

# CLUSTER 2 CVET

## Composition:

- Italy (Isfol)
- Belgium (VDAB)
- Malta (ETC)
- Germany (BIBB)
- + France (Centre INFFO)
- + UK (University of Greenwich)

## Titles of professional profiles to be studied:

- Training manager (Responsables de formation en centre et en entreprise)
- Adults trainer (Les formateurs pour adultes en entreprise)

## Final draft of the data collection tool

Desk research (documentary work) + interviews on the field (using an analysis grid + a list of questions)

## Sample for the interviews

from 5 to 10 interviews for each professional profile and for each context (i.e. training centre or company) in each country (see following table).

<i>Country</i>	<i>ITALY</i>	<i>GERMANY</i>	<i>MALTA</i>	<i>BELGIUM</i>	<i>UK</i>	<i>FRANCE</i>
<i>Profile</i>						
<b>Training manager (in company)</b>	5					
<b>Training manager (in training agency)</b>	5					
<b>Adults trainer</b>	5					
<i>Total</i>	15					

## Work plan

<i>MONTH</i>	JULY-SEPT 05	OCT 05	NOV –DEC 05	JAN- MAR 06	APR – MAY 06
<b>ACTIVITIES</b>					
<i>I<sup>st</sup> Phase: start up</i>					
1. setting up of the CVET transnational working group					
2. definition of partners responsibilities					
3. first selection of the professional profiles to be analysed					
4. TTnet workshop meeting (14th of October, 2005 Brussels): drafting of agreed analysis tools; final selection of profiles to be studied					
<i>II<sup>nd</sup> Phase</i>					
5. Desk research of national/sector qualification frameworks and professional standards in each country of the cluster					
6. Carrying out of some interviews in each country					
7. Drafting of preliminary results					
8. TTnet Annual Conference 8-9 of December 2005 (Presentation of the preliminary results in Thessaloniki)					
<i>III<sup>th</sup> Phase</i>					
9. Carrying out of the remaining interviews in each country					
10. Analysis of the data and drafting of final report					
11. Validation by the partners of the final report					
12. Presentation of the final report and dissemination of the results					

## Analysis Grid (Grille d'analyse)

	<i>description</i>	<i>remarques</i>
<b>Title of professional profile</b> (Titre professionnel)		Indiquer aussi (s'il y a) le nom d'usage, qui délivre le titre, le niveau de qualification et/ou le statut professionnel
<b>Contexts</b> (organisation, company, training centre, ...)  Contexte de ce profil (organisation, entreprise, centre de formation,...)		
<b>Professional function and mission</b> (Fonction professionnelle et mission)		Short description (Description synthétique)
<b>Activities, roles, responsibilities</b> (Activités, rôles, responsabilités)		
<b>Training / career paths</b> (Qualification, parcours professionnel, évolution de carrière)		
<b>Existing professional standard / job description</b>		

(Référentiel existant ou profil de poste)		
<p style="text-align: center;"><b>Competences</b></p> <p style="text-align: center;">(Compétences)</p>		<p>to identify the core and/or main competencies, the distinctive competencies, the new competencies, the convergence and divergence features and to draw the competences by means of <i>radar chart</i> or other charts (see EQF)</p> <p>Identifier les compétences clé, les compétences en évolution, les nouvelles compétences requises, ... les points de convergence et de divergences et les représenter en utilisant par exemple une <i>radar chart</i> ou d'autres représentations (voir EQF),</p>

# Sample of the list of questions for the interviews (exemple de liste des questions pour les interviews)

Data on the interviewee \_\_\_\_\_

## Section A – general data

1. Age \_\_\_\_\_

2. Sex

M

F

3 Type of company or organization the interviewee comes from

1. *Type*: \_\_\_\_\_ sector \_\_\_\_\_-

2. *Towny*: \_\_\_\_\_

4. Actual juridical status of your working contract? \_\_\_\_\_

5. Studies (degree, qualification, ...)

\_\_\_\_\_

other (specify) \_\_\_\_\_

6. Has obtained any specific qualification to work in CVET field?

no

yes (specify) \_\_\_\_\_

7. How many working hours per week do you do?

## **Section B – job activities analysis**

- Which is your position or function?
- Can you tell us why and in which year you started working in the field of VET ?
- What is the mission of your job?
- which target group are your professional activities addressed?
- With type of colleagues/personnel do you cooperate above all?
- Which kind of activity do carry out within the framework of your present position?
- Could you describe, more precisely, your main activities?
- According to you, which are the most important knowledges and skills required from your job (today) ?
- Which ones are the main problems (legal, contractual, organizational, methodological) that need to be overcome in order to carry out in a efficient way your role?

## **Section C – job activities perspectives**

- According to you which kind of situations or factors should modify your job activities in the next future?
- According to you, what are the most important areas of competencies to be updated for the future?
- What should be done to train adequately your profile?