PR-ERF

Practical methodology for acquiring
Key Competences of ERF through CVET

*Validation and development
of Key Competences
in CVET adapted
to the field of
Personal Assistant*

PR-ERF, the Key Competences training programme for personal assistants.

A curriculum focused on the challenges and demands faced by today's personal assistants in a healthcare sector in their working environment.

A changing work environment, a solid training programme for the career development of personal assistants in the healthcare sector
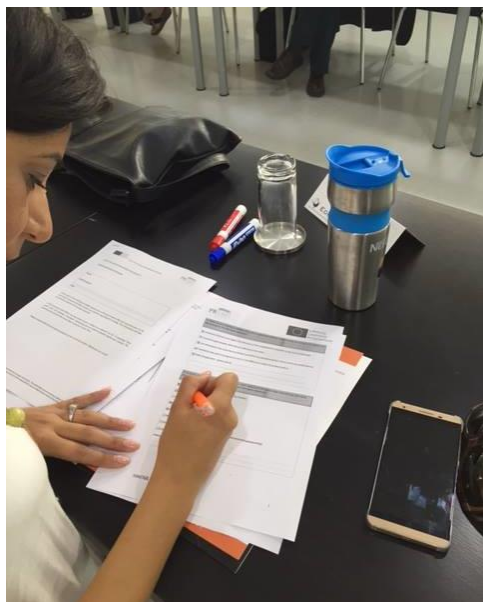
PR-ERF is an innovative training solution that aims to cover the gaps of traditional training programmes regarding the requirements of the Key Competences of European Reference Framework.

To achieve this goal a comprehensive training package on 8 key competences of ERF has been created including pedagogical materials and a self-assessment tool to assess the entry level of students and their learning needs. All is gathered in an e-learning platform for trainers available in 5 languages (English, Spanish, Swedish, Dutch and Greek).

Further information about e-platform inside.

PR-ERF technical solution
E-learning platform

PR-ERF provides and innovative training programme both in terms of content and technical solution in which those contents are available. Therefore, an e-learning platform, supported by Moodle, has been developed within the project. It presents clearly and comprehensively all the materials for the delivery of the 8 Key Competences of European Reference Framework. The platform has been validated through a testing process.

Platform features:

- **Training curricula for 8 ERF competences for personal assistant in healthcare sector linked to level 4 of EQF.**
- **Methodological tools and exercises for the delivery of the training programme.**
- **Assessment tool for evaluation by trainers and self-assessment of key competences level by learners.**
- **Library and resources for the trainer.**
- **Glossary.**

http://platform.prerf.eu/

THE STRUCTURE OF THE PLATFORM FOLLOWS A LOGIC STRUCTURE:

| **Select language** >>	**Select Key Competences** >>	**Content**
5 languages	8 Key Competences	Sections
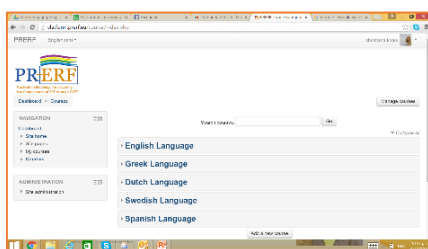
· English
·Greek
·Dutch
·Swedish
·Spanish
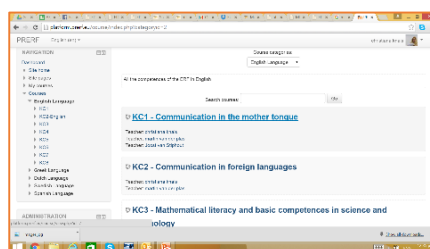
KC 1. Communication in mother tongue
KC 2. Communication in foreign languages
KC3. Mathematical & basic competences in science & technology
KC4. Digital competence
KC5. Learning to learn
KC6. Social and civic competences
KC7. Sense of initiative & entrepreneurship
KC8. Cultural awareness and expression
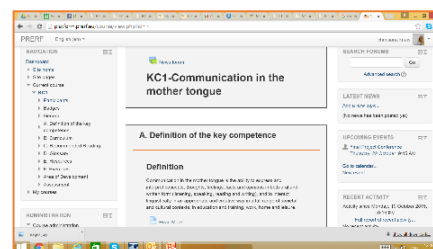
· Definition of Key Competence
· Curriculum (pdf)
· Recommended reading
· Glossary
· Several Resources
· Methodological tools

Results of the pilot phase, feedback of students and trainers

WHAT HAS BEEN ADDRESSED?

Five pilots have been carried out (approx. 100 participants), they covered areas of development of Learning to Learn competence as well as areas from one or two additional KC. Meaning:

- Self-management re own professional development and career.
- Ability to learn or study.
- Professional identity.
- Specific shortages: Cultural awareness, Digital, Entrepreneurship, English and/or on Mathematics/Science.

GENERAL PROCEDURE OF PILOTS

- Train the trainer workshop per partner country.
- Participants of pilot: self-appointed or by teachers.
- Zero measurement (questionnaire, self-test).
- 4 - 6 sessions, including home assignment.
- Final evaluation (questionnaire).

RATINGS OF THE MODULES AND TOOLS (over 10)

- Mixture of theory ad practice: 8,9
- Incorporation of prof. context: 9,0
- Usability e-learning platform: 8,7
- Promote to a friend: 9,3

GENERAL RECOMMENDATIONS

- General positive on mixture of theory and practice.
- Very positive on KC Learning to learn in all pilots.
- Very positive on group work and experiential exercises.
- Very positive on pre assessment test.

SELF-ASSESSMENT TOOL FOR STUDENTS

PR-ERF programme is structured as a sequence of units to work with different areas of development. It is not a linear training but its potential is the ability to adapt training to the needs of the student and the group. Therefore the self-assessment tool is one of the key elements of the platform: it allows learners and teachers know to what extent the student's knowledge match the key competences and what should be the areas to improve.

Different types of questions are proposed in the assessment or each area of development:

- Multiple choice (one correct answer).
- Check boxes (multiple answers).
- Matching questions (match one set with another set).
- Case study with multiple questions.
- Numeric questions.
- Fill in the text boxes.

The tool also provides explained solutions and feedback supporting student's answers.

EXPLOITATION AND DISSEMINATION WORKSHOPS

As part of dissemination and exploitation of the project two dissemination workshops targeted to stakeholders in each participant country has been carried out. The first one addressed to raise awareness about the aim of the project and the second to present final product and results achieved.

Dissemination strategy attempts to reach a wide scope of stakeholders in training and lifelong learning areas as well as representatives of educational policies and programmes at local and European level. Project partners have spread information about the project and PR-ERF methodology in other European projects and international forums.

Participation in events and dissemination of the project in The Netherlands, Spain and Greece.

Further information about project development: **www.prerf.eu**

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Lifelong Learning Programme