



METHODOLOGY FOR THE SELECTION OF PARTICIPANTS IN THE TRAINING ACTIVITY IN ITALY

ERASMUS+ PROJECT

**DigitalCRAFT: Enhancing
Vocational Skills Through
Design Thinking and Graphic
Design**

Project number:
2023-1-RO01-KA210-VET-
000166913

Activitatea A.4 FORMARE
TRANSNAȚIONALĂ ÎN ITALIA

PREAMBLE

Project **DigitalCRAFT: Enhancing Vocational Skills Through Design Thinking and Graphic Design** is an educational initiative aimed at redefining vocational education and training (VET) in the field of design thinking and graphic design.

Recognising the critical role these disciplines play in today's digital and design-oriented labour market, the project seeks to bridge the gap between current educational offerings and the skills needed in the modern workplace.

Over the course of 14 months, the project aimed to create a synergy between Italian and Romanian teachers in order to develop a common curriculum that would not only reflect contemporary industry practices, but also be proactive in anticipating future market trends.

The project is particularly significant in focusing on the transformative power of design thinking and graphic design, which have become indispensable tools for innovation, problem solving, and creating added value in various industries.

CHAPTER I. GENERAL PROVISIONS

Art. 1. The DigitalCRAFT project : **Enhancing Vocational Skills Through Design Thinking and Graphic Design** [contract no. **2023-1-RO01-KA210-VET-000166913**], funded by the ERASMUS+ Programme, is implemented in Romania and Italy by two partners: **SINDICATUL LIBER DIN ENSINO JUDEȚULUI BACĂU (SLI BACĂU)** and **UN-LAB S.n.c. di Broncolo L. e Bussotti A.** (UN/Lab -Italy).

Art. 2. (1) **The MAIN OBJECTIVE** of the project, in line with the objectives of the Erasmus+ Programme, is to improve, in a measurable manner, the quality and relevance of vocational education and training in the field of design, innovation and graphic design, during the 14-month period of project implementation, by encouraging international collaboration, developing and implementing a common curriculum and empowering at least 50 VET teachers/trainers from Italy, and Romania, with the ultimate goal of improving the employability and career prospects of VET students in the future dynamic job market.

(2) **THE SPECIFIC OBJECTIVES** OF THE PROJECT ARE THE FOLLOWING:

- a. **promoting collaboration and knowledge exchange between partners [Un/lab and SLI BACĂU]** to improve vocational education and training, vocational training methods in the field of design, innovation and graphic design.
- b. **improving the capacity of teachers/trainers and vocational training institutions** to effectively empower students with relevant skills for the future job market, by creating a common curriculum that integrates design thinking methodologies, design and graphic design techniques into the educational process.
- c. **strengthening the professional development of teachers/trainers and VET institutions**, by ensuring their access to virtual workshop programmes and virtual training sessions designed to improve their understanding and implementation of the new curriculum, teaching methods and graphic design tools.
- d. **increasing the visibility and understanding of the new curriculum among VET teachers/trainers and institutions**, by designing and running an awareness campaign, which will use a short video to effectively communicate the benefits of integrating design thinking methodologies and graphic design techniques in VET education.
- e. **improving the employability and career prospects of VET students**, providing them with industry-relevant skills through the new curriculum, which integrates design thinking methodologies and graphic design techniques, thus ensuring that they meet the dynamic requirements of the future labour market

Art. 3. The main activities of the project are the following:

- a. **A.1 PROJECT MANAGEMENT**
- b. **A.2 COMMUNICATION AND DISSEMINATION**
- c. **A.3 DEVELOPMENT OF THE CURRICULUM**
- d. **A.4 TRANSNATIONAL TRAINING IN ITALY**
- e. **A.5 NATIONAL FORMATION IN ROMANIA**
- f. **A.6 AWARENESS CAMPAIGN**

Art. 4. The main aim of activity **A.4 TRANSNATIONAL TRAINING IN ITALY** is to equip participants with the skills and knowledge necessary to effectively implement the common curriculum in VET institutions, promoting an interdisciplinary approach to design thinking and graphic design education that will benefit both teachers and students.

Art. 5. (1) The DIRECT TARGET GROUP of the project shall consist of:

- **VET teachers and trainers** from partner organisations and countries, who will gain knowledge on innovative teaching, innovative methods and tools.

- **Educational institutions and organizations** interested in adopting or adapting the developed curriculum.

(2) The INDIRECT TARGET GROUP of the project shall consist of:

- **Students from VET schools in Italy and Romania**, who will acquire skills relevant to the labor market.
- **Schools from Romania and Italy**, who expressed interest in the project activities during the design process, being involved in the needs assessment, as follows:

SLI BACĂU:

1. "Ion Ghica" Economic College Bacău (100 teachers and 1336 students);
2. "Dimitrie Ghica" Technical College Comănești (88 teachers and 1180 students);
3. "Gheorghe Asachi" Technical College Onești (70 teachers and 823 students).

Un/Lab: VET College "E. Orfini" (53 teachers and 655 students).

Art. 6. (1) The transnational training activity in Italy (face-to-face training) will take place from 2 to 6 June 2024, in Perugia (Italy).

(2) At the training activity provided for in para. (1) of this methodology, in accordance with the application form, 10 people will participate: teachers from pre-university education units in Bacău County, trainers, people with expertise in the development of curriculum/projective documents.

CHAPTER II. SELECTION METHODOLOGY

Section I – SELECTION CRITERIA

Art. 7. The purpose of this procedure is to establish the criteria and the method of selection of the participants in the transnational training activity in Italy, within the project **DigitalCRAFT: Enhancing Vocational Skills Through Design Thinking and Graphic Design [contract no. 2023-1-RO01-KA210-VET-000166913]**, funded by the ERASMUS+ Programme, carried out in Perugia between 2-6 June 2024.

Art. 8. (1) In the selection of the members of the target group participating in the training activity in Italy - the following selection criteria will be taken into account:

- a) To be a teacher in pre-university education units in Bacău county / to hold a training certificate, issued following the completion and graduation of a professional training program accredited by CNFPA/ ANC or equivalent;

- b) Have advanced digital skills (use of PPT, Word, Excel, editing programs/graphic and video tools);
- c) Have knowledge in the use of IT equipment/gadgets;
- d) To have listening, reading, oral and written expression skills of a foreign language, preferably English (minimum level A2).

Section II – ORGANISATION AND CONDUCT

PARTICIPANT SELECTION PROCESS

Art. 9. The selection procedure is carried out by the project management team, constituted by an internal decision of **the FREE TRADE UNION OF BACĂU COUNTY EDUCATION (SLI BACĂU)**.

Art. 10. The announcement regarding the selection procedure will be made by posting it at the SLI BACĂU headquarters.

Art. 11. The procedure for the selection of participants in the training activity in Italy shall be carried out in accordance with the Timetable set out in Annex 1, which is an integral part of this methodology.

Art. 12. (1) The persons interested in participating in the training activity in Italy shall submit to the SLI BACĂU headquarters an application file, consisting of the following mandatory documents:

- a. Curriculum Vitae;
- b. Copy of identity card;
- c. a motivation letter on participation in the training activity, including a presentation of experience and expertise in the relevant fields (design thinking, graphic design, VET education and/or adult learning methodologies);
- d. Evaluation sheet with the self-assessment score, according to the model provided in Annex 2, which is an integral part of this methodology.

(2) The files that do not contain all the documents referred to in art. 12 para. (1) of the present procedure shall be rejected.

Art. 13. Within the selection process, the following steps will be completed:

- a) submission and registration of the application files at the headquarters of SLI BACĂU, by the interested persons;
- b) the evaluation by the members of the selection commission of the submitted files.
- c) announcing and displaying the results of the selection, at the headquarters of SLI BACĂU.

Art. 14. (1) The duties of the members of the selection commission are as follows:

- a) taking over and registering the application files;
- b) evaluation of the contents of the submitted application files;
- c) establishing the final score and ranking;

- d) drawing up and displaying the final list which will also contain two reserve persons in order to prevent unforeseen situations in which the admitted candidates can no longer participate in the activity for various reasons;
- e) forwarding the list to the project team coordinator.

(2) In the selection process, the members of the selection commission shall ensure compliance with the following:

- a) responsibility and objectivity in the evaluation of the application files, in accordance with the established selection criteria;
- b) the transparency of the selection process;
- c) ensuring equal treatment and avoiding discrimination;
- d) maintaining confidentiality throughout the evaluation;
- e) compliance with the deadlines established in the selection calendar.

Art. 15. (1) In case of submitting appeals, a commission will be appointed to solve them, by internal decision issued by SLI BACĂU, from the composition of this commission will be part of persons other than those from the selection commission.

(2) The duties of the commission for the settlement of appeals:

- a. taking over the appeals submitted by the candidates during the stipulated period;
- b. re-evaluation of the registration forms;
- c. establishing new scores, if applicable;
- d. displaying the results after appeals;
- e. submission of the final results after appeals to the project team coordinator.

CHAPTER III. FINAL PROVISIONS

Art. 16. (1) At the end of the selection process, the President of the Selection Commission shall hand over to the project coordinator a selection report, signed by all members of the Selection Commission.

b) Annexes 1 to 2 are an integral part of this selection procedure.

CHAPTER IV. ANNEXES

Annex 1 – Timetable for the selection of participants in the training activity in Italy

Annex 2 – Self-assessment score sheet

Annex 1**CALENDAR OF THE SELECTION OF PARTICIPANTS IN THE TRAINING ACTIVITY IN ITALY**

STAGE	TERM / PERIOD
Submission and registration of application files	April 29 - May 15, 2024
Analysis and evaluation of submitted files	May 16, 2024
Displaying results	16 May 2024, 16.00
Filing appeals	17 May 2024, 16.00
Displaying the final results, after solving the appeals	20 May 2024, 16.00

Annex 2
SELF-ASSESSMENT SCORE SCORESHEET

CRITERION		SELF-ASSESSMENT SCORE	MEMBER SCORE 1	MEMBER SCORE 2	MEMBER SCORE 3	FINAL SCORE
To be a teacher in pre-university education units in BACĂU county Or To hold a CNFPA/ ANC accredited Trainer / Training of Trainers certificate or equivalent - 15 points -						
Possession of digital skills (use of PPT, Word, Excel, editing programs/graphic and video tools) - 30 points -						
Knowledge in the use of IT equipment/gadgets - 10 points -						
Possession of listening, reading, oral and written expression skills of a foreign language, preferably English (minimum level A2) - 10 points -						
Motivation letter	contains the motivation for participation in the training activity/ justification of the need to participate in the training - 15 points -					
	includes presentation of experience and expertise in the relevant areas [design thinking, graphic design, VET education and/or adult learning methodologies] - 20 points -					