

D2.3

Introduction to Trainings and Tools

European institutions offer **numerous resources to support the development and implementation of effective and impactful Vocational Education and Training (VET)** programmes across and beyond the EU. These programmes span formal, non-formal, and informal learning environments.

The materials provided in D2.3 Trainings and Tools present VET professionals with **essential elements to integrate into their daily practice**, aligning with the latest advancements in education, training, upskilling, and reskilling.

By integrating the recommended resources outlined in all D2.3 Trainings and Tools, professionals within the VET ecosystem will be better equipped to **deliver high-quality training, enhance the learning experience for students, and boost the overall effectiveness of education and training sessions**.

The guidelines and principles included in the material are designed to be applied **independently of the specific technical content**, offering a cross-cutting approach that supports consistent education standards **across various sectors and throughout Europe—and even beyond**.

Users stand to gain significant benefits from implementing these tools, which are **adaptable and replicable in diverse contexts**.

WHICH EU INSTRUMENTS WILL YOU ENCOUNTER?

EQAVET – The Quality Assurance Framework for VET provision

EQF – The European Qualification Framework

ESCO – EU Skills, Competences, Qualifications & Occupations

EUROPASS – Learning and working in EU

LEARNING OUTCOMES – Cedefop

HOW-TO GUIDE

EQAVET

1. Understand EQAVET

The training explains EQAVET – a European framework that helps ensure quality in vocational education and training by following a continuous cycle of planning, implementation, evaluation, and review.

2. Learn the Key Tools

It introduces indicators and descriptors that can be used to check and improve the quality of VET programs at both system and provider levels.

3. Apply EQAVET in Practice

- Set clear goals and processes for training.
- Monitor and evaluate results using the suggested indicators.
- Use feedback to make improvements and ensure training stays relevant to labour market needs.

4. Check Your Understanding

At the end, a self-evaluation test helps confirm what you've learned about applying EQAVET.

This training is useful for policymakers, institutions, and training providers to create and improve quality assurance systems in vocational education.

5. Why use EQAVET in Venezuela and Guatemala

Using EQAVET in Venezuela and Guatemala can help build transparent and reliable vocational education and training systems. It improves the quality of training programmes and supports the international mobility of workers. By applying EQAVET's standardized indicators, training providers can align their programmes with the needs of local industries, while also strengthening integration with economic development policies and opportunities for international cooperation.

EQF

1. Learn What EQF Is

Start with the first part to understand what the European Qualifications Framework (EQF) is and why it is useful. It helps compare qualifications from different countries and makes skills more transparent and understandable across Europe.

2. Know the Key Ideas

The training explains how qualifications are based on what people know, can do, and take responsibility for. EQF has 8 levels that go from basic to very advanced competences.

3. Use EQF to Plan Training

You learn to design training by:

- Deciding what learners should achieve (learning outcomes)
- Creating activities and tests to reach those goals
- Matching everything to the right EQF level

4. Apply and Practice

Organize training into small units with clear outcomes. At the end, you can take a self-test to check what you've learned.

This training is meant to help teachers and trainers create programs that are clear, comparable, and useful for jobs and further study.

5. Why use EQF in Venezuela and Guatemala

Implementing the European Qualifications Framework (EQF) in Venezuela and Guatemala can make qualifications more comparable internationally, increasing transparency and credibility. This enables stronger cooperation with European institutions, opens mobility opportunities for students and workers, and facilitates the recognition of skills in global contexts, ultimately boosting employability and the attractiveness of local education and training systems.

ESCO

1. Understand ESCO

Begin with the basic concepts to learn what ESCO is – a multilingual system that lists occupations, skills, and qualifications used in the EU labour market.

2. See How ESCO Connects Skills and Jobs

The training shows how ESCO links jobs, skills, and qualifications. It helps understand what skills are needed for certain occupations and how qualifications match these needs.

3. Apply ESCO in Practice

- Use it to plan training programs based on real labour market demands
- Identify the skills learners gain from training and connect them to standard terminology

- Support jobseekers or students by matching their skills to possible jobs or further training

4. Check Your Learning

At the end, take the self-evaluation test to review what you've learned.

This training helps trainers, educators, and employment services create clearer learning paths and make skills more visible and comparable across Europe.

5. Why use ESCO in Venezuela and Guatemala

Adopting ESCO in Venezuela and Guatemala helps connect vocational training to the real needs of the labour market by using internationally recognised terminology. This supports the design of targeted training programmes, enhances the value of acquired skills, and improves the matching of labour supply and demand. By integrating ESCO, countries can strengthen economic development and facilitate links with international markets.

EUROPASS

1. Learn What Europass Is

Europass is an online set of tools that helps people present their skills, qualifications, and experiences clearly across Europe. It supports job applications, mobility, and learning opportunities.

2. Create and Use Your Profile

You can create a personal Europass profile, build CVs and cover letters, and store diplomas and certificates securely online.

3. Explore Tools and Features

- Take the Digital Skills Test to see your skill level
- Use job and skill trends to understand which jobs and skills are in demand
- Get personalized job and course suggestions based on your profile

4. Apply for Jobs or Learning Opportunities

Use Europass to match your skills with job offers and training courses across Europe, helping you plan your career and studies more effectively.

This training helps you learn how to use Europass tools to improve your CV, showcase your skills, and find jobs or courses that fit your goals.

5. Why use Europass in Venezuela and Guatemala

Leveraging Europass in Venezuela and Guatemala can play a key role in supporting the international mobility of students and workers. Europass makes it easier to present skills and qualifications in a standard European format, improving access to study and work opportunities abroad. It also helps individuals create more competitive profiles for international employers interested in partnerships or recruitment in these countries.

LEARNING OUTCOMES

1. Understand Learning Outcomes (LO)

The training explains what learning outcomes are – clear statements of what learners should know and be able to do after a course or training.

2. Learn Who Uses LO

Different people use learning outcomes: teachers, students, employers, and policymakers. The training shows how to write LO so they are clear and useful for everyone.

3. Write and Apply LO

- Start with action verbs to describe what learners will achieve.
- Keep the statements clear and focused.
- Link LO to teaching activities and assessments to check if they are achieved.

4. Use LO in Practice

Teachers can use LO to plan lessons, design assessments, and make sure learning is centered on students' progress.

This training helps educators and trainers create meaningful, measurable learning goals that improve teaching and make qualifications easier to understand and compare.

5. Why use Learning Outcomes in Venezuela and Guatemala

Applying clear Learning Outcomes in Venezuela and Guatemala enhances the quality of training, increases transparency, and facilitates international recognition of skills. By using well-defined outcomes, educators can better align training with labour market needs, create more coherent learning pathways, and foster stronger cooperation with European partners, benefiting both students and local industries.



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