

# AGENDA

<b>EVENT NAME</b>	<b>Validation of non-formal and informal learning: from concepts to implementation. Focus on the Assessment phase. TRAINING OF ASSESSORS</b>
<b>LOCATION</b>	HOTEL Solun - Skopje
<b>DATE(S)</b>	11-15/Dec 2017



## INTRODUCTION AND OBJECTIVES

The objective of this initiative is to support development of systematic VNFIL arrangements and prepare for *implementation*.

This 5-days training workshop aims to contribute to organising the approach and build capacity to carry out reliable and valid **assessment** within VNFIL processes. This focus represents a move from reflection, awareness raising and conceptualisation that has characterised our VNFIL activities so far - to concrete experimentation and practical steps. This shift fully reflects the vision of Centre for Adult Education (CAE) and the aspiration to put in motion VNFIL processes, by focusing on quality-assured assessment processes and methods. VNFIL is part of the principles and objectives of the NQF.

Participants are:

- Up to 14 trainees (assessors) selected in accordance with defined criteria
- Trainers team: Anni Karttunen and Ognen Spasovski
- CAE and ETF

The training programme lasts 5 working days in 1 week and combines varied and fit-for-purpose learning activities, including practical exercises and a real case of assessment. Self-assessment of all trainees and development of individual plans for further learning are part of the agenda. Participants will receive attendance certificates.

### The expected learning outcomes of this training workshop

After the training and workshop the participant will be able to:

- demonstrate good command of the prerequisites related to VNFIL in the Former Yugoslav Republic of Macedonia.
- professionally and efficiently apply the tasks connected to his/her role as a VNFIL trainer
- execute the VNFIL process in cooperation with other VNFIL practitioners and stakeholders
- provide accurate and analytical feedback on the VNFIL process in order to improve it
- independently reflect the VNFIL process from the viewpoint of the individual candidate

## Day 1: Monday, 11/12/2017

**Focus of the day: Introduction to validation of non-formal and informal learning. Agenda of the training programme. Setting the scene.**

08.30-08.45	<b>Registration of participants</b>
08.45– 09.00	<b>Opening and welcome remarks</b> <i>Director Centre for Adult Education (CAE)</i> <i>Ministry of Education and Science</i> <i>ETF, Eduarda Castel-Branco</i>
09:00– 09.20	Tour de table – participants of the workshop
09:20 – 09:50	<b>Session 1</b> Introduction Objectives of the workshop and its context  <i>Speakers: Maja Korubin (CAE) and Eduarda Castel Branco (ETF)</i>
09.50 – 10.30	<b>Session 2</b> Introduction to the training programme: topics, expected learning outcomes, agenda. Working methods. Roles and responsibilities. Participation and commitments. Introduction to the Assessment Guide.  <i>Facilitators:</i> <ul style="list-style-type: none"><li>• <i>Anni Karttunen Karttunen (AK - key international expert) and Ognen Spasovski (OS - national expert)</i></li></ul>
10.30-10.50	▪ Coffee break
10.50 – 12.00	<b>Session 3</b> <ul style="list-style-type: none"><li>• Key concepts in validation of non-formal and informal learning (VNFIL)</li><li>• Benefits of VNFIL - the rationale - why validation?</li></ul> AK / OS
12.00 - 13.00	▪ Group photo and lunch

13.00 -15.00	<p><b>Session 4</b></p> <ul style="list-style-type: none"> <li>• The main phases of validation</li> <li>• Quality assurance in the different phases of VNFIL, linkages between the phases</li> </ul> <p>AK / OS</p>
15.15 – 15.15	Wrap-up, main points for the next day.
15.15	Coffee break

## Day 2: Tuesday 12/12/ 2017

Focus of the day: Tools for quality assurance in VNFIL assessment

08:30 – 08:45	<ul style="list-style-type: none"><li>▪ Recapitulation of day 1. Objectives and agenda of day 2</li></ul> AK/OS
08:45 – 10.30	<b>Session 5</b> <ul style="list-style-type: none"><li>• <b>Workshop</b> on quality assurance in VNFIL with focus on assessment.</li></ul> AK/OS
10.30 – 10.50	Coffee break
10.50 – 11.30	<b>Session 5 (conclusion)</b> <ul style="list-style-type: none"><li>• Results and conclusions of session 5</li><li>• Future steps</li></ul> AK/OS
11.30 – 12.30	Lunch break
12.30 – 13.30	<b>Session 6</b> <p>European tools and policies in support of assessment in VNFIL:</p> <ul style="list-style-type: none"><li>• New skills Agenda for Europe and its implementation</li><li>• VNFIL Council Recommendation 2012</li><li>• EQF/NQF development</li><li>• ECVET</li><li>• Inventory</li><li>• Guidelines</li></ul> Eduarda Castel-Branco, ETF
13.30 – 15.00	<b>Session 7</b> <p>Learning objectives, learning outcomes and competences as basis for assessment</p> AK/OS <b>Group work:</b> exercise with the help of the descriptors of EQF level 4 <i>All</i>
15.00 – 15.15	Wrap-up and main points for the next day
15.15 - 15.30	<ul style="list-style-type: none"><li>▪ Coffee break</li></ul>



## Day 3: Wednesday 13/12/ 2017

### Focus of the day: Assessment in VNFIL: profiles and procedures

08:30 – 08:45	<ul style="list-style-type: none"><li>▪ Recapitulation of day 2. Objectives and agenda of day 3</li></ul> AK/OS
08:45 – 10.30	<b>Session 8</b> <ul style="list-style-type: none"><li>• Competence profiles of assessors</li></ul> AK/OS
10.30 – 10.50	Coffee break
10.50 – 12.00	<b>Session 9</b> <ul style="list-style-type: none"><li>• Assessment procedures in VNFIL</li></ul> AK/OS
12.00 – 13.00	<ul style="list-style-type: none"><li>▪ Lunch break</li></ul>
13.00 – 14.30	<b>Session 10</b> <b>Group work exercise:</b> description of the typical VNFIL candidate and VNFIL process of a specific occupation according to instructions / Part I All
14.30 – 15.15	Presenting results, discussion of main conclusions.
15.15	<ul style="list-style-type: none"><li>▪ Coffee break</li></ul>

## Day 4: Thursday 14/12/2017

### Focus of the day: Assessment in VNFIL: methods and practice

08:30 – 08:45	<ul style="list-style-type: none"><li>▪ Recapitulation of exercises of the day</li></ul> AK/OS
08:45 – 10.30	<b>Session 11</b> <ul style="list-style-type: none"><li>• Assessment methods in different contexts of VNFIL</li></ul> AK/OS
10.30 – 10.50	Coffee break
10.50 – 12.00	<b>Session 12</b> <ul style="list-style-type: none"><li>• <b>Group exercise:</b> Description of the VNFIL assessment process using suitable assessment methods / Part II</li></ul> All
12.00 – 13.00	<ul style="list-style-type: none"><li>▪ Lunch break</li></ul>
13.00 – 15.00	<b>Group work continues</b> <ul style="list-style-type: none"><li>• Presentation of cases by the participants</li></ul> Identification of main strengths and weaknesses, planning corrective and further development actions. Participants' proposals for national arrangements of assessment in the context of VNFIL All
15.00 – 15.15	Wrap-up of the day and main points for final training day
15.15 – 15.30	<ul style="list-style-type: none"><li>▪ Coffee break</li></ul>

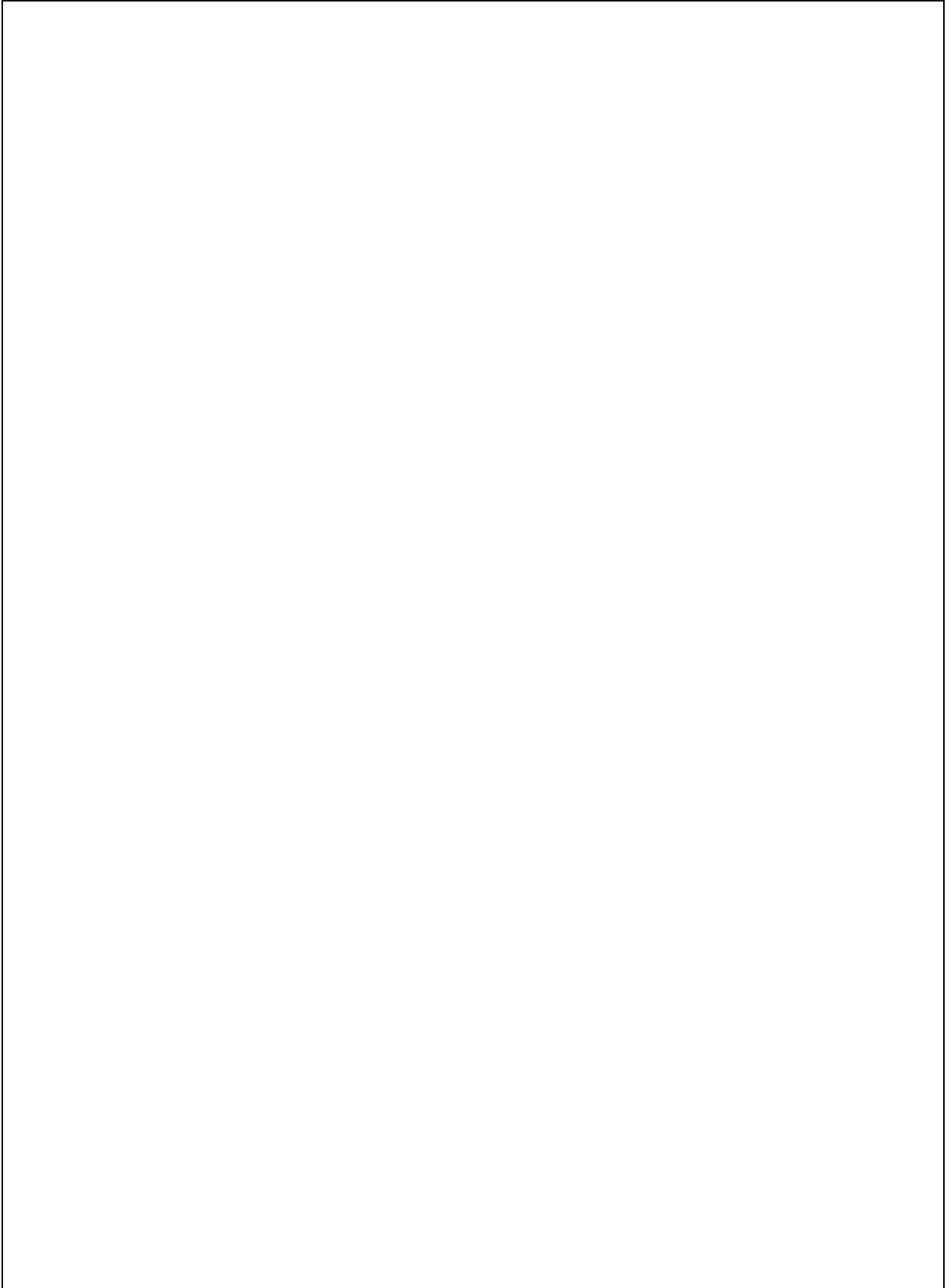


## Day 5: Friday 15/12/ 2017

**Focus of the day: Assessment in VNFIL: Implementation process, trainees' self-assessment and individual development plans. Certificates. Conclusion**

08:30 – 08.45	<ul style="list-style-type: none"><li>▪ Questions and reflections for the final training day</li></ul> AK/OS
08:45 – 10.15	<b>Session 13</b> Implementation of VNFIL procedures: process, prerequisites, future steps AK / OS
10.15 – 10.30	Coffee break
10.30 – 12.00	<b>Session 14</b> <b>Trainees' self-assessment</b> and individual development path exercise <ul style="list-style-type: none"><li>▪ All</li></ul>
12.00 – 13.00	Lunch break
13.00 – 14.10	<b>Session 15</b> Presenting the results of the trainees' self-assessment and personal development paths: needs for support structures? Proposals for sustainability of outcomes of this training workshop In which sectors, occupations, regions is VNFIL likely to have demand? What is needed to effectively start? How can interested providers cooperate and learn from each other? A community of practice for VNFIL? All
14.10 – 14.45	<b>Session 16</b> Questions and answers on assessment in VNFIL AK/OS
14.45 – 15.15	<b>Session 17</b> Assessment in the context of VNFIL: Feedback, concluding remarks All
15.15 – 15.30	<ul style="list-style-type: none"><li>▪ Closing remarks by Ministry of Education and Science, CAE, ETF</li><li>▪ Distribution of participation certificates</li></ul> Maja Korubin (CAE) and Eduarda Castel-Branco (ETF)
15.30 – 16.30	<ul style="list-style-type: none"><li>▪ Coffee - Cocktail with participation Ministry of Education and Science</li></ul>

**INDIVIDUAL NOTES FROM WORKSHOP:**

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