Self Assessment and Learning Guide

for

ECQA Certified Professions

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1. The Implemented Learning and Course Development System

1.1. The Implemented Learning Cycle (see Figure 1) - User level: Learner

- Participants (Learners) log into the Capability Adviser, browse the skills tree, assess their skills against performance criteria, upload evidences to prove their skills, and print a skills profile.

- Participants (Learners) select the “Learning Steps” option the Capability Adviser, access recommended learning references, and can call “Sign In” to log into courses on the Moodle web based training server system.

- Users (Learners) on the Moodle System attend the courses, perform exercises, upload results of their homework, and receive feedback from the trainer.

- Users (Learners) switch to the Capability Adviser window (if you did all in one session) or log into Capability adviser as participant and upload their homework results as evidence into the system to prove their competence.
1.2. The Implemented Accreditation Process (see Figure 1) - User level: Assessor/ Accreditation Body

![Diagram of the Accreditation Process]

Figure 2: The Accreditation Step

1. Users (Learners) inform Assessors. Formal Assessors log into the Capability Adviser, assess the evidences, assess the performance criteria, and produce a formal skills profile of the user. The results of the formal assessor display separately.

1.3. The Implemented Course and Skills Development System (see Figure 1)

User level: Course and Skills Developer/Administrator

Course Developers (Trainers, Accreditation Institutions, etc.) log into an e-working space where course material development work can be shared in a team. The system offers team management, working scenarios, version control, and an interface to –

1. Export the training and reference materials in the Moodle based training system.
2. Enter and administer a skill card online, which forms the basis for step 1 in Figure 1.

Note: This manual describes the user/learner level.

To access the Capability Adviser Skill & Exam Portal please visit the ECQA website at:

http://www.ecqa.org/index.php?id=23

Note: In the following chapters of the guide we describe the functions based on the innovation manager example. It works the same way for the other professions.
2. Assess Your Skills

Step 1 - Register

Select “Learning Portal” from the left menu and click on the “Register” button to proceed.

![Figure 3: Exam Registration - Opening the ECQA Website and Select “Learning Portal”](image)

The next step is to select the profession and confirm it by clicking on the “Next” button.

![Figure 4: Select Profession](image)
After the profession was chosen, select the training body and confirm again with “Next”.

**Figure 5:** Select Training Body

If you have already registered to the system before, please select the first option (“I have registered to the system before and have a username and password.”). If you haven’t registered before, please select the second option (“I am a new user and would like to create an account.”) and fill out the requested fields. All fields are mandatory.

After registering to the system you are logged in automatically. Once logged in you can browse the skill card, perform a self assessment and connect to the learning management system (see the Capability Adviser Users Guide for more information and step 3).
Figure 6: Register

Step 2 - Login

Select “Learning Portal” from the left menu and enter your username and password. Enter your user details and click on the “Login” button to proceed.

Figure 7: Learning Portal – Participant login
Step 3 – The Assessment Tree

After logging in the skill card tree and the pull down menu is displayed and the help wizard is opened in a new window.

![Skill Card and Help Wizard](image)

Figure 8: Skill Card and Help Wizard

Step 4 – Perform Self Assessment

- Browse through the skills tree of skills units, learning elements, and performance criteria. (Figure 9)
- self assess performance criteria, whole elements or whole units with a standard evaluation scale of poor/fair/good/excellent and Not Applicable. (Figure 10)
- Select “Self Test” to test your skills against certain performance criteria based on a multiple choice test. The system automatically checks the answers and scores with a standard evaluation scale of poor/fair/good/excellent and Not Applicable (Figure 11)
- See your achieved skills profile. (Figure 12)
Figure 9: Browsing the Skill Card

Figure 10: Evaluation Scale and Self Test

Figure 11: Multiple Choice Questions and Receive Evaluation on a Scale
After that you can choose **Results** the Assessment menu bar. A new window opens, which shows the percent chart showing the satisfaction per skills element.

![Results screenshot](image)

**Figure 12**: Results – the profile is a percent chart showing the satisfaction per skills unit

**Step 5 – Collect Evidences to Prove your Competence**

If you want to enter any formal assessment or formal accreditation (beyond the scope of a self assessment) you need to prove your skills by evidences. Evidences can be any electronic files (sample documents, sample graphics, results of some analysis, etc.) or any references with details (e.g. a certificate received from a certain institution). Select **Evidences** from the pull-down menu and click choose **Collect** to upload the evidences to the system and build this way your evidence portfolio:
After uploading your evidences you can assign them to skill units or learning elements. Select the target unit or element in the left tree and click on the Assign Evidences button in the right tree. A new window opens where you can assign the evidences from your portfolio to the target element.

Figure 13: Upload Your Files

Figure 14: Assign Evidences button
Figure 15: Assign Evidences to Skill Elements in the Skill Card (Skills Units, Learning Elements)

Once the evidences have been assigned the button Show Assigned Evidences will appear which displays the assigned evidences.

Figure 16: Show Assigned Evidences button

Figure 17: View – Evidences
3. View Learning References and Sign in for Course

Step 6 - Learning Recommendations – References

By selecting References from the Learning menu point a list of reference materials (links, books, proceedings etc.) for each unit is displayed in a new window.

Figure 18: Click Unit (e.g. Understanding Innovation Management) - List of References for the Unit Understanding Innovation Management

<table>
<thead>
<tr>
<th>Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>S0: Understanding Innovation Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit/Element</th>
<th>From invention to innovation</th>
<th>U.S. Department of Energy Inventions &amp; Innovation Program</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E: Introduction to Innovation Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit/Element</th>
<th>Wally’s Definition of Knowledge Management</th>
<th>download: 10.6.2004</th>
</tr>
</thead>
</table>

Figure 19: List of references displayed
**Step 7 – Online courses and log into web based training**

By selecting courses from the learning menu point a new window will open with a list of recommended courses. The student/user can directly sign in for a course by clicking on the Sign In button. The username and password from the Capability Adviser are transferred to the Learning Management System Moodle.

![Offered Courses](image)

**Figure 20: Offered Courses**

4. **Attend Courses Online (Moodle)**

**Step 8 – Attend Courses Online and Perform Exercises**

After the receipt of a learning plan and the sign up for courses, the users attend courses online and perform exercises. Successful exercises are then used as evidences for the next assessment step (to prove that skills gaps have been solved).

After the user selects Sign In from the Learning Steps function, the Moodle System is opened in a new window. Usually the user is already logged in.

The user is also enrolled to the selected course. The course offers PowerPoint slides, with the course material, additional student notes and usually one or two exercises. The performed exercises can later be uploaded as evidences to the Capability Adviser. This way the assessment process model form a continuous learning cycle until a learner covers all aspects of a job role / skill card.
**Figure 21**: Moodle Web based Training Server – You are Logged in – my Courses are Selected (Sign In)

**Figure 22**: Select one of the Courses (e.g. Understanding Innovation Management)
Figure 23: After Selecting a Course - Course material with exercises
Figure 24: After Selecting a Course – Open the Course Presentation Files

Figure 25: After Going through The Course Presentation Files – Open an Exercise

5. **Do and Upload Exercise (Moodle)**

Step 9 – Upload Your Exercises Results / Homework

After performance of an exercise you select the exercise link in Figure 23 and upload your homework results for review by the trainer.
Figure 26: After Finishing the Homework – Upload the Results 1

Figure 27: After Finishing the Homework – Upload the Results 2
Step 10 – Trainers Provide Feedback

Trainers log into the web based training and review the homework and provide correction notes and feedback. Trainers can also discuss results with all students in discussion areas.

A teacher (if you have a teacher account) would then see the submissions of the students and can review the submissions.

Figure 28: Trainer view of the uploaded exercises from learners

Figure 29: Trainer enters feedback for the student – correction notes
Using the Link “Discussion About …” in the Figure 23 the trainer and students can discuss the content and results on a regular basis.

![Image of the interface showing the Discussion feature](image.png)

**Figure 30:** Users/Students see the trainer feedback about the exercises

**Step 11 – Use Exercise Results as Evidences**

To complete the learning and assessment cycle the student can log into the Capability Adviser assessment environment and import the exercises result as an evidence. Select Evidences from the pull-down menu and click choose Collect to get a list of already uploaded evidences. Click on the Import Moodle Evidences button to import the exercises performed in Moodle to the Capability Adviser as evidences. In the next dialog select the exercises, which you would like to import.
Figure 31: Click on the *Import Moodle Evidences* button to import the Moodle Evidences

After you finished with the collection of evidences, the evidences need to be assigned to learning element or units. Select an unit or learning element from the left tree and use the evidences assign function from the pull down menu.
List of Collected Evidences:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution to Conflict Management</td>
<td>none</td>
<td>nqa.organic_def023000_training.sdl.51;internal&amp;version=1.1.htm</td>
</tr>
<tr>
<td>Exercise Upload</td>
<td>See Moodle</td>
<td>exercise_description.txt</td>
</tr>
<tr>
<td>test</td>
<td>tet</td>
<td>NQA_explotation_demo.pdf</td>
</tr>
<tr>
<td>Moodle Exercise</td>
<td>none</td>
<td>E-sec-NA-Additional.doc</td>
</tr>
</tbody>
</table>

Delete Marked Evidences

Import Moodle Evidences

Upload a new Evidence:

Title
File
Browse...
Description

Add new evidence

After you finished with the collection of evidences, the evidences need to be assigned to learning element or units. Select an unit or learning element from the left tree and use the evidences assign function from the pull down menu.

Figure 32: Moodle exercise imported as evidence