

Overview how to use our learning tools within the Erasmus+ Project “Early Inclusion”

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1. The importance to register yourself

In order to use all the functionalities of the Early Inclusion project and all its learning tools it is necessary for you as a user to register at the homepage.

This registering process allows you, to use the learning contents and to obtain an *Inclusion Competence Passport* as a result of your learning process.

To register click on the homepage on „**new account**“, select the functions you want to use first and define your e-mail, your name and your password.

If you want to register for the *Inclusion Training Passport* or to be an author in the *Inclusion Method Market* please click on these boxes.

Be aware all information are fully protected and some will be memorized in your *Inclusion Training Passport*. Therefore it is recommended, to use your real name and e.g. professional education.

To find your right EQF-Level (European Qualification Frame) click on this box and select „help“.

Within the next steps you will have to accept the terms and conditions, which you might read carefully. After having registered yourself in the homepage you can use all functionalities of the project.

2. Functionalities of the Early Inclusion Project

The Early Inclusion Project Homepage is a training platform for all related learning activities. All learning activities relate to our *Inclusion Briefing Packs*. These *Inclusion Briefing Packs* you'll find under the button „Tools“.

If you further click „go to the Inclusion Briefing Packs“ you will find 10 information packages about new disabilities. These Briefing Packs are connected with EQF (European Qualification Frame) and *Learning Outcomes* which define, what you will learn when you go through the Briefing Packs. These Briefings Packs are foreseen as self-organized learning activities or as learning activities within face-to-face-training within groups. The *Learning Outcomes* describe the level of complexity of the contents (see 4).

3. Obtain your Inclusion Competence Passport

3.1 Validation of Knowledge

After reading or studying you might go to the *Inclusion Competence Passport*. You will find it under „Tools“ and it consists of three parts that contribute scores:

Briefing Pack Validation means, that based on the input which you studied concerning the Briefing Packs you will be confronted with ten questions which you can answer online by clicking on the relevant answer button „Yes“ or „No“.

The system itself will count your right answers and will give you feed back about the amount of adequate answers. All these answers or points will be edited within each Briefing Pack and over all Briefing Packs.

3.2 Validation of skills

Beside validating your knowledge skills and competences by the Validation Questions your learning process will also focus on the Inclusion Method Market.

The Inclusion Method Market is an online market place, where diverse professionals upload their success stories of inclusive behaviour and inclusive acting with children and young persons with disability or from socially disadvantaged background.

You can use the *Inclusion Method Market* within 2 ways:

- a) The most intensive way to engage with the *Inclusion Method Market* is to upload own success stories: This active engagement will provide you with the highest amount of credits. All gained credits are edited and summarized in your Inclusion Training Passport.

b) By reading and studying the uploaded ideas of other users, commenting them and and by assessing them by means of stars: That means engaging with the *Inclusion Method Market* will provide you some points of self-learning in our project.

Your contribution will be transferred into ECVET-points and you will find a summary of all credits in your Inclusion Competence Passport.

3.3. Validation of wider competences

In addition to all credits gained on the project training platform you may upload already performed training sessions in the field of inclusion. If you upload e.g. certificates you will be able to self-assess the amount of credits or hours you have spent within your training.

All three major columns (Briefing Pack, Knowledge Validation, Engagement in the Inclusion Method Market) and informal training certificates will provide you with an Inclusion *Competence Passport* which shows your knowledge skills and competences within the field of inclusion. This passport can be printed out after your process is finished.

4. Support towards your EQF-assessment

The European Qualification Frame represents a framework concept towards categorisation and comparability of professional training.

Learning outcomes at the level 3 therefore refer to professionals who finished the obligatory national school system.

Learning outcomes at the level 4 refer to further secondary school without final exam or matura.

Level 5 refers to professionals finishing secondary school including the ability to join university (Matura, Abitur).

Level 6 represents a bachelor's degree on university level or analog trainings.

This information will be connected with your primary assessment of the EQF-Level.

As national qualification systems might differ significantly you are kindly asked to refer to your National Qualification Frame.

5. Support and contact

If you need any help using our training tool, please contact Prof. Dr. Manfred Pretis: office@sinn-evaluation.at

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