



Erasmus+

LIST OF TOOLS for acquiring and forecasting educational needs OF ADULTS



non-vocational

**adult
education**

european exchange of experiences



EBiassociation
Edukacja Biznes Innowacje



e-c-c
E-C-C Association for Interdisciplinary Education and Consulting
Education · Culture · Citizenship

This project has been funded with support from the European Commission.

This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

This publication has been developed within the ERASMUS+ Programme (project “Non-vocational adult education – European exchange of experiences”) by:

1. E-C-C Verein für interdisziplinäre Bildung und Beratung, Wörnitz, Austria
2. Jafnréttishús, Hafnarfjörður, Iceland
3. Society of Pierian Studies "ESTIA PIERIDON MUSON" KATERINI, Katerini, Greece
4. Stowarzyszenie “EBI Association”, Jastrzębie-Zdrój, Poland



This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License (<https://creativecommons.org/licenses/by-nc-sa/4.0/>).

Within the project entitled „**Non-vocational adult education – European exchange of experiences**” under Erasmus+ Programme we have created the partnership between European organizations working in the field of adult education and on exchanging and sharing experiences in the sphere of lifelong learning. This partnership has brought together Learners, Educators and Adult Education Organizations from various geographical and cultural areas of Europe.

The project Partners are experienced in organising and implementing the trainings and courses for adults. They use various kinds of tools in order to identify and forecast non-vocational training needs of adults learners. Some of the partner organisations use tools which were developed and described in details. Some of them prefer to use methods such as: conversations, interviews, consultations or focus groups. Their educators have enough professional knowledge and experience in order to handle it.

Examples of tools to identify and forecast educational needs are presented below.

Organisation:		E-C-C VEREIN FÜR INTERDISZIPLINÄRE BILDUNG UND BERATUNG
Tool:		QUESTIONNAIRE TO IDENTIFY TRAINING NEEDS
Description	<i>Objectives:</i>	The questionnaire is used to identify training needs in various areas of personal development.
	<i>Content:</i>	At the end of each course, we ask participants to indicate other areas where they would like to receive training. We ask them to specify their level of knowledge with a scale from 1 to 10. 10 corresponds to a knowledge perfectly fitting to their needs/expectations, from 7 to 9 a good knowledge that does not require immediate updates and training, 5 and 6 correspond to a knowledge that allows to carry out their duties, but would require updating / refinement and training, and from 1 to 4 an inadequate knowledge that requires updating / refinement and training.
	<i>Used by:</i>	The board of ECC
	<i>Target group:</i>	Participants in the regular course programme of ECC
	<i>Duration:</i>	15 minutes
Remarks:		The answers help us to design an attractive course programme each year.

Organisation:		JAFNRÉTTISHÚS
Tool:		QUIZ TO TEST BASIC LITERACY
Description	<i>Objectives:</i>	See and evaluate the level of literacy everyone is in to teach them based on the results. This is done for foreigners to test their knowledge in the targeted language, so that they can use it in their daily lives for better inclusion into the society of the unfamiliar culture.
	<i>Content:</i>	Short exam for informative feedback for the instructor
	<i>Used by:</i>	The instructor and the student
	<i>Target group:</i>	Adult learners
	<i>Duration:</i>	60 minutes
Remarks:		For this quiz students must have some knowledge in reading or writing.

Organisation:		JAFNRÉTTISHÚS
Tool:		ASSISTANCE IN THE CREATION OF CURRICULUM VITAE
Description	Objectives:	Help to create a CV for adults who are unemployed and don't have the knowledge in knowing the labour market needs and what skills attract them to a potential employee.
	Content:	This tool must contain a CV template, a history of education and past work experience of the job seeker and evaluation of personal skills.
	Used by:	Job seeking adult and instructor / specialist
	Target group:	Unemployed adults
	Duration:	60 minutes, sometimes less and sometimes more
Remarks:		This has to be done on a personal computer, using either WORD, PAGES or any similar application.

Organisation:		JAFNRÉTTISHÚS
Tool:		VIRTUAL CLASSROOM
Description	Objectives:	Being able to give a course online, this is for those students who are unable to leave their home or work for a class. This allows communication through webcams or telephone between the student and the instructor.
	Content:	Individual activities, homework and typical classroom containing's.
	Used by:	The instructor / teacher / specialist and the student
	Target group:	Adult learners
	Duration:	60 minutes, two days a week for 6 months
Remarks:		It would be an advantage if the student has some knowledge in technology, if not an instruction is needed.

Organisation:		SOCIETY OF PIERIAN STUDIES "ESTIA PIERIDON MUSON" KATERINI
Tool:		INITIAL GROUP MEETING / ICEBREAKING
Description	Objectives:	To meet each other, to establish relationships between participants and instructor, to find the actual motives of each one participant and to adapt accordingly the training schedule.
	Content:	It will be held in the same place where the actual training will be held.
	Used by:	The head of each department
	Target group:	Participants in the course
	Duration:	2 hours.
Remarks:		Absolutely necessary. If it goes well, the whole training will go well!

Organisation:		SOCIETY OF PIERIAN STUDIES "ESTIA PIERIDON MUSON" KATERINI
Tool:		QUESTIONNAIRES (INITIAL AND FINAL FOR THE EVALUATION OF THE COURSE)
Description	Objectives:	To find out the expectations of each participant from the course and to take feedback at the end for evaluation purposes.

	<i>Content:</i>	Two online questionnaires (initial and final)
	<i>Used by:</i>	The head of each department
	<i>Target group:</i>	Participants in the course
	<i>Duration:</i>	15 minutes each
Remarks:		Important for the continuous improvement.

Organisation:		STOWARZYSZENIE "EBI ASSOCIATION"
Tool:		ICT TEST
Description	<i>Objectives:</i>	<ul style="list-style-type: none"> ▪ to analyze the learner's level of ICT competences (depending on the areas of ICT which are interesting for learner, e.g. MS Word, Google docs, MS Excel, MS Outlook and Social Media, MS Power Point / Prezi), ▪ to get to know learner's abilities and interests ▪ to identify the areas in which the learner might require trainings ▪ to plan the training in the most efficient way.
	<i>Content:</i>	The content of the test depends on the areas of ICT which are interesting for learner. The test is the first step in the learning pathway. The level and the scope of the training is adjusted to the results of the ICT test.
	<i>Used by:</i>	The instructor / teacher / specialist and adult learners
	<i>Target group:</i>	Adult learners
	<i>Duration:</i>	Depending on areas of ICT which are assessed
Remarks:		The assessment might be organized as paper-based or computer-based tests.

Organisation:		STOWARZYSZENIE "EBI ASSOCIATION"
Tool:		PERSONAL SKILLS SELF-ASSESSMENT FORM
Description	<i>Objectives:</i>	<ul style="list-style-type: none"> ▪ to assess personal skills of the learners in area of communication skills, management/self-management skills, teamwork, artistic skills, social skills ▪ to get to know the learners' motivation, attitudes and behaviour ▪ to identify the areas in which the learner might require trainings
	<i>Content:</i>	The self-assessment is the first step in the learning pathway.
	<i>Used by:</i>	The instructor / teacher / specialist and adult learners
	<i>Target group:</i>	Adult learners
	<i>Duration:</i>	20-60 minutes



Erasmus+

**Non-vocational adult education – European exchange of experiences
(2017-1-PL01-KA204-038827)**

Co-ordinator:

EBiassociation
Edukacja Biznes Innowacje

Stowarzyszenie "EBI Association"
www.ebi.org.pl

Partners:

e-c-c

E-C-C Association for Interdisciplinary Education and Consulting
Education - Culture - Citizenship

ECC Verein für interdisziplinäre Bildung und Beratung

www.e-c-c.at



Jafnréttishús / Equality centre

www.jafn.is



Society of Pierian Studies "ESTIA PIERIDON MUSSON" KATERINI

<https://www.facebook.com/groups/1002559136501641/>