

# microVET

## Introducing micro-credentials to the digital era of VET

Prepared by



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## Project Information

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## Introduction

### MicroVET Project

MicroVET Project foresees to introduce and familiarize target groups, stakeholders, and any other relevant actor with the micro-credential approach that can contribute in the provision of high-quality, attractive, and responsive training opportunities that correspond to specific needs of various types of learners. The project addresses the need for more flexible training opportunities emerged from the impact of COVID-19 and the transition towards sustainable and digital approaches in multiple strategic sectors.

The development and attendance of microVET courses will increase the opportunities for professional development in a constantly changing labor market for trainers and trainees.

### Project Activities

The microVET aims to produce 4 project results that will be freely accessible by all and are listed below:

PR1. Methodology for the development of microVET courses;

PR2. MicroVET courses linked to micro-credentials;

PR3. MicroVET Repository;

P4. EU alliance for micro-credentials.

### Expected Results

- A current status study report on micro-credentials: based on the findings of the research and needs analysis carried out during the preparation of this proposal, in combination with the results of six transnational and cross-sectoral focus groups to be organized early in the implementation period, the partnership will deliver a report on the current situation of micro-credentials at national and European level, identifying good practices, needs and shortages and recommending common action.

- A methodology for the development of microVET courses linked to micro-credentials: building on the findings and the current status study and the experience and expertise of partners, a methodology for the development and delivery of microVET courses with validated learning outcomes will be delivered.

- A framework for micro-credential ambassadors: VET and training providers in general will be prepared to transit to the micro-credential digital era through the assignment of the micro-credential ambassador role to staff members. These ambassadors will undertake the responsibility to create an internal team to work on the incorporation of micro-credential in

regular training provision, as well as communicate the approach to relevant target groups (learners, trainers, etc.). A framework to guide and support micro-credential ambassadors will be delivered and kept updated

- The microVET courses: the internal teams of training-related partner organizations will utilize the methodology to develop microVET courses that will be freely available through the microVET Repository. The topics will be selected based on the need analysis and the experience of organizations, in particular of the micro-credential ambassadors. External organizations will, also, have the opportunity to develop microVET courses and upload them to the Repository, following a verification process in terms of structure, content, and quality.

- The microVET Repository: a fully accessible, open online space to host the microVET courses and encourage interaction among users will be developed and kept updated. Upon registration, it will offer user the chance to select and attend the most suitable for their need's courses, validate the learning outcomes, and receive a digital attestation of their effort.

- The pan-European alliance for micro-credentials: the EU alliance for micro-credentials will be based on mutual support and commitment towards spreading the micro-credential approach. Its main aim will be to encourage and motivate organizations and individuals to transit to more innovative approaches for training and validation of acquired skills, incorporate micro-credentials to their training provision and better address the needs of their target group.

## R2. MicroVET courses linked to micro-credentials

The methodology for the development of microVET courses linked to micro-credentials will provide training organizations and their staff a solid basis to build upon for their digital transition to a new, more flexible training approach. Even if the methodology is foreseen to provide an integrated solution that combines both theoretical and practical tools and methods, the partnership realizes that its effectiveness and practical application should be proven by the actual development of microVET courses that will be made freely available through the microVET Repository.

The courses will not just be considered evidence of the methodology's effectiveness, but most importantly they will be the stepping stone for the shift towards a new era of education and training, acting as both an example and a motivation for the development of an open, microVET courses library.

As already elaborated, the changing needs of trainees in combination with the demands of the labor market for specialized skills have created a uniquely interdependent environment for training, the markets, and society in general. On the one hand, training offers should be designed to provide flexibility for diverse training target groups, thus ensuring inclusive training provision at content, methods, and recognition level, while on the other hand the targeted acquisition of skills and competences should be the cornerstone of provided training opportunities.

The 2<sup>nd</sup> project result foresees to correspond to the needs of both training organizations and trainees by preparing trainers and training providers for the development and delivery of microVET courses linked to micro-credentials, according to the established methodology, and by developing a certain number of such microVET courses according to identified needs of trainees, to be fully accessible for free to anyone interested, and to act as the starting point for the development of an open space for micro credentials opportunities.

For the preparation of trainers and training organizations, the partnership has opted to utilize an innovative approach that includes the formulation of internal teams under the guidance of "micro-credentials ambassadors". Realizing that levels of motivation and interest among trainers within training organizations might significantly vary, the project aims to take full advantage of those more willing to contribute in the up-taking of micro-credentials, by inviting them to become "ambassadors" within their organization.

Through targeted training and a strategic framework, the ambassadors will undertake a set of responsibilities to adequately prepare and guide their organizations for the development and delivery of microVET courses linked to micro-credentials. Furthermore, as already explained,

the project attempts to combine micro-credentials and digital credentials to shape an innovative, even more flexible training approach. As so, the recognition of learning outcomes, attribution of ECVET points, and in time micro-credentials (following anticipated developments at EU and national levels) will be performed solely on a digital basis, designed by iCert with the contribution of partners (training-related) and incorporated in the operation of the microVET Repository.

All microVET courses to be developed will be distributed under a Creative Commons license, allowing for open use, reuse, adaptation and sharing of the content for non-commercial purposes. Open access to the courses is expected to facilitate transferability and sustainability of results, since interested stakeholders will have the opportunity not only to use the material, but also to adjust them to correspond to specific circumstances, widening the impact to multiple sectors and diverse target groups.

### Framework for micro-credential ambassadors' program

The microVET partnership has opted to utilize a methodology that is built on the decisive role of “ambassadors” as individuals leading and guiding their institutions towards the transition to the provision of more flexible, targeted, and validated training opportunities.

The “**Framework for micro-credential ambassadors**” will include all the necessary information, methods and tools for trainers to realize an ambassadorial role for micro-credentials within their organizations; indicatively to arrange and prepare internal teams for the development and delivery of micro courses linked to micro-credentials, act as focal points, facilitate the establishment of synergies and collaborations, and update plans and policies according to national and European developments in the field of micro-credentials.

The framework will be freely available in English and all national languages through the Project’s website and the microVET Repository.

In the framework of the Project and aiming not only to test the applicability and effectiveness of produced results (methodology and framework), but also to pave the way for other organizations and training-related partners (ESHA, AKMI, Know and Can, CEPROF, CESIE).

#### 1. Purpose of the micro-credential ambassadors

The **micro credential ambassadors' program** will focus on developing ambassadors within the organizations that will create internal teams for the development and delivery of micro courses linked to micro-credentials, act as focal points, facilitate the establishment of synergies and collaborations, and update plans and policies according to national and European developments in the field of micro-credentials.

## 2. Micro-credential ambassadors' roles and responsibilities

The micro-credential ambassadors have the following roles and responsibilities during the implementation of the microVET project:

Title	Micro-credential ambassador
<b>Description</b>	The micro-credential ambassador will be a person increasing the awareness of the micro-credentials to the organization members and other relevant stakeholders.
<b>Responsibilities</b>	Micro-credential ambassadors will: <ul style="list-style-type: none"> <li>• spread the word about the microVET objectives and goals</li> <li>• increase the awareness of micro credentials within and outside of the organizations</li> <li>• review and provide feedback on the methodology for the development of microVET courses linked to micro-credentials</li> <li>• review and provide of concrete feedback on the framework for micro-credential ambassadors</li> <li>• participate in the transnational training activity “Micro-credential Ambassadors”</li> <li>• organize and coordinate internal teams for the development of the microVET courses to be made available through the Repository</li> <li>• monitor the enrichment process of the microVET Repository with courses from external organizations</li> <li>• participate in dissemination and multiplier events to introduce micro-credentials to their peers and familiarize them with the development and delivery process.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Organization employees</li> <li>• English Language Level</li> <li>• Educational Professional Background</li> <li>• Personal interest for participating in the mobility</li> <li>• Eagerness to act as an ambassador for your colleagues after the completion of the mobility.</li> <li>• Willingness to disseminate/ share your experience</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Get experience in micro-credentials</li> <li>• Become a micro-credential expert</li> <li>• Design and develop micro-credential courses</li> <li>• Train new trainers in the micro-credential methodology</li> <li>• Cooperation with partners in transnational context</li> </ul>

## 3. Find and reach out to potential ambassadors

It is highly proposed to approach employees and staff already working in the organization so as to become micro-credential ambassadors. Employees have experience of the strengths, weaknesses, opportunities and threats of their organizations, they can provide their colleagues and other relevant stakeholders with the inside scoop, and so are the best people to talk about the organizations and their current services.



Furthermore, employees are committed to their organization's values and know how to adequately represent their organization. Even if employees require less briefing on the organization's mission and activities, they can be more easily engaged with any additional activity or action of their organizations. Teachers and trainers having dedicated their work in education and training they will be able to reflect their teaching experience and provide their inputs in the current online and training courses provided within and outside their organizations.

The teachers and trainers being ambassadors are considered more credible and trustworthy employees, and they are more likely to attract more people and colleagues to a new educational and training approach.

The invitation of employees to become micro-credential ambassadors can be implemented through an email invitation to the organization staff. This can be adapted to organization's own national context and language.

#### 4. Micro-credential ambassadors' selection process

The selection of the micro-credential ambassadors requires the planning of specific process and evaluation criteria. The most preferred way of selecting an ambassador is the identification of the necessary requirements. Selection is an important process contributing the overall success of the project.

##### 1. Application

The ambassador's invitation sent to the employees of the organization can be accompanied by an application form. In general, an application is highly recommended to include a couple specific questions being helpful for selecting the ambassadors that will truly be a great fit for your project or organization. The following basic information from your potential ambassadors should be included: full name, email, phone number, previous experience in education and micro-credentials, and motivation of becoming a micro-credential ambassador. A proposed application form for the microVET micro-credential project is the following: <https://forms.gle/evBDnbsuKpqdL3Py8>.

##### 2. Selection & Evaluation

By setting criteria ahead of time, the people being responsible for selecting the ambassador have a clear picture of exactly what qualifications, skills and experience they are looking for. As a result, it is easier to determine who is the most appropriate ambassador. The creation of an evaluation grid (figure 1) outlining the main selection criteria which correspond to the ambassadors' roles and responsibilities is helpful for adequately choosing the most

appropriate candidate. The person/people gathering the highest score will be the most suitable micro-credential ambassadors.

Evaluation grid	Maximum Score	Candidate 1		Candidate 2	
		Score	Comments	Score	Comments
<b>Personal interest</b>	10				
Motivation for the participation in the meeting					
<b>Professional experience</b>	20				
Professional Experience in Education and Training					
Experience in online education					
Micro-credential knowledge					
<b>Skills</b>	10				
English Language Level (minimum in B2 level)					
<b>Total Score</b>	40				

Figure 1: Evaluation grid

## 5. Engagement of ambassadors

The most essential part of ambassadors' engagement is their initial alignment with the topic and the project activities. The ambassador's invitation (*see Annex 2*) to an online induction meeting for clarifying on micro-credentials, the microVET project and its activities can have beneficial effects in the efficient cooperation between the partners and their organizations.

The most important part that should be considered for the ambassadors' ongoing engagement is the following:

- **Personal goal setting**

The connection of ambassadors' personal goals with the scope and the purpose of the project can ensure the incessant engagement during the whole project implementation. An ambassador's role can benefit professionals being willing to increase the outreach of their work, share their experience and expertise, engage more people with micro-credentials and micro-VET goals and want to develop their current skills and competencies.

- **Active involvement & Recognition of their achievements**

The recognition of their contribution in the project's goals and activities and their participation in events, activities, and actions implemented should be disseminated within and outside the organization.

## Annexes

### Annex 1: Invitation to micro-credential ambassadors

Theme: Invitation to become a micro-credential ambassador

Dear (Name of the Recipient),

I am writing to you from to invite you to become ambassador in the context of Erasmus+ project, MICROVET - Introducing micro-credentials to the digital era of VET, in collaboration with partners from The Netherlands, Greece, Bulgaria, Portugal, Italy, Greece and Luxemburg. The aim of the project is to improve the quality and attractiveness of VET and training in general, through the provision of flexible, inclusive and highly applicable training offers that correspond to contemporary needs of learners/trainees, to familiarize VET and training providers with the micro-credential approach and support the professional development and employability potential of learners/trainees through the provision of free, microVET courses. In this regard, (name of the representing organization) is inviting its employees to apply for becoming micro-credential ambassadors.

Micro-credential ambassadors will spread the word about the microVET objectives and goals, increase the awareness of micro credentials within and outside of the organizations, review and provide feedback on the methodology for the development of microVET courses linked to micro-credentials, review and provide of concrete feedback on the framework for micro-credential ambassadors, participate in the transnational training activity “Micro-credential Ambassadors”, organize and coordinate internal teams for the development of the microVET courses to be made available through the Repository, monitor the enrichment process of the microVET Repository with courses from external organizations, and participate in dissemination and multiplier events to introduce micro-credentials to their peers and familiarize them with the development and delivery process.

The participation requirements are the knowledge of English language in B2 level, the Educational/Teaching Professional Background, personal interest for learning more in micro-credentials, the eagerness to act as a micro-credential ambassador for your colleagues, and willingness to disseminate or share your experience.

The presenting experience will have beneficial effects for yourself and your organization since you will get experience in micro-credentials, become a micro-credential expert, design and develop micro-credential courses, train new trainers in the micro-credential methodology, cooperation with training providers in EU level.

If you are unsure about any aspect of the micro-credential ambassadors' program, or would like more information about the project, you can contact me by email at (project manager email address).

I look forward to your kind reply, thank you in advance for your contribution.

Kind Regards,  
(sender's email)

## Annex 2: Welcoming Email to Micro-credential ambassador

### **Welcome email**

**Subject: Letter to Welcome to Brand Ambassador**

Dear (Name of the Recipient),

We are very happy to welcome you as the micro-credential ambassador of our organization and microVET project.

We really admire you from our heart for your great skills and we are very happy to actively involve you in our microVET project.

All project members are waiting to meet you and share your ideas on the day of (mention joining date), at the time of (mention time).

You are invited to attend a first online meeting regarding the microVET project and micro-credentials.

our company's big decisions and steps. You are requested to share your ideas regarding the betterment of our company. We request you to join the lunch party with us on that previously mentioned day.

We welcome you once again to the microVET project and hope your contribution will help greatly in the success of our company.

Feel free to contact me at any time for any information you need. I am always ready to help you.

We wish for your better understanding and support in the future.

Thank you very much for your precious time and support,

With regards,

(Signature)