

1 NEEDS ANALYSIS

This initial exploratory phase focuses on **identifying the demands and needs of the labour market** by collecting information through field observations and individual or group interviews with members of relevant organizations. The outcome of this needs analysis is the formulation of the **general objectives** that will guide the training course.

Useful Tools: ESCO, EQAVET

DESIGN 2

The training design phase is the foundation of the entire training project and consists of several key components: **defining learning objectives** (knowledge, skills, and competences), **selecting appropriate training activities** to be implemented, and **developing strategies and tools for monitoring, evaluation, and assessment.**

Useful Tools: Learning Outcomes, EQF, ESCO, Europass

3 DELIVERY

This phase marks the **implementation of the training activity.** It allows for the observation and evaluation of the progress made in relation to the identified training needs and the decisions taken during the planning stage, thereby providing an indirect assessment of the training's overall effectiveness.

Useful Tools: EQAVET, ESCO

EVALUATION 4

Evaluating results is not limited to the end of the training cycle to assess whether learning objectives have been achieved; rather, it occurs before, during, and after the project's implementation. Therefore, it is crucial to **establish a set of evaluation indicators linked to the objectives**, as well as to the various stages of the project as a whole.

Useful Tool: EQAVET, EQF

5 REVIEW

Reviewing the training outcomes allows for a thorough **analysis of performance and the insights gained**, which can be valuable for improving future editions or informing upcoming projects.

Useful Tools: EQAVET, ESCO, Learning Outcomes



NEEDS ANALYSIS

At this stage, **ESCO** can be used to explore the occupational profile of interest, including the various synonyms used across the labour market for the same role, related profiles, and clusters of essential or complementary skills and knowledge required for the position. If needed, the focus can shift solely to competences and skills, independent of a specific job title. This approach enables the creation of an analysis using **language that is widely understood by European businesses and easily adaptable to international, including non-EU contexts**. Additionally, by applying the EQAVET framework, you can **engage public and private stakeholders** to support your analysis.



DESIGN

During this phase, **Learning Outcomes** serve as a guide to clearly define the expected results of the training intervention and communicate them to learners from the outset. This ensures that everyone involved understands the training's purpose and can make informed decisions. **EQF** helps structure learning outcomes based on levels of complexity, responsibility, and autonomy. **ESCO** supports the identification and articulation of the targeted competences and skills, with particular attention to highly demanded transversal competences at the EU level, such as **Green and Digital skills**. Additionally, consulting the **Europass Portal** provides a clearer picture of the skills required across various market sectors, including the most innovative fields.



DELIVERY

In this phase, **EQAVET** and **ESCO** support the **effective and practical delivery** of training, ensuring that the planned learning outcomes remain the focus. They also allow for **real-time adjustments to the programme** if learners fall short of or surpass expected competence levels ahead of schedule. Additionally, both tools can be used to develop **monitoring instruments** for the teaching and management teams.



EVALUATION

EQAVET offers a comprehensive set of evaluation indicators that are highly valuable for both ongoing and final assessments of the training course. Continuous and cross-cutting evaluation throughout the entire training process enables both participants and staff to **recognize the outcomes achieved** and gain insight into the strengths and weaknesses of learners, work teams, the overall course structure, and other key aspects. **EQF** descriptors can complement EQAVET when assessing whether acquired competences match the intended qualification level.



REVIEW

At this stage, **EQAVET**, **ESCO**, and **Learning Outcomes** become especially valuable. Once the evaluation phase is complete, they allow for **drawing final conclusions** and **revising the training proposal** based on any adjustments to the professional profile, competencies, and skills. This also enables the adaptation of Learning Outcomes for future implementation of the initiative or for informing the organization's technical staff and management.