Toolkits / Tools template

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of the toolkit/tool and project in English** | | *Please write the full name of the tool, followed by the acronym, where appropriate. If an acronym is introduced at the start of the fiche, it needs to be used throughout.* | |
| **Subtitle of the toolkit/tool and project (in original language)** | | *Please add full name of the practice in the original language.* | |
| **Date of creation** | | *Please specify the year of the establishment of the tool.* | |
| **Abstract summarising the practice** | | *Please write a short abstract, one (max. two) 'catchy' sentences summarizing the practice and its aim.* | |
| **Description of the tool** | | *Please describe the tool / project.* | |
| **Country/ies or organisation that developed the tool** | | *Please mention the organizations that we involved in the development of the tool / project.* | |
| **Short sentence summarising the content of the toolkit/tool** | | *Please write one (max. two) 'catchy' sentence summarizing the practice and its aim.* | |
| **Country/ies** | | *Choose an item.*  *Click or tap here to enter text.* | |
|  | |  | |
| **Beneficiaries** | | *Choose an item.*  *Click or tap here to enter text.* | |
| **Beneficiaries extra text** | | *Add additional beneficiaries if not found in the list above or any other explanatory text in case of need.* | |
| **Date of creation of toolkit/tool and periodicity of updates** | | *Please indicate year of creation.*  *Please indicate periodicity of updates, e.g. biannual, annual, biennial.* | |
| **Purpose of the toolkit/tool** | | *Please describe here the main objectives of the tool.* | |
| **Description of each of the tools** | | *Please describe the key features of the toolkit/tool. If it is a toolkit containing several tools or a tool containing several materials, please describe each of the elements. Please write a short paragraph or bullet point for each element.* | |
| **Type of indicators used in the identification of learners at risk of early leaving** | | *If your toolkit/tool includes indicators for the identification of learners at risk of early leaving, please list them here using bullet points.*  *If your toolkit/tool does not include indicators for the identification of learners at risk of early leaving, please write N/A.* | |
| **Type of guidance given to users** | | *Please write a short paragraph describing the type of guidance given to users.*  *E.g. The tool provides guidance on how to identify learners at risk of early leaving and how to reengage them in education and training.*  *E.g. The tool provides a step-by-step guide on how to implement extracurricular non formal learning activities in a school.* | |
| **Source of information of the different tools** | | *Please indicate who developed the toolkit/tool and/or based on what sources of information.*  *E.g. the tool was developed by students and teachers participating in the Erasmus+ project (name of project).*  *E.g. the tool is based on the responses to a questionnaire sent to national experts from the following higher education institutions (names of institutions).* | |
| **Link/s to the toolkit/tools and further information** | | *Please provide the link to the toolkit or tool and/or to a website with further information on it.* | |
| **Download** | | *Please send us the link to any additional file that you might want to include in the description of the tool.* | |
|  | | *Contact details for further information (all fields are required)* | |
| **Name** | |  | |
| **Email** | |  | |
| **Telephone** | |  | |
| **Websites** | |  | |
|  | |  | |
| *I agree that the contact details provided in this section can be disclosed to the general public via Cedefop online toolkit and to contracted by Cedefop third parties that, as part of the quality assurance process, might contact you for further clarification on the information provided in this template.* | | | |

Completed template please send to: [vet.toolkit@cedefop.europa.eu](mailto:vet.toolkit@cedefop.europa.eu) or upload it at: <http://www.cedefop.europa.eu/en/toolkits/vet-toolkit-tackling-early-leaving/contact-the-team>