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WESTERN BALKANS
ALLIANCE FOR
WORK-BASED
LEARNING

ERI | Education
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Initiative of
South
Eastern
Europe

Fine-tuning of the Common Regional Framework for development of regionally- based standards of occupations

Workshop

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Towards regionally-based occupational standards – TO REGOS; Project of the Western Balkans Alliance for Work-based Learning, funded by the Austrian Development Agency with funds from the Austrian Development Cooperation

Content



- **Presentation of methodology (steps, processes and formats) to be used in the development of regionally-based standards of occupations**
- **Workshop (part 1) - Reaching the consensus on the content of the Common regional framework**
- **Workshop (part 2) - The development of the Template of the occupational standard**
- **Workshop (part 3) - Definition of terms used**

WS Goals



- To elaborate on the processes to be used at regional level for successful development of regionally-based standards of occupations
- To distinguish nationally-based and regionally-based activities
- To define the template for the regionally-based standards of occupations
- To define the terminology to be used
- Planning of the next steps

Basic workshop rules

Rules should be made together at the beginning of group work, thus becoming the norm for all members. They are designed to describe behaviour which is clearly desirable and not to describe undesirable behaviour.

Proposal is as follows:

- Rule of circle - all sitting in a circle, if possible, because it gives equal opportunity of expression without anyone's domination
- Rule of listening – it is expected that everyone listens carefully to each other
- Privacy Rule – what is said in the circle, stays in the circle
- Rule of participation – there are no observers, only participants
- The rule of respecting the agreed time
- “Don’t sit on your needs” rule – if necessary, no one should refrain from leaving the workshop
- Special rules - agreed specific rules for a specific workshop (cell phone, food, movement ...)

Rules of successful work in the workshop

- **Mutual Respect**
- **Productive cooperation**
- **Encouraging and supporting each other**
- **Respecting differences and specific capabilities of each individual**
- **Striving to the best possible achieved common results**



Roles in the team

organizer

moderator

coordinator

administrator

researcher

data collector

one who encourages

timekeeper

spokesperson

reporter.....



From national frameworks

- Emphasise should be on 5 – 12 business representatives at national levels for development of national occupational standards (from Micro, small, medium and large enterprises in order to get relevant basis for OS development)
- Input from the business sector at national levels, regarding national analysis were Polls or surveys, structured interviews, focus groups, DACUM* and functional analysis

DACUM is an acronym for developing a curriculum. It is a one or two day storyboarding process that provides a picture of what the worker does in terms of duties, tasks, knowledge, skills, traits and in some cases the tools the worker uses. The information is presented in graphic chart form and can include information on critical and frequently performed tasks and the training needs of workers.

Towards regional framework

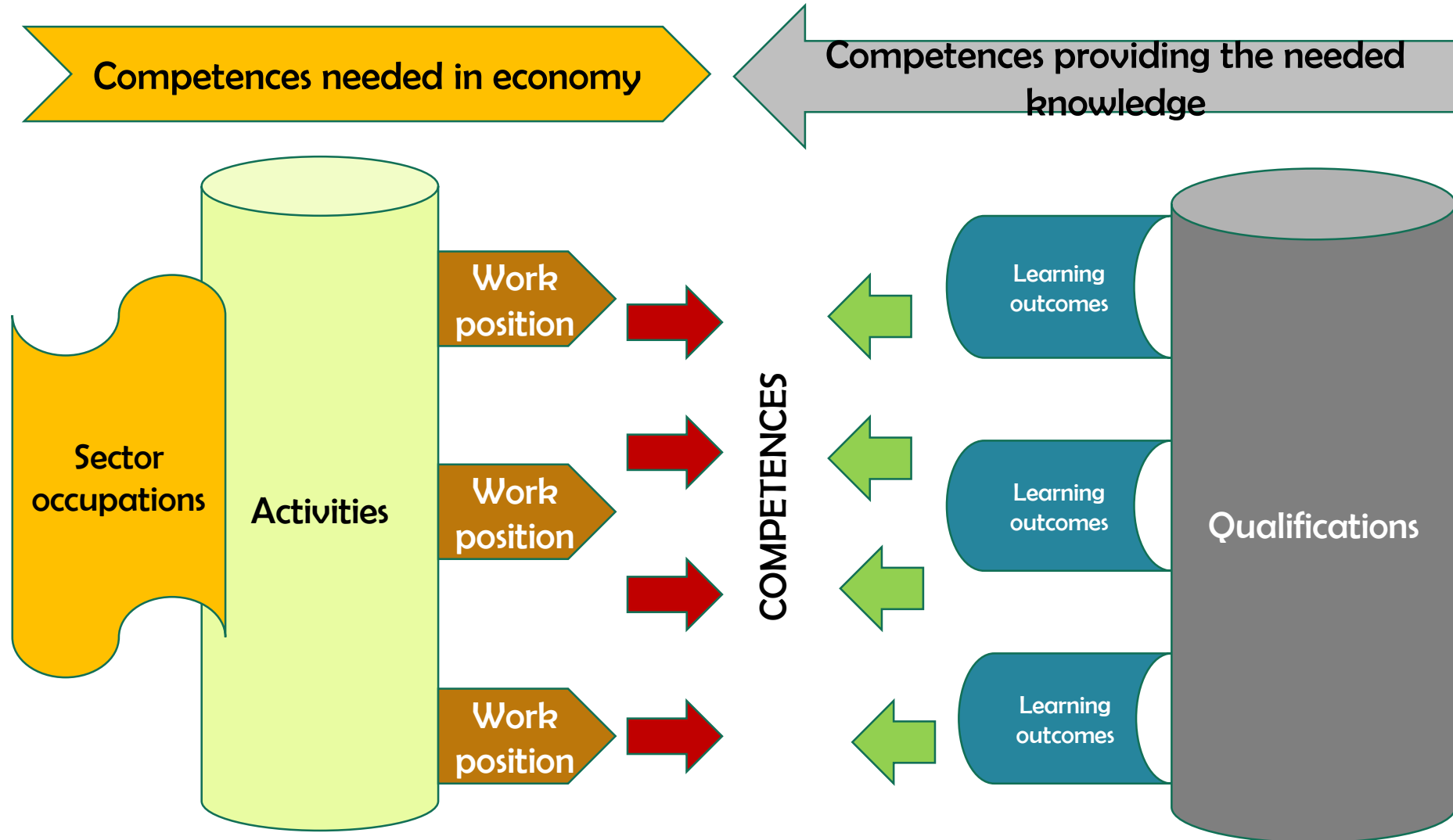
Useful experience, lessons learned from Croatia - Steps and processes in methodology – Croatian example

JOB	OCCUPATION	OCCUPATIONAL STANDARD	QUALIFICATION STANDARD	CURRICULUM
Job 1	Occupation 1	Occupational standard 1	Qualification 1	CURRICULUM
Job 2				
Job 3				
Job 4	Occupation 2	Occupational standard 2	Qualification 1	CURRICULUM
Job 5				
Job 6				
Job 7	Occupation 3	Occupational standard 3	Qualification 1	CURRICULUM
Job 8				
Job 12				
Job 14	Occupation 5	Occupational standard 3	Qualification 1	CURRICULUM
Job 15				
Job 16				
Job 17	Occupation 6	Occupational standard 4	Qualification 2	CURRICULUM
Job 18				
Job 19				
Job 20	Occupation 7	Occupational standard 4	Qualification 2	CURRICULUM
Job 21				
Job 22				
Job 23	Occupation 8	Occupational standard 5	Qualification 2	CURRICULUM
Job 24				
Job 25	Occupation 9	Occupational standard 5	Qualification 2	CURRICULUM
Job 26				

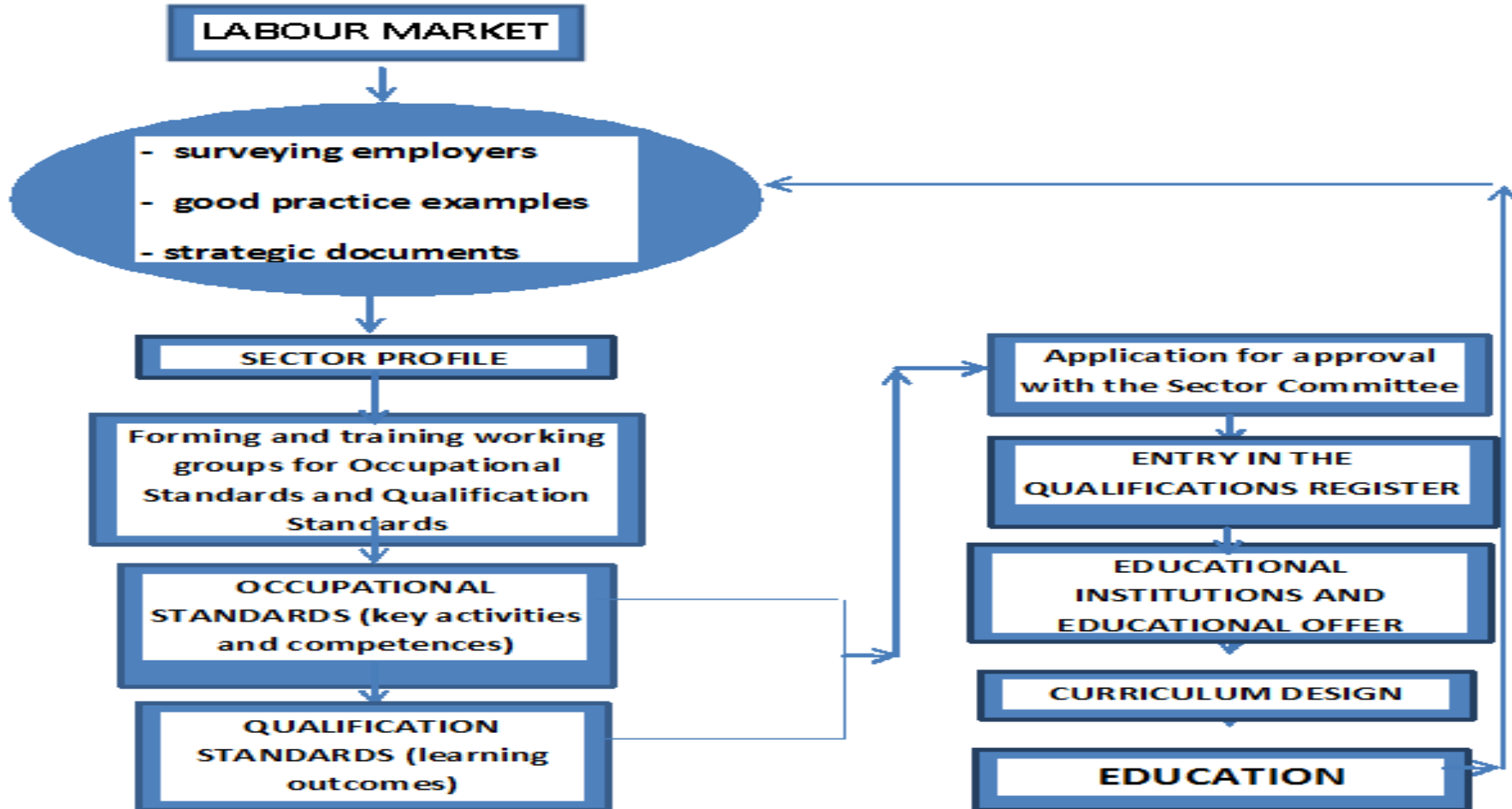
From a large number of jobs, to a smaller number of occupations, to an even smaller number of occupational standards, qualification standards and the least of the curriculum

The system of aligning educational supply with occupational demand

(Sanja Crnković-Pozaić)



The Methodology for developing Occupational standards and Qualification standards in accordance with the CROQF



Discussion based on group work presentations

- Focus on regional activity defining regionally-based standards of occupations
- 6 different national standards of occupations to be merged into 1, regionally-based
- Methods of working?
- Business sector and education sector representatives?
- Criteria? Numbers?
- Additional elements
 - Gender equality
 - Sustainability
 - Inclusion

Proposals of methodology (steps, processes and formats) to be used in the development of regionally-based standards of occupations to be discussed in two countries' groups

How do you see transition from national to common regional Standard of occupation?

1.1. Steps:

- **Agreement about future national teams (who, what criteria, ...)?**
- **Needed time for preparation of national OSs and their transformation into agreed regional form?**
- **How many meetings, how long it will last to get agreed on transferable and commonly understandable form?**

Proposals of methodology (steps, processes and formats) to be used in the development of regionally-based standards of occupations to be discussed in two countries' groups

How do you see transition from national to common regional Standard of occupation?

1.2. Processes:

- Finalising of national proposals and transferring it in agreed regional form?
- Sending of it to ERISSE to be analysed and prepared by external methodologist before regional meeting?
- Sending of merged form to national representatives, before meeting?
- What support is needed regarding including gender equality, sustainability, social inclusion issues – maybe engagement of experts for specific area?
- How to ensure to get common conclusions and agreed **Standard of occupation** on regional level?

Proposals of methodology (steps, processes and formats) to be used in the development of regionally-based standards of occupations to be discussed in two countries' groups

How do you see transition from national to common regional Standard of occupation?

1.3. Formats:

What **regional Standard of occupation** will cover, e.g. what key competences, what group assignments (administrative, quality assurance, environmental protection awareness, gender equality)

Other remarks:

What is percentage of merged form, what is percentage of part for each country to cover national specifics?

Template for the regionally-based standard of occupations

<http://www.asoo.hr/UserDocImages/projekti/kvalifikacije/final%20CD/SZ%20Dentalni%20asistent.pdf>

- Occupational standard
- Occupation name
- Sector
- Level (EQF)
- Qualification in the occupation
- Elements:
 - Group assignments or group functions
 - Key functions or key assignments
 - Activities of performance criteria:
- Missing elements?
- Cross-cutting issues (gender balance, sustainability, inclusion)?

Croatian example of simplified form for Occupational standard

A group of jobs, key jobs and working activities



1. Analysis, planning and organization of work

- Activities related to planning work activities, assigning jobs, determining the resources needed to perform a job.

For example: Determining the ingredients required for preparing dishes; Determining the material required for dressing up; Preparing the draft specification; Receiving and properly packing the packaging; (It is recommended to write activities as broad statements. There is no need to break them to too much detail - Summarize existing activities and integrate them into larger entities).

2. Preparing the Workplace

- Work related to the preparation of the workplace and the equipment necessary for carrying out the work.

For example: Checking the correctness of equipment; Maintaining machinery or equipment; Opening and preparing a shop / party store; Preparing a computer for use;

Croatian example of simplified form for Occupational standard



A group of jobs, key jobs and working activities

3. Operational Assignments

- **Activities related to the implementation of methods, processes and procedures for performing major occupational activities**
Examples: Accounting and bookkeeping management; Programming of numerically controlled machine tools and machining of machine parts; Providing of health care to internist patients;

4. Administrative Assignments

- **Business related to recording and monitoring of work activities**
Examples: Organization of office operations; Creating activity reports; Managing nursing documentation; Preparing documentation on inventory status

Croatian example of simplified form for Occupational standard



A group of jobs, key jobs and working activities

5. Commercial business

- **Activities related to marketing, promotion and sales of products and services**
For example: Product advertisement creation; Participating in sales activities; Creating a bill for payment for a sold goods or services; Identifying market opportunities from sales reports to prepare a new product or service;

6. Communication and cooperation with others

- **Activities related to communication (verbal, written, use of information technology) with clients, associates and other stakeholders.**
For example: Developing high-quality communication with a client or associates; Conducting a team meeting to plan activities; Organizing a team of people to accomplish a specific task;

Croatian example of simplified form for Occupational standard

A group of jobs, key jobs and working activities

7. Quality assurance

- Activities related to monitoring, monitoring and maintaining the quality of products or services, including the establishment of quality standards, monitoring of own work and work of others and the application of external quality standards.

For example: Product check in accordance with specifications; Check quality of goods and / or services in accordance with applicable regulations and standards; Apply measures in a case that quality standards have not been met;

8. Health and Environmental Protection

- Activities related to the protection of own health and the health of their associates, and the preservation of the environment through proper use of materials and equipment and application of safety procedures and rules

For example: Application of procedures for the protection of dangerous substances; Usage of equipment in the correct manner; Usage of equipment and materials in accordance of safety rules in profession;

Discussion

2. Template for regionally-based standards of occupations*

- **Format**
- **Elements agreed so far**
- **Missing elements**
- **Cross-cutting issues**

***keeping in mind that the template will be analysed, compared and agreed at regional level**

3. Terminology

List the terms used in the Common Regional Framework and in the Template:

Business clusters

Micro, small, medium and large enterprises

Polls, surveys, structured interviews, DACUM and functional analysis

Occupation, sector, level

Group assignments

Group functions

Key functions

Key assignments

Activities

Performance criteria

Dacum

Focus group

?

Common Regional Framework – regional activities (to be discussed and defined)

1. End result at national level:

- To use the common template for occupational standards agreed upon
- To consult with the business experts
- To fill in the template in English
- To submit to the ERI SEE Secretariat (at least two weeks prior to the date set for the regional meetings)

2. Regional Meetings:

- To define the representative sample at regional level (how many business representatives, how many education representatives, composition, criteria)
- To define the decision-making process/methods on reaching consensus on national inputs received from economies
- To reach consensus on the content of regionally-based standard of occupation
- To include gender equality, sustainability, social inclusion issues
- To involve external expert/s moderating and/or providing additional input into the discussions and decision making process
- To define the duration of the regional activity

4. Planning of the next steps – developing of action plan

WHAT? Topic	WHY? Purpose, goal	HOW? The necessary methods and activities	WHAT WITH? The necessary resources	UNTILL WHEN? Time frame for actions in order to achieve goals / tasks	WHO? The people responsible for realisation of the activity	MEASURABLE INDICATORS OF THE GOALS' ACHIEVEMENT + optional evidence

Thank you!

”Be the change you want to see in the world.
As human beings,
our greatness lies not so much in being able to remake
the world,
as in being able to remake ourselves.”
(Mahatma Gandhi)

www.erisee.org

<https://wba4wbl.com>

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