM project; UDE + KION + Bolton: members of ELM project; BIBB + ISFOL: National Europass Centers;

Expertise in e-competences:
- UDE: lead in national DIN-workshop + European CEN initiative; ELOT: lead in national research programme;

Expertise in development of technical tools:
- Bolton: lead in development of application profile of Europass DS; KION: lead in development of technical tools of DS;

Expertise in agriculture sector:
- MAICh + UZEI: research institutes; Agro-Know: agricultural SME; KGZS: agricultural chamber;

User organizations from target groups for the pilot testing in the five countries:
- BIBB + ISFOL: National Europass Centers; MAICh + UZEI + KGZS: Experts for agricultural VET certificates and pilot testing;

Expertise in Dissemination:
- UDE + BIBB + Agro-Know + ISFOL: long-term experience in European + national workshops and dissemination activities;

Expertise in standardization:
- UDE: ISO-Convener, CEN Vice-Chair + lead of standardization workshops; ELOT: National standardization Body Greece

Expertise in management of European and large-scale projects:
- UDE: many European and national research projects with > 10 Mio EUR budget in total within last five years

The distribution of the tasks and the budget is appropriate and balanced taking into account the different competences and activities as well as the countries (one user organisation from each country for pilot testing and no dominance of one country).

Overall the consortium is very well balanced, truly multi-actor and possesses all needed competences and skills for the success of the eCOTOOL project.

E.5 European Added Value

The combination and harmonization of the European instruments Europass, EQF, and ECVET as well as the development of appropriate tools (application profile and XML bindings) makes sense only at the European level.

The Europass CS eco-tools as the main results of the projects are exploitable and will be exploited in all European countries. For the best dissemination and exploitation, not only the Europass CS eco-tools adapted for the agricultural sector (WP3) will be optimized, but also the generic Europass CS eco-tools (WP1: application profile; WP2: technical tools) will be optimized for the transfer and adaptation to any preferred sector, branch, and region in Europe.

Due to the European and inter-disciplinary consortium possessing the complementary competences and skills, eCOTOOL can ensure trans-sectoral, cross-border, and trans-national exchange of knowledge and experiences, in particular the combination and transfer of the European instruments for VET solutions and certificates. Multi-linguistic and multi-cultural issues are addressed and integrated within the Europass CS eco-tools for easy adaptation to further sectors and regions.

E.6 The Cost-Benefit Ratio

There is a complete consistency between the planned work programme and the budget: all figures were calculated with real costs and specific staff estimations provided by the partners and using a valuable template to compare the different cost categories and allocations. Each task of each work package was calculated and reviewed in depth to find the best cost-benefit ratio that is now achieved. All budget figures are clearly related to tasks and deliverables as well as justified with the work programme descriptions.

The eCOTOOL proposal shows an effective and efficient use of the budget and resources, and offers a great value for the requested grant: All partners are not demanding for equipment costs and also the indirect costs are very low. The management costs are keeping a good balance (WP7: 71,320 EUR) and the biggest share of the overall budget is allocated for the development activities (WP1+WP2+WP3: 209,960 EUR), followed by the dissemination budget (WP5: 116,450 EUR) and the quality management and pilot testing (WP4: 75,780 EUR). And also the exploitation budget is (WP6: 8,490 EUR) is strong as an additional work package next to the dissemination.

All budgets are well constituted and reasonable for the project success.

E.7 Impact

The planned impact of the eCOTOOL is diverse:

The main objective is the improvement of the development, exchange, and maintenance of VET certificates and their accessibility and transparency as well as in consequence of the overall European mobility.

The planned main deliverables, the Europass CS eco-tools, can be implemented in all IT architectures, repositories and online platforms and portals: Broad impact into the VET systems can be obtained by specific dissemination and exploitation strategies. eCOTOOL has defined three strategies:
(1) The generic Europass CS eco-tools focuses on European developers of VET certificates from all sectors who can adapt the tools according to the specific sectoral and regional needs.
(2) The adapted Europass CS eco-tools for the agricultural tools will offer technical tools that can be used "off-the-shelf".
(3) The exploitation and submission of the Europass CS eco-tools will ask for the launch of an official CEN standardization project to become European Norms (EN): As official EN standards, the awareness and acceptance of the tools would be significantly improved and increase the impact, applications and implementations.

The following measures will be used to prove the success of the project:
(1) All milestones of the eCOTOOL project will achieved on time and to budget.
(2) The pilot testing will include at least two implementations or mappings of the Europass CS eco-tools concerning existing VET certificates in each of the five user countries.
(3) The defined figures of the dissemination plan (see WP5) will fully be achieved.
(4) The exploitation of the Europass CS eco-tools to the standardization committees initiates a new standardization project.

E.8 Quality of the Valorisation Plan (Dissemination and Exploitation of Results)

The dissemination work package (WP5) is the biggest one including a European Workshop at the end of the project.

The long list of planned dissemination activities could not be enrolled completely due to the reduction of space for the work package descriptions. In addition a separate work package (WP6) is reserved and foreseen for the exploitation of the project results with a special focus on the time beyond the project.

In the first year of the eCOTOOL project, the requirements and needs of the users will be identified by research and by internal workshops (also involving EC and CEDEFOP) and national workshops for the users of VET certificates.

Through the clear focus on the agricultural sector as the pilot testing and implementation sector, the target groups and user are well defined and can be easily addressed and involved.

In the second year, the main focus of eCOTOOL will be the intensive and comprehensive pilot testing during six months and in five countries: That ensures a long period of evaluation, validation, and optimization of the Europass CS eco-tools as well as many implementations and applications throughout Europe. The key measures for the success of the project are already listed within the item E.7 "Impact" before this item (see above).

The consortium demonstrates the capacity and clear strategies for the valorisation by valuable dissemination and exploitation strategies and by involving partners from all relevant target groups (including users, chambers, and NECs):
Therefore eCOTOOL will ensure the optimal use of the deliverables and project results by their broad dissemination and exploitation throughout Europe.

F. Work Packages

Work package title	Start month	End month	Costs (Euro)	WP leader
Application Profile Development of Europass CS	2009-12-01	2011-10-31		Bolton

Work package type:
Development

Description of workpakage:

The main objective of WP1 is the development of the Application Profile of the Europass Certificate Supplement (CS) for VET. Based on e-competences, the Application Profile (AP) will integrate the European instruments European Qualifications Framework (EQF) and European Credit system for Vocational Education and Training (ECVET) as the new European policies into Europass CS. The AP is an abstract and formal information model describing the combination of the European instruments that is needed for the further development of technical software tools (WP2): An AP is independent from the technical solution and ensures full interoperability with the basic instruments (Europass CS et al).

Lead responsible partner for this WP is: Bolton.

The WP1 consists of four tasks:

- **T1.1: Research analysis on Europass CS** (start: M1 (beginning of month 1); end: M4 (end of month 4); responsible partner: ELOT)
- **T1.2: Development of the Application Profile of Europass CS** (start: M1; end: M12; responsible: Bolton)
- **T1.3: Needs analysis and review within an internal workshop** (start: M3; end: M4; responsible: UDE)
- **T1.4: Optimization of the application profile of Europass CS according to the findings of the Pilot Testing** (start: M16; end: M23; responsible: Bolton)

First, the dissemination and usage of Europass CS throughout Europe will be analysed with a special focus on the agricultural sector and on its combination with EQF, ECVET and e-competences. The main task of the work package is the development of the application profile of Europass CS based on the findings of the analysis report on its dissemination and usage. The interim draft of the application profile will be reviewed involving the EC and CEDEFOP (as the European Europass Center) for improvement and refinement. The application profile will be optimized according to and reflecting the results of the other work packages.

The main result and milestone of WP1 is the application profile as complete information model of Europass CS.

D1.1 Report on Europass CS Dissemination and Usage

Description:
The report presents the results of the research analysis that will be based on the current reports and results from the EC on Europass (First Evaluation Report of Europass 2007) and ECVET (Impact Assessment Report of ECVET 2008). In particular, the situation concerning the dissemination of Europass CS within the agricultural sector (as input for WP3) and its combination with EQF, ECVET, and e-competences (as input for the development of the application profile in this WP) will be examined.

(responsible: ELOT, collaboration and additional national workshops: UDE)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-03-31

D1.2 Application Profile of Europass CS

Description:
The development of the application profile will start immediately taking advantage of the results of the CEN initiative for an application profile of Europass Diploma Supplement (DS) that will be published in October 2009. The application profile will be an information model that is needed for the development of the technical tools (WP2). It will retain full interoperability with Europass CS and integrate the models and taxonomies of EQF, ECVET and e-competences.

(responsible: Bolton, collaboration: UDE, MAICh, ELOT, UZEI, KION)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-11-30

D1.3 Internal Workshop on Requirements for Application

Description:
An internal workshop will be set up involving the European Commission and CEDEFOP for their feedback. The results of the needs analysis and the internal review of the interim draft of the application profile will be summarized in a short report (as input for the further development of the application profile in this WP).

(responsible: UDE, collaboration: ELOT, ISFOL)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-03-31

D1.4 Refinement and Optimization of Application Profile

Description:
After all refinements and optimizations, the final version of the application profile will be disseminated and populated at the website and freely accessible, applicable and adaptable for all interested European stakeholders. It will facilitate the further development, the maintenance of existing, and the harmonization of all future Europass Certificate Supplements within Europe by this information model that is adaptable and applicable within any branch or sector.

(responsible: Bolton, collaboration: -)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-10-31

WORK PACKAGE 2: "Development of Technical Tools for Europass CS"

Work package title	Start month	End month	Costs (Euro)	WP leader
Development of Technical Tools for Europass CS	2010-05-01	2011-10-31		KION

Work Package type: Development

Description of workpackage:

The main objective of this work package is the development of the technical tools for the application profile of Europass CS developed in WP1. The technical tools (XML bindings) will facilitate the exchange of VET certificates between any information systems, databases, online platforms, and repositories for easier and better accessibility, development, and maintenance.

Lead responsible partner for this WP is: KION.

The WP2 consists of three tasks:

- **T2.1: Development of the Europass CS Technical Tools** (start: M6; end: M12; responsible: KION)
- **T2.2: Needs analysis and review of the beta versions within an internal workshop** (start: M8; end: M9; responsible: UDE)
- **T2.3: Optimization of the Europass CS Technical Tools according to the findings of the Pilot Testing** (start: M16; end: M23; responsible: KION)

First, beta versions of the technical tools will be developed based on the results of WP1 concerning the application profile. A second internal workshop involving EC and CEDEFOP is planned for the discussion and needs analysis for further improvement. The main task of the work package is the further development of the technical tools of Europass CS based on the findings of the review and discussions within a second internal workshop with representatives from EC and CEDEFOP (as the European Europass Center) and standardization experts to identify the VET needs for refinement and for the specific application of Europass CS. The technical tools will be optimized according to and reflecting the results of the other work packages, mainly the refinement of the application profile (WP1), the adaptation to the agricultural sector (WP3) and the quality management and pilot testing of all CS eco-tools including the technical tools (WP4).

The main results and milestones of WP2 are the final technical tools for Europass CS as XML bindings of the application profile from WP1.

WP 2 Expected results (deliverables):

D2.1 Europass CS Technical Tools

Description:
The Europass CS Technical Tools are data models as complete XML bindings including a XML Schema Description (XSD) for the implementation within different IT systems and repositories. The technical tools will retain full interoperability with Europass CS and with the application profile of WP1 including the integration of the taxonomies of EQF, ECVET and e-competences: Therefore the Europass CS technical tools will also be adaptable and applicable within any branch or sector.

(responsible: KION collaboration: KION, UDE, MAICh, ELOT, Bolton)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-11-30

D2.2 Internal Workshop for Review of Technical Tools

Description:
A second internal workshop will be set up involving the European Commission and CEDEFOP for their feedback. The results of the needs analysis and the internal review of the beta versions of the Europass CS technical tools will be summarized in a short report (as input for the further development of the technical tools in this WP).

(responsible: UDE collaboration: UDE, ELOT)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-08-30

D2.3 Refinement and Optimization of Technical Tools

Description:
After all refinements and optimizations, the final versions of the technical tools will be disseminated and populated at the website and freely accessible, applicable and adaptable for all interested European stakeholder. They will facilitate the further development, the maintenance of existing and the harmonization of all future Europass Certificate Supplements within whole Europe by these data models and easy-to-use tools.

(responsible: KION collaboration: KION, Bolton)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-10-31

WORK PACKAGE 3: "Analysis of Agriculture VET Requirements and Adaptation of Europass CS eco-tools"

Work package title	Start month	End month	Costs (Euro)	WP leader
Analysis of Agriculture VET Requirements and Adaptation of Europass CS eco-tools	2010-04-01	2011-11-30		MAICh

Work Package type: Development

Description of workpackage:

The main objective of this work package is to research and analyse the agricultural VET requirements and to adapt all Europass CS eco-tools to the agricultural sector and continuously refine and optimize them.

Lead responsible partner for this WP is: MAICh.

The WP3 consists of five tasks:

- **T3.1: National workshops for the identification of agricultural VET requirements** (start: M5; end: M7; responsible: MAICh)
- **T3.2: Summary and comparison of the identified agricultural VET requirements** (start: M7; end: M9; responsible: MAICh)
- **T3.3: Adaptation of all Europass CS eco-tools to the agricultural sector** (start: M10; end: M23; responsible: KION)
- **T3.4: Population of the adapted Europass CS eco-tools on the online platform** (start: M13; end: M24; responsible: Agro-Know)
- **T3.5: Refinement and optimization of the adapted Europass CS eco-tools**

First, five national workshops in each partner country Germany, Greece, Czech Republic, Slovenia and Italy will be organized to identify and analyse the specific VET requirements of the agricultural sector by starting from the research results of WP1. The main result of the work package is the adaptation and introduction of all CS eco-tools into agriculture sector (including sector terminology, metadata and specifics), which will be developed with feedback from the internal workshops (WP1 and WP2) and with input from the report that summarizes and compares the VET requirements. All adapted Europass CS eco-tools will be translated into the five languages (DE, GR, CZ, SI, IT) of the user partners for pilot testing. Finally, all Europass CS eco-tools will be populated on the Online Platform and continuously refined and optimized.

The main results and milestones of WP3 are the final Europass CS eco-tools adapted for the agricultural sector in six languages (English and five translations).

Role and tasks of sub-contractors (if any):

Tasks that will be subcontracted

Partner responsible for Sub-contract	Country	Short name	N° days (where appropriate)	Brief description of task Explanation of
2	Germany	BIBB		National Workshop organ
3	Greece	MAICh		National Workshop organ
3	Greece	MAICh		Translation service
6	Czech Repubic	UZEI		Translation service
6	Czech Repuplic	UZEI		National Workshop organ

D3.1 National Workshops on Agriculture VET Requirements

Description:
National workshops will be organized in the five user countries by the partners responsible for pilot testing (Germany: BIBB; Greece: MAICh; Czech Republic: UZEI; Slovenia: KGZS; Italy: ISFOL). All relevant stakeholders for the development, implementation, and maintenance (National Europass Contact Points, Ministries, VET institutions, policy developer, Europass CS experts, and enterprises as users) will be invited by the responsible partners to exchange and discuss their specific VET needs.

(responsible: MAICh collaboration: MAICh, UDE, BIBB, UZEI, KGZS, ISFOL)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-06-30

D3.2 Report on Agriculture VET Requirements

Description:
Based on the feedback and english versions of the reports from the organizers of the national workshops, a summary and comparison of all findings and identified VET requirements and needs will be prepared as one main input for the adaptation of the Europass CS eco-tools to the agricultural sector.

(responsible: MAICh collaboration: MAICh, UDE, BIBB, ELOT, ISFOL, KION, Bolton)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-08-31

D3.3 Adaptation of CS eco-tools to Agriculture Sector

Description:
The adaptation of the Europass CS eco-tools includes the application profile (WP1) as well as the technical tools (WP2) by adding and integrating specific requirements of the agricultural sector. That covers agricultural terminology, metadata, and taxonomies as well as methodologies, settings, and didactical principles that are typical for the agricultural sector. The adaptation includes the translations for the user countries of pilot testing.

(responsible: KION collaboration: all partners)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-10-31

D3.4 Europass CS eco-tools Population on Onlineplatform

Description:

All interim drafts and in particular the final optimized version of the Europass CS eco-tools will be populated on the online platform for free access and usage by the agricultural sector. The first versions of all Europass CS eco-tools will be populated in M13, the final optimized versions in M24.

(responsible: Agrow-Know collaboration: -)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

D3.5 Refinement and Optimization of adapted eco-tools

Description:

The optimized adapted Europass CS eco-tools will consist of both: the adapted Europass CS application profile (the information model from WP1) and the adapted Europass CS technical tools (the XML bindings as data models from WP2) in six languages. Freely available on the online platform, the adapted Europass CS eco-tools will facilitate the implementation, maintenance, exchange, and harmonization of Certificate Supplements within the agricultural sector.

(responsible: Bolton collaboration: Bolton, Kion)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-10-31

WORK PACKAGE 4: " Quality Management, Pilot Testing, and Validation of Europass CS eco-tools"

Work package title	Start month	End month	Costs (Euro)	WP leader
Quality Management, Pilot Testing, and Validation of Europass CS eco-tools	2009-12-01	2011-11-30		UZEI

Work Package type: Quality Plan

Description of workpackage:

The main objective of this work package is the quality management of the whole project as well as the pilot testing and validation of the Europass CS eco-tools.

Lead responsible partner for this WP is: UZEI.

The WP4 consists of four tasks:

- **T4.1: Development of a Quality Management System for the project and a methodology and plan for the pilot testing and validation** (start: M1; end: M14; responsible: UZEI)
- **T4.2: Pilot implementations in agricultural sector and pilot testing in five countries** (start: M15; end: M21; responsible: KGZS)
- **T4.3: Summary and comparison of the pilot testing and evaluation results** (start: M20; end: M22; responsible: UZEI)
- **T4.4: Continuous Quality Management of the whole project and validation of the Europass CS eco-tools and their pilot testing** (start: M1; end: M24; responsible: UZEI)

First, a continuous and sustainable Quality Management System will be developed according to the unique international ISO quality standard for learning, education, and training ISO/IEC 19796-1. The six-month pilot testing phases will be implemented in the five user countries (DE, GR, CZ, SI, IT) based on an elaborated plan and methodology and on the identified VET requirements from the agricultural sector (WP3). The results of the pilot testing phases and their evaluation will be reported by the responsible national partners and will be one main basis for the optimization of both the generic Europass CS eco-tools for all branches and sectors (WP1 and WP2) as well as the specifically adapted Europass CS eco-tools for the agricultural sector (WP3). A final report will summarize all activities of the continuous Quality Management (with external audit) and of the validation including recommendations for potential users of Europass CS eco-tools, VET decision makers, and VET policy developers.

The main result and milestone of WP4 is the pilot testing and validation of the Europass CS eco-tools.

Role and tasks of sub-contractors (if any):

Tasks that will be subcontracted

Partner responsible for Sub-contract	Country	Short name	N° days (where appropriate)	Brief description of task Explanation of
2	Germany	UDE		External audit

D4.1 Quality Management Plan and Pilot Testing Plan

Description:
The plan of the Quality Management System will be developed first, including a continuous improvement cycle: The process-oriented instrument will be based on the unique ISO quality standard for learning, education, and training ISO/IEC 19796-1 developed by the international standardization committee ISO/IEC JTC1 SC36/WG5 and published in 2005. The methodology for the pilot testing and validation will be defined later in M12 to M14 (after the workshops and beta versions from WP1, WP2, and WP3).

(responsible: UZEI collaboration: UZEI, UDE)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-03-31

D4.2 Report on Pilot Implementations and Testings

Description:
The plan of the Quality Management System will be developed first, including a continuous improvement cycle: The process-oriented instrument will be based on the unique ISO quality standard for learning, education, and training ISO/IEC 19796-1 developed by the international standardization committee ISO/IEC JTC1 SC36/WG5 and published in 2005. The methodology for the pilot testing and validation will be defined later in M12 to M14 (after the workshops and beta versions from WP1, WP2, and WP3).

(responsible: KGZS collaboration: KGZS, UDE, BIBB, MAICh, UZEI, ISFOL)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-08-31

D4.3 Evaluation Report from Pilot Testing

Description:
The overall evaluation report offers a summary and comparison of all pilot testing and validation activities including a rating of the recommendations indicating the best refinements and optimizations for the Europass CS eco-tools to be used within the other WPs. That includes specific hints for the adaptation to the agricultural sector (WP3) as well as for the generic Europass CS eco-tools (WP1 and WP2).

(responsible: UZEI collaboration: UZEI, MAICh)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-09-30

D4.4 QM and Validation Report and RecommendationsDescription:

Description:
The report on the quality management and validation activities during the whole project will be summarized, measured, and critically analysed. The report will include the main further recommendation for enterprises as potential users of the Europass CS eco-tools, for VET decision makers, and VET policy developers at European and national level. The quality management will start directly with the beginning of the project, the report will submitted at the project end.

(responsible: UZEI collaboration: UZEI, UDE)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

WORK PACKAGE 5: " Dissemination of Europass CS eco-tools throughout Europe"

Work package title	Start month	End month	Costs (Euro)	WP leader
Dissemination of Europass CS eco-tools throughout Europe	2009-12-01	2011-11-30		Agro-Know

Work Package type: Dissemination

Description of workpackage:

The main objective of WP5 is the dissemination of the project results: the Europass CS eco-tools - (1) the generic Europass CS eco-tools for all branches and sectors (i.e. the application profile from WP1 and the technical tools from WP2) as well as (2) the adapted Europass CS eco-tools for the agricultural sector (application profile and technical tools from WP3).

Lead responsible partner for this WP is: Agro-Know.

The WP5 consists of five tasks:

- **T5.1: Development of the project website** (start: M1; end: M24; responsible: Agro-Know)
- **T5.2: Development and approval of a dissemination plan** (start: M1; end: M24; responsible: Agro-Know)
- **T5.3: Dissemination within first year** (start: M1; end: M12; responsible: Agro-Know)
- **T5.4: Dissemination within second year** (start: M13; end: M24; responsible: Agro-Know)
- **T5.5: European Workshop on Europass CS and the Europass CS eco-tools** (start: M12; end: M24; responsible: Agro-Know)

First the project website and the dissemination plan will be developed and approved in M3 and regularly updated. The main task of WP5 is the broad and sustainable dissemination of the project results and in particular of the Europass CS eco-tools: All the planned dissemination activities cannot be listed here; amongst them there are:
- Regular newsletter and press releases (every two months or more)
- Printed flyers in six languages (200 flyers/language or more)
- Scientific articles (minimum 6) and speeches at European and national conferences (minimum 20)
- Call for paper and Best Practice Award for the European Workshop
- European Workshop on Europass CS and the eco-tools (Milestone)
- Handbook for adaptation and implementation of Europass CS and the eco-tools

In addition eCOTOOL will take advantage of dissemination activities from consortium partners by strictly avoiding double-funding!

The main result of WP5 is the broadest European dissemination and valorisation of the Europass CS and the Europass CS eco-tools by improved awareness and acceptance.

Role and tasks of sub-contractors (if any):

Tasks that will be subcontracted

Partner responsible for Sub-contract	Country	Short name	N° days (where appropriate)	Brief description of task Explanation of
1	Germany	UDE		Printing and Disseminat
5	Greece	Agro-Know		Printing and Disseminat
5	Greece	Agro-Know		European Workshop on EU
6	Czech Repubic	UZEI		Printing and Disseminat
7	Slovenia	KGZS		Printing and Disseminat
8	Italy	ISFOL		Printing and Disseminat

D5.1 Project Website

Description:
First the project website will be developed at the project start and go online in M3. The website will regularly be updated (at least in M8; M12; M18; and M24) and populated by the project results as well as by further information from project partners and external organisations and experts.

(responsible: Agro-Know collaboration: -)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

D5.2 Dissemination Plan

Description:
The dissemination plan will also be developed at the project start and approved in M3 by the consortium partners in consensus. The dissemination plan will regularly be updated (at least in M8; M12; M18; and M24) according to the identified needs, requirements, to the evaluation results of the pilot testing, and to the quality management and evaluation results.

(responsible: Agro-Know collaboration: Agro-Know, UDE)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

D5.3 Interim Dissemination and Valorisation Report

Description:
This report will describe all dissemination activities of the first project year that the project consortium has realised and that have been used as provided by project partners (e.g. presentations and sessions within conferences of BIBB or ISFOL) or external parties (e.g. collocated events with other projects or stakeholder). It will strictly be demonstrated that no double-funding has taken place!

(responsible: Agro-Know collaboration: Agro-Know, UDE, BIBB, ELOT, ISFOL)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-11-30

D5.4 Final Dissemination and Valorisation Report

Description:
This report will describe all dissemination activities of the second project year that project consortium has realised and that has been used as provided by project partners (e.g. presentations and sessions within conferences of BIBB or ISFOL) or external parties (e.g. collocated events with other projects or stakeholder). It will strictly be demonstrated that no double-funding has taken place!

(responsible: Agro-Know collaboration: all partners)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

D5.5 European Workshop on Europass CS and CS eco-tools

Description:
The organisation of the European Workshop on the benefits and application of Europass CS and the developed Europass CS eco-tools will start in M12. The European Workshop will take place in Brussels, Belgium, at the end of the project. The European Workshop is addressed to all users and experts of Europass CS, VET decision makers and VET policy developers from all branches and in particular from the agricultural sector.

(responsible: Agro-Know collaboration: Agro-Know, UDE)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

WORK PACKAGE 6: "Exploitation and Standardization"

Work package title	Start month	End month	Costs (Euro)	WP leader
Exploitation and Standardization	2009-12-01	2011-11-30		ELOT

Work Package type: Exploitation

Description of workpackage:

The main objective of WP6 is the exploitation of the Europass CS eco-tools.

Lead responsible partner for this WP is: ELOT.

The WP6 consists of four tasks:

- **T6.1: Development of the exploitation plan** (start: M1; end: M24; responsible: ELOT)
- **T6.2: Affiliation Programme for external partners** (start: M7; end: M24; responsible: UDE)
- **T6.3: Collaboration with the European Standardization Bodies** (start: M10; end: M24; responsible: ELOT)
- **T6.4: Report and recommendations for exploitation and transfer beyond project ending** (start: M12; end: M24; responsible: ELOT)

First, the exploitation and standardization plan will be developed and approved in M6 and regularly updated. The main task of the work package is the broadest exploitation of the project results in agricultural and other sectors during and beyond the project period. Europass CS eco-tools will be promoted in European, national, and regional VET systems and practices. An Advisory Board will give guidance and valuable feedback on the interim project results. The establishment of the partner affiliation programme ensures the involvement of external enterprises, VET organisations, users and experts for better exploitation throughout Europe. Another main task for the exploitation is the submission of the generic and adapted Europass CS eco-tools to the European Standardization Bodies (CEN) for initiating a new standardization project towards a European standard (EN) based on full European consensus. And finally the feasibility of transfers into other branches and sectors will be analysed to present opportunities for further harmonization of VET certificates within the agricultural sector and other sectors and to define strategies for transfers to new socio-cultural and linguistic contexts.

The main result and milestone of WP6 is broad European exploitation of Europass CS and the Europass CS eco-tools by providing use cases for the transfer, adaptation, and implementation in other branches and sectors throughout Europe.

D6.1 Exploitation Plan

Description:
The exploitation plan will be developed at the project start and approved in M6 by the consortium partners in consensus. The exploitation plan will regularly be updated (at least in M12; M18; and M24) according to the identified needs, requirements, to the evaluation results of the pilot testing, and to the quality management and evaluation results.

(responsible: ELOT collaboration: ELOT,UDE)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

D6.2 Partner Affiliation Programme

Description:
The Partner Affiliation Programme will involve other key stakeholders for better development, dissemination, and in particular exploitation of the project results in whole Europe. A total budget of 10,000,- EUR is reserved for the external partners to reimburse their travelling costs (e.g. for Advisory Board members) and their efforts. Double-founding will strictly be avoided, as some Advisory Board members are paid by the European Commission and thus could not officially join the consortium.

(responsible: UDE collaboration: UDE, Agro-Know)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

D6.3 Collaboration with Standardization Bodies

Description:
This report will describe all activities on the collaboration of the project results to the European Standardization Bodies (CEN). The benefit of such standardization initiatives towards a European Norm (EN) is the acceptance and proven European consensus by a European standard that will be developed, discussed, and approved by national delegations from all European countries.

(responsible: ELOT collaboration: ELOT, UDE)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

D6.4 Final Report and Recommendations for Exploitation

Description:
This report will be discussed and improved during the second year of the project starting with a first draft in M12 at the consortium meeting. The report will be published at the end of the project to demonstrate the best scenarios and use cases for the exploitation and transfer of the project results and the Europass CS eco-tools. It includes recommendation for the VET systems and certificates with a special focus on the agricultural sector and Europass CS and the Europass CS eco-tools.

(responsible: ELOT collaboration: ELOT, UDE, BIBB)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

WORK PACKAGE 7: "Management"

Work package title	Start month	End month	Costs (Euro)	WP leader
Management	2009-12-01	2011-11-30		UDE

Work Package type: Management

Description of workpackage:

The main objective of this work package is the management of the project, the consortium and the deliverables: WP7 is dedicated to ensure the overall coordination, coherence and viability of the project activities from a formal, administrative and financial point of view.

Lead responsible partner for this WP is: UDE.

The WP7 consists of three tasks:

- **T7.1: The development of a project handbook including all rules for the project** (start: M1; end: M3; responsible: UDE)
- **T7.2: The management of the project and consortium within the first year** (start: M1; end: M12; responsible: UDE)
- **T7.3: The management of the project and consortium within the second year** (start: M13; end: M24; responsible: UDE)

The main task of the work package is the sustainable and improved cooperation within the consortium by establishing and optimizing valuable project monitoring and controlling including risk management. This will be achieved through these activities:
• Ensure the achievement of the project objectives within the scheduled time and budget;
• Ensure communication and coordination among the partners and with the European Commission;
• Prepare the Consortium Agreement, the Project Management Handbook and deal with all contract amendments, etc.;
• Preparation and monitoring of contributions by partners to activity and financial reports;
• Prepare and chair project meetings and reviews.

Five project meetings will take place:
1. In Germany in M1: organized by UDE;
2. In Greece in M7: organized by ELOT;
3. In Czech Republic in M12: organized by UZEI;
4. In Slovenia in M18: organized by KGZS;
5. In Belgium in M23: organized by Agro-Know.

The main result of the work package is the efficient and sustainable collaboration amongst all project and external partners and the efficient and sustainable usage of the resources to achieve best quality of the project results.

D7.1 Project Management Handbook

Description:
The Project Management Handbook deals with all formal rules, procedures and obligations for the project cooperation, activities, and the internal and external communication and reporting to ensure close and efficient collaboration and best results. It includes defined methods and templates for the reporting concerning activities, deliverables, and financial issues by all partners and the Consortium Agreement established before the project start amongst all partners as the consortium basis.

(responsible: UDE, collaboration: -)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2009-02-28

D7.2 Interim Management Report

Description:
This report summarizes all project activities within the first year from a formal, administrative and financial point of view. It consists of the contributions by all partners concerning activities, deliverables and financial issues that will be reviewed and integrated by the project coordinator. The project coordinator will present the interim management report to the European Commission for review and approval and clarifies all open questions.

(responsible: UDE, collaboration: all partners)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2010-11-30

D7.3 Final Management Report

Description:
This final report summarizes all project activities within the second year from a formal, administrative and financial point of view. It consists of the contributions by all partners concerning activities, deliverables and financial issues that will be reviewed and integrated by the project coordinator. The project coordinator will present the final management report to the European Commission for review and approval and clarifies all open questions.

(responsible: UDE, collaboration: all partners)

Language of the product	EN - Englisch
Medium that will be used	Text File
Availability (when?)	2011-11-30

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eCOTOOL Budget:

See special Budget-File

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eCOTOOL Gantt Chart:

See special Gantt-File