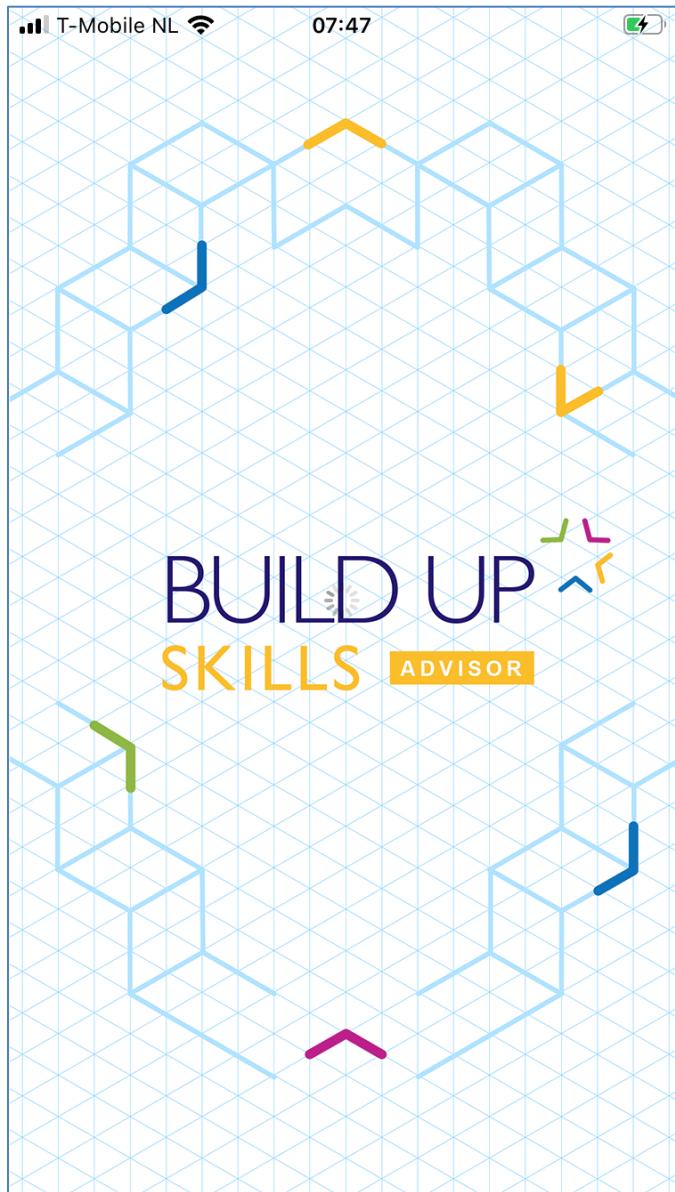


INSTRUCTION GUIDE FOR IMPLEMENTATION OF THE BUILD UP Skills advisor-app



Rotterdam, September 2020

Jan Cromwijk

ISSO

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1 INTRODUCTION

The BUILD UP Skills advisor app is developed with the purpose to inform and advise craftsmen and professionals working in the building sector; about upskilling opportunities around sustaining of the built environment.

The BUILD UP Skills advisor app and its maintenance environment are built as Software as a Service. Each project and/or region/country using it, receives a dedicated part of the environment. Some essential data is shared with the purpose of mutual recognition. Examples of these are occupations, specialisms and Unit of Learning Outcomes.

Together with ISSO involved EU projects are developing a sustainable business model for sharing hosting and SLA-costs. Ensuring both a business model for organisations implementing the BUILD UP Skills advisor-app and covering of development, hosting and SLA costs.

In this document our approach and the main functions of the BUILD UP Skills advisor app and its maintenance environment are explained.

The BUILD UP Skills advisor app was conceived in a project that has received funding from the European Union's Intelligent Energy – Europe (IEE) under grant agreement no IEE/12/BWI/335/SI2.659666 BUS_N@W



The BUILD UP Skills advisor app is used and extended in projects that received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No's 649737 (BUSToB), 649473 (PROF/TRAC), 754148 (NEWCOM), 745510 (BIMplement), 784972 (TripleA-reno).



Development was co-financed by a Dutch education and training fund (OTIB).
The developer is Geckotech www.geckotech.nl



2 THE BUILD UP SKILLS INFRASTRUCTURE

2.1 OVERVIEW OF THE BUILD UP SKILLS-APP INFRASTRUCTURE

The BUILD UP Skills advisor-app infrastructure consists of several parts.

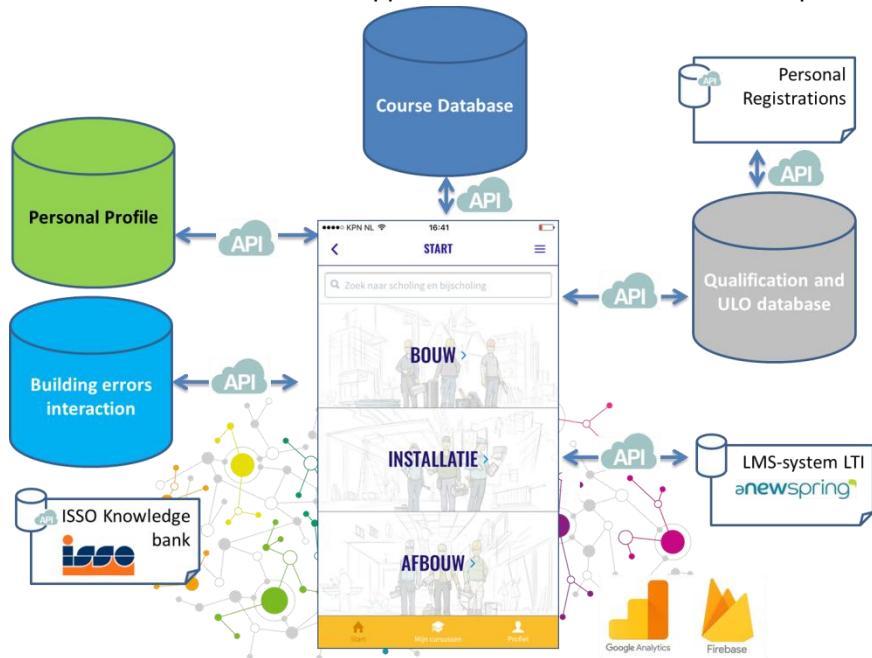


Image 1: Overview of the BUILDUP Skills app infrastructure

Course database

The course database consists of a flexible maintenance environment in which regions, sectors, occupations, specialisations, accreditations, training institutes and qualification descriptors.

Courses	NL	New course +
Notifications Sectors Professions Specialisms Courses Institutes Accreditations Sources		
Type	Name	Institute
	3D ontwerpen met Solid Works	HAN
	Aanbestedingen en inkopen	HAN
	Aanbrengen Tonzon Thermoskussens	Tonzon
	Aanbrengen van bevestigingsmaterialen	BouwCirkel
	ACK algemeen	Opleidingscentrum GO°
	ACK Algemeen	NCOI Techniek en veiligheid
	ACK ammoniak basis	Opleidingscentrum GO°
	ACK Ammoniak Basis	NCOI Techniek en veiligheid

Image 2: Maintenance site for the Course-database.

It also is equipped with functionality for training providers to maintain their own courses and to approve course attendance for the social rating participants can give to trainings they have attended. This database is communicating with the BUS-app using API.

For developing the right structure of professions, specialisms and so on, the in BUILD UP Skills and PROF/TRAC developed methodology for skillsmapping is applied.

<http://proftrac.eu/nzeb-skills-and-qualification-scheme/overview.html>

Personal Profile

For each user that logs into the BUS-app a Personal profile is created. This profile is maintained by the user itself and concerning progress automatically. It consists of:

- Name
- Photo (if social login is used retrieved from the social network)
- Postal code (if filled in by the user)
- Email-address
- Gender (if filled in by the user)
- Company (if filled in by the user)
- Course-ratings
- Course-favourites
- Earned experience points and the context they are earned in (connected to the specialism(s))
- A track-record / personal portfolio / breadcrumb-path
- Notification settings

The storage and use of personal data is fully GDPR compliant.

Building Errors Interaction

For the Building Errors Interaction a maintenance environment is available. In this environment course providers can create their own building error question-sets. This as a tool for branding their own quality.

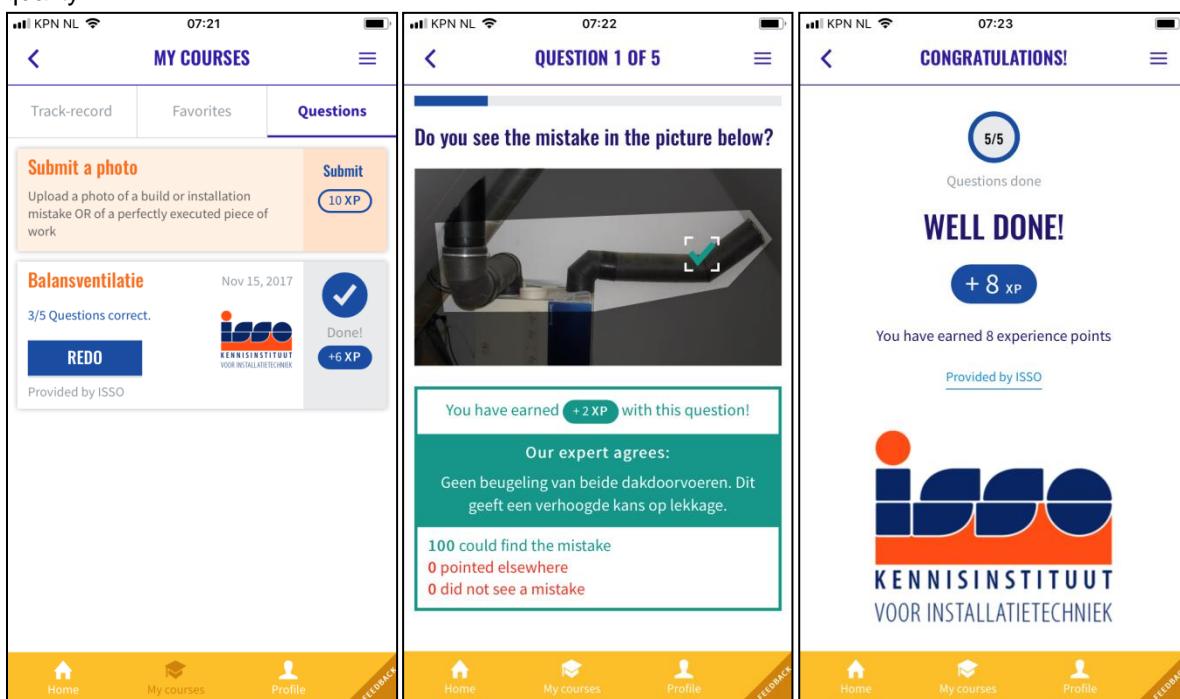


Image 3: Impression of the Building Errors Interaction

Image 4: Maintenance environment Building Errors Interaction

Self-check or inspection interaction

For the Building Errors Interaction a maintenance environment is available. In this environment course providers can create their own building error question-sets. This as a tool for branding their own quality.

Image 5: Impression of the 'Inspection Interaction'

Image 6: Maintenance environment for the 'Inspection interaction'

Registering and finding personal recognitions

For course, exam and recognition providers it is possible to add formal and informal personal recognitions. The individual users of the BUILD UP Skills advisor-app can give their consent to be found when people, employers or clients are searching for persons in the area that are formally or informally recognised.

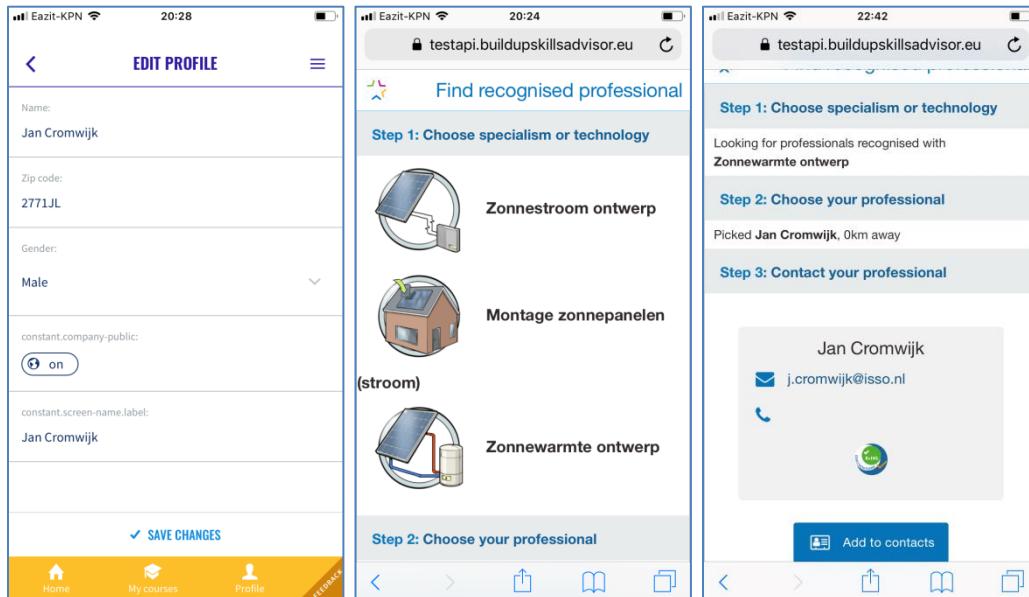
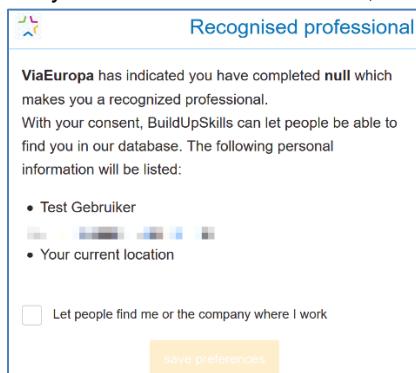


Image 7: giving consent – find specialists – and contact them

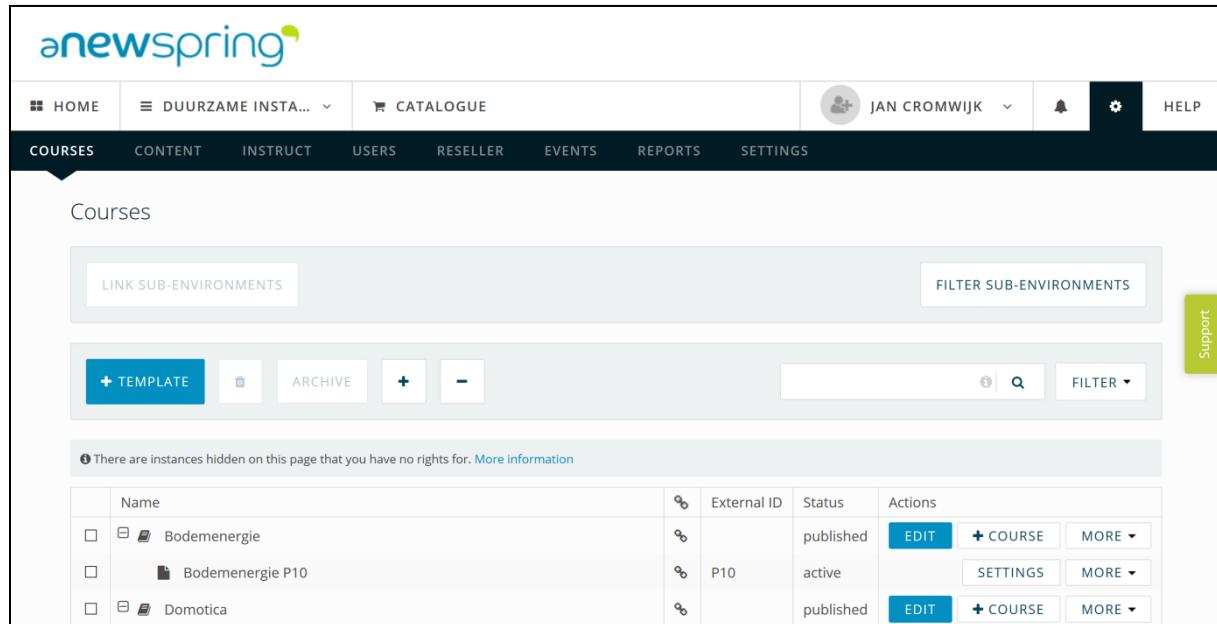
Giving consent is also possible on the Mobile site for participants not using the BUS-app. They receive an email to do so, after they have been added



E-learning / LMS integration

For seamless integration of e-learning Application Programming Interfaces (API) and Learning Tools Interoperability (LTI) is used. All e-learning environments that support those standards can be connected. The first integration is made with the aNewSpring LMS.

For development of the e-learning we mainly use www.aNewSpring.nl and an easy to use method and template. In aNewSpring license sharing is possible.



The screenshot shows the aNewSpring LMS interface. At the top, there is a navigation bar with links for HOME, DUURZAME INSTA..., CATALOGUE, and user profile (JAN CROMWIJK). Below the navigation bar is a secondary menu with COURSES, CONTENT, INSTRUCT, USERS, RESELLER, EVENTS, REPORTS, and SETTINGS. The main content area is titled "Courses". It features a "LINK SUB-ENVIRONMENTS" button and a "FILTER SUB-ENVIRONMENTS" button. Below these are buttons for "+ TEMPLATE", "ARCHIVE", and "+/-". To the right is a search bar with a magnifying glass icon and a "FILTER" dropdown. A green "Support" button is located on the right side of the page. A message at the top of the list says, "There are instances hidden on this page that you have no rights for. [More information](#)". The table below lists three courses:

	Name	%	External ID	Status	Actions
<input type="checkbox"/>	Bodemenergie	%		published	EDIT + COURSE MORE ▾
<input type="checkbox"/>	Bodemenergie P10	%	P10	active	SETTINGS MORE ▾
<input type="checkbox"/>	Domotica	%		published	EDIT + COURSE MORE ▾

Image 8: Snapshot of the aNewSpring LMS

If required for it is possible to integrate also with Moodle or other e-learning environments.



Image 9: Logo of Moodle

Google Analytics and Firebase

For statistics and analytics an integration with Google Analytics and Firebase is in place. Both for ingoing and outgoing traffic. Course providers that also use Firebase and UTM coding are able to track conversion from the BUS-app, this is an enabler for future businessmodels.

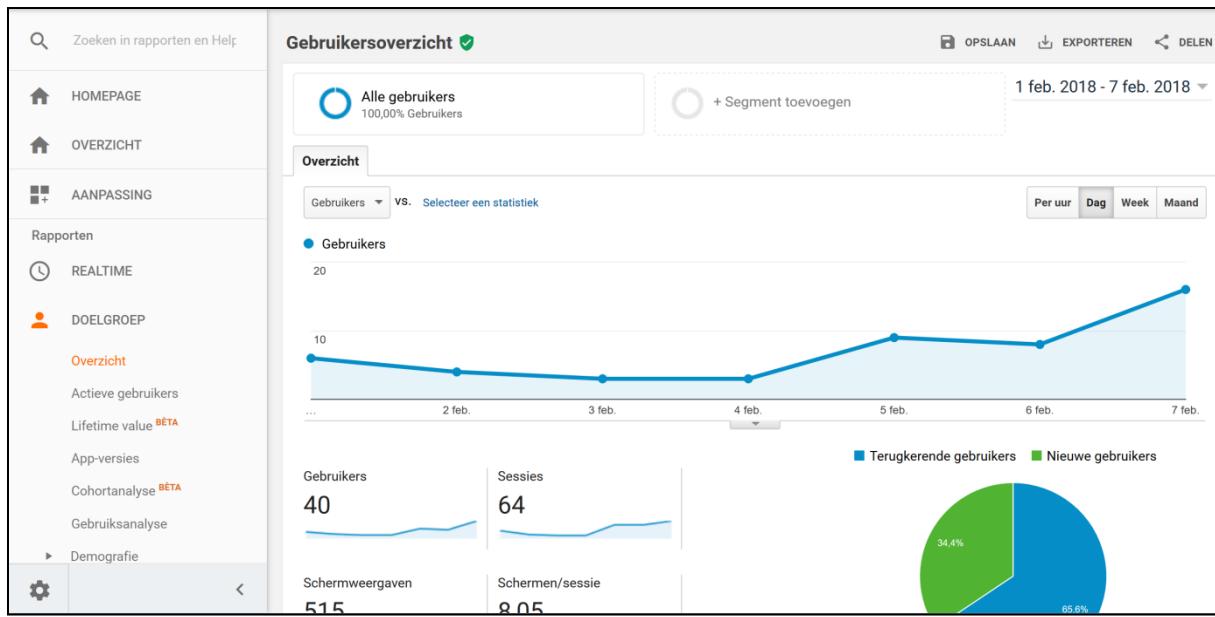


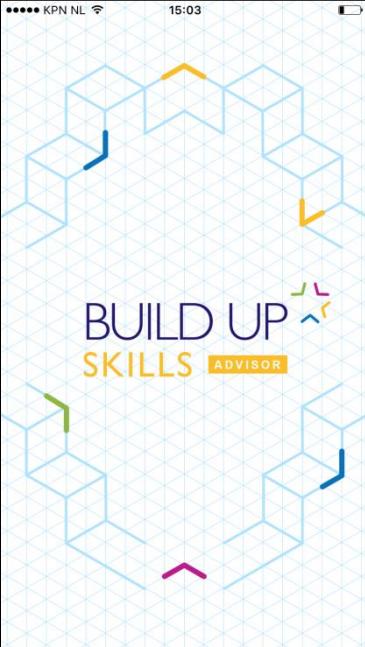
Image 10: Screenshot of the Google Analytics integration

2.2 TOUR OF THE BUILD UP SKILLS ADVISOR-APP

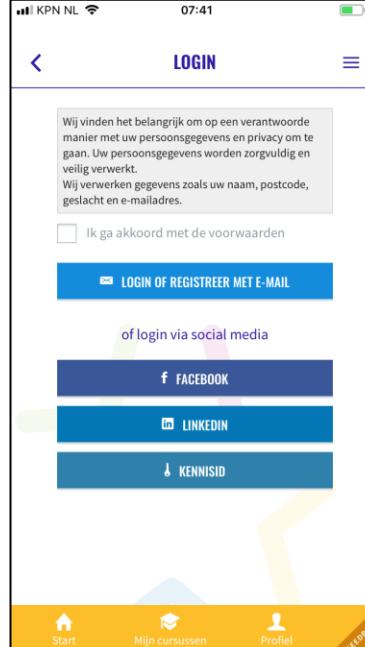
The free-to-use app is a handy tool that quickly maps out the relevant training opportunities for sustaining of the built environment. By linking these possibilities to specific techniques and professions, the app provides you with an appropriate training advice that matches your situation. By turning on the app notifications for the specific techniques you want to follow, you will automatically receive updates on the most current course offers and question sets about practical situations.

Note: some of the images are a mix between Dutch and English. There the language EN is used for viewing Dutch content.

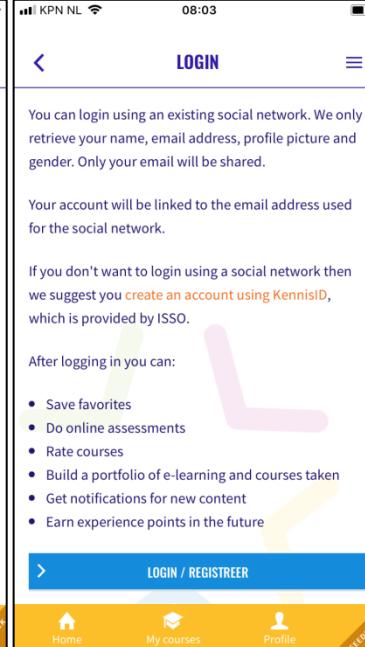
Splash screen



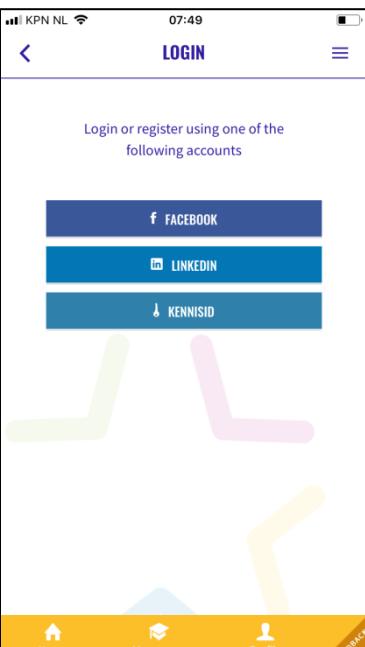
Accept EULA



Before login



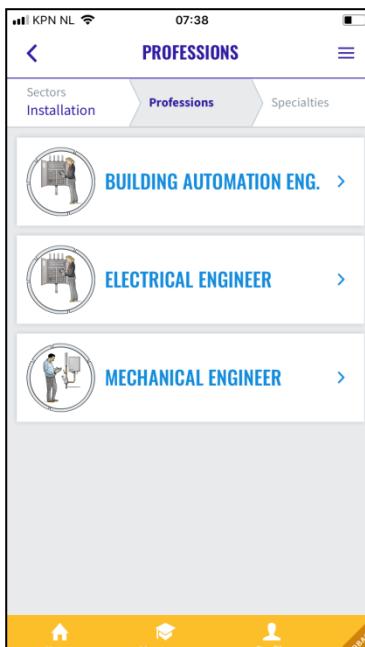
Login 2

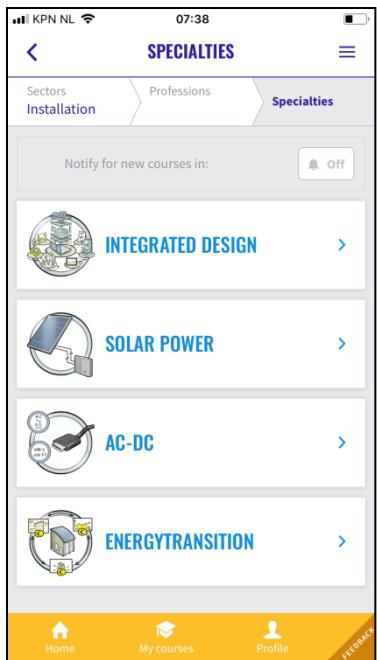


Select a sector

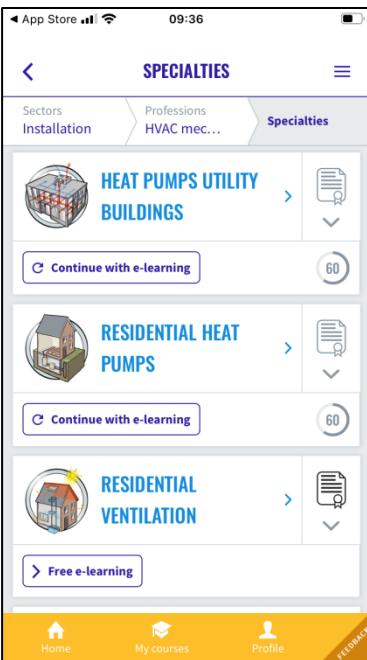


Select your profession





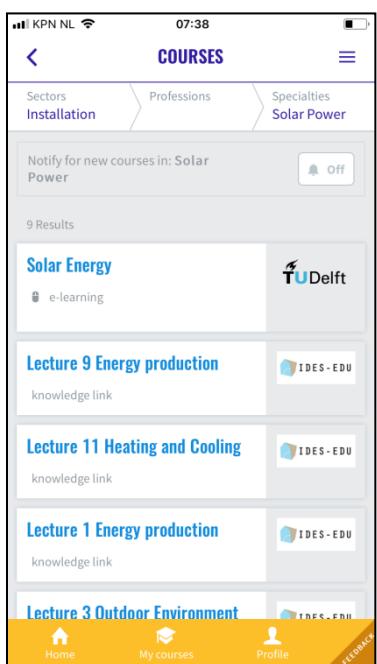
Select the technology



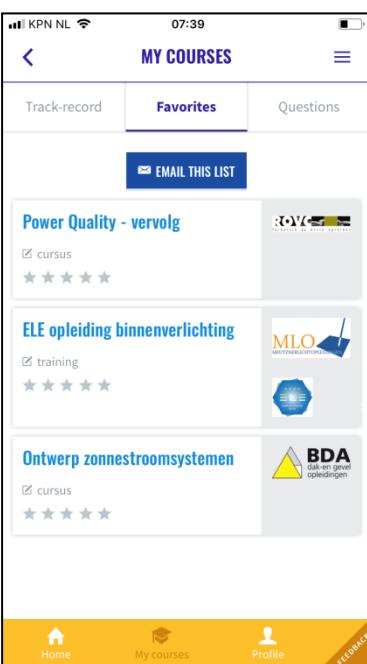
Select e-learning (NL)



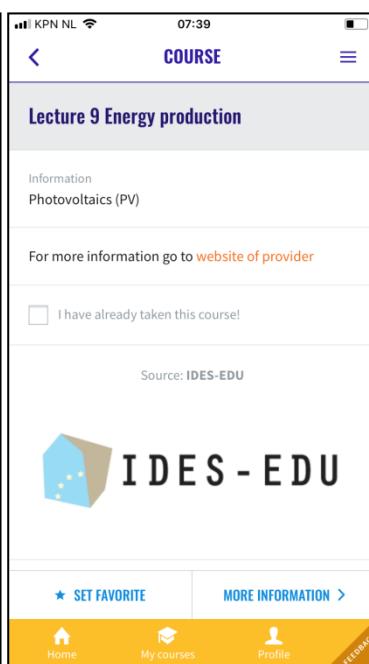
Follow e-learning (NL)



See available courses



Add course to favorites



View course details

MY COURSES

91 Experience Points

- 3 Courses
- 4 Reviews
- 23 Questions
- 14 Assessments
- 0 Photos

Notifications turned on
Solar Power
22 Jun 2018

Questions
PV-montage
You got 9/10 correct!
+18
> REDO

Questions
Montage Zonnewarmte
6 Jun 2018

Submit a photo
Upload a photo of a build or installation mistake OR of a perfectly executed piece of work
Submit 10 XP

PV-montage Mar 19, 2018
9/10 Questions correct.
OMEGA
REDO Done! +18 XP

Balansventilatie Nov 15, 2017
3/5 Questions correct.
ISSO Done! +6 XP

Montage Zonnewarmte Mar 23, 2018
6/8 Questions correct.
BDA Done!

QUESTION 1 OF 5

Do you see the mistake in the picture below?

You have earned +2 XP with this question!

Our expert agrees:

Geen beugeling van beide dakdoorvoeren. Dit geeft een verhoogde kans op lekkage.

100 could find the mistake
0 pointed elsewhere
0 did not see a mistake

See personal track

Select assessments

Practical assessments (NL)

COURSES

Sectors Installation Professions Solar Power

Notify for new courses in: Solar Power

On

9 Results

Solar Energy TU Delft

Lecture 9 Energy production

Lecture 11 Heating and Cooling

Lecture 1 Energy production

Lecture 3 Outdoor Environment

THERMOGRAFIE BIJ INSTALLATIES

Ga verder met de e-learning

POWER QUALITY

Volg gratis e-learning Voortgang 0/7

MONTAGE ZONNEPANELEN

Vierkant

Tap op 'Ga verder met de e-learning' om de e-learning te openen.

SETTINGS

Language: English

Region: European Union

Choose a region

Nederland

European Union

España

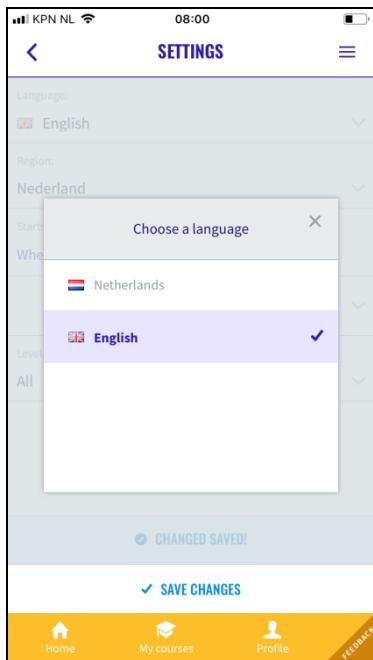
CHANGED SAVED!

SAVE CHANGES

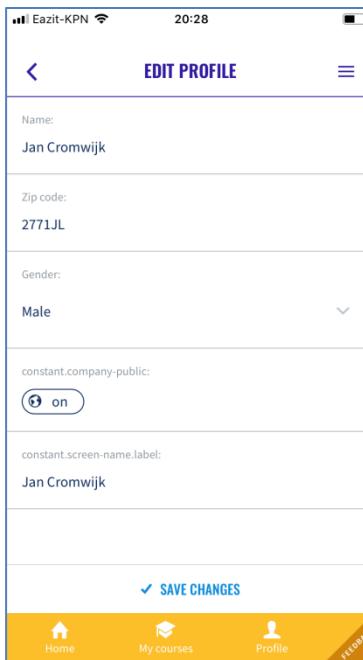
Personal notifications

Follow the tour

Select region



Change language



Give consent to be found / not



Search and find



Find an Inspection



Perform Inspection



Get feedback and improve

3 ADMINISTRATION TOOLS

3.1 MANAGE USERS

Users			
Email	Name	Roles	Institute
[REDACTED]	Ronald Setznagel	ULOs	
[REDACTED]	Jacco Putman	Questions (edit)	BDA dak- en gevel opleidingen
[REDACTED]	Georg Trnka	ULOs	
[REDACTED]	Jan Cromwijk Regio	Regions	

Click on the email-address of a user to modify the user role

(in the screen above only Jacco Putman can edit questions)

A screen for assigning roles opens. In the example below you can see that Jacco can edit questions

Edit user [REDACTED]

Authorities	<input type="checkbox"/> Admin	<input checked="" type="checkbox"/> Questions (edit)	<input type="checkbox"/> Questions (publish)	<input type="checkbox"/> Courses	<input type="checkbox"/> Regions	<input type="checkbox"/> ULOs
	<input type="checkbox"/> ULOs (view)					
Institute	BDA dak- en gevel opleidingen					
Name	Jacco Putman					
Username *	[REDACTED]					
Email	[REDACTED]					

Admin = Systems admin (only visible for admins)

Questions (edit) = Being able to edit questionsets (cannot be combined with publish)

Questions (publish) = Being able to edit and publish a questionset (cannot be combined with edit)

Courses = Being able to add and modify courses in the course-catalog for one institute

Add user

Authorities	<input type="checkbox"/> Admin	<input type="checkbox"/> Questions (edit)	<input type="checkbox"/> Questions (publish)	<input checked="" type="checkbox"/> Courses	<input type="checkbox"/> Regions	<input type="checkbox"/> ULOs
	<input type="checkbox"/> ULOs (view)					
Institute	[REDACTED]					
Name	[REDACTED]					
Username *	[REDACTED]					
Email	[REDACTED]					

Regions = Region manager (only visible for admins and region managers)
A region manager can manage all content in one or more region(s)
A region manager has to confirm new publications

Add user

Authorities	<input type="checkbox"/> Admin	<input type="checkbox"/> Questions (edit)	<input type="checkbox"/> Questions (publish)	<input type="checkbox"/> Courses	<input checked="" type="checkbox"/> Regions	<input type="checkbox"/> ULOs					
	<input type="checkbox"/> ULOs (view)										
Regions	<table border="1"><tr><td>ES</td></tr><tr><td>DE</td></tr><tr><td>NL</td></tr><tr><td>EU</td></tr><tr><td>FR</td></tr></table>						ES	DE	NL	EU	FR
ES											
DE											
NL											
EU											
FR											
Name	<input type="text"/>										
Username *	<input type="text"/>										
Email	<input type="text"/>										

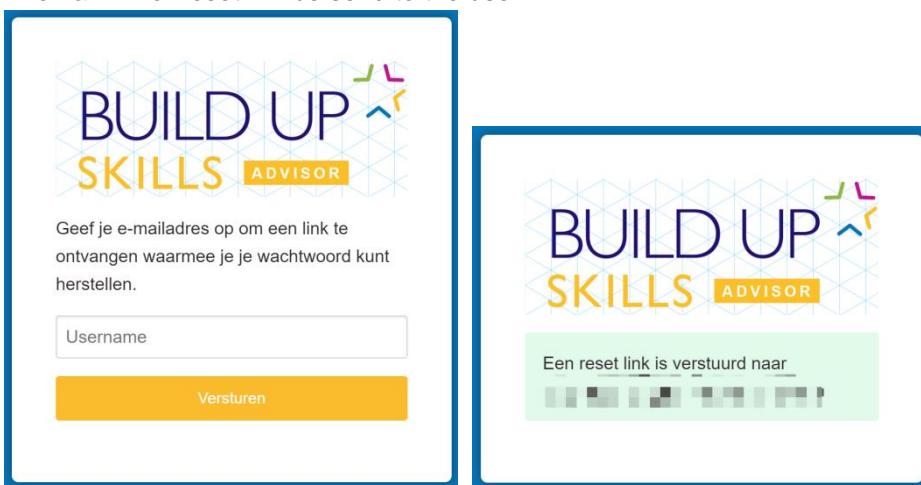
ULO's = Able to create Qualifications and ULO's
ULO's (view) = can only view Qualifications and export them to Excel

Press 'Update' when ready with assigning roles



3.2 RESET USER PASSWORD

To reset a user's password use this link <https://api.buildupskillsadvisor.eu/registration/forgotPassword>
The interface asks for the emailaddress you want to reset. Then click 'Versturen' or 'Send'.
Then a link for reset will be send to the user.



4 COURSE DATABASE

The BUILD UP Skills course database consists of a flexible maintenance environment in which regions, sectors, occupations, specialisations, accreditations, training institutes and qualification descriptors. In this guide an overview on how to implement and use this database.

4.1 REGIO ADMIN: CREATE A REGION

Use of the BUILD UP Skills infrastructure starts in general with the creation of a new region. In general we see each EU memberstate as a region. If needed also provinces or parts of a kingdom can be added as regions.

The screenshot illustrates the integration of the BUILD UP Skills course database with a mobile application. On the left, the desktop application's sidebar shows 'Regions' is selected. The main area displays a table of existing regions:

Flag	Name
EU flag	EU
Spain flag	ES
Germany flag	DE
Ireland flag	NL

A blue arrow points from the '+ New Region' button at the top right of the table to the 'Edit Region' screen on the left. Below the table, a callout says 'Click on '+ New Region' to add a new region.'

The 'Edit Region' screen shows fields for 'Title' (set to 'IE') and 'Icon' (a placeholder for a flag icon). A blue arrow points from this screen to a mobile phone interface on the right. The phone screen shows a 'Choose a region' dropdown menu with the following options:

- NL
- EU
- ES
- DE
- IE (highlighted with a purple background)

A checkmark is visible next to the 'IE' option. Below the phone screen, a callout says 'Result in the app'.

Give the region a name (in general we us the ISO3166-1 alpha-2' country codes and flags
Upload a flag icon (Dropbox: BUILD UP Skills advisor-app implementations\Visualisations\Flags\png)
Save the new region

4.2 REGIO ADMIN: CREATE A SPECIALISM

When a region is created, the region is empty.

As next step at least one specialism needs to be added.

To do so, it is possible to use the list of already available specialism and the visualizations available on Dropbox. An overview of specialisms can be found in chapter 11 Specialisms & images of specialism.

Type here to search for a specialism or create a new one.

Type the specialism name in English to check if it is already in the database.

If it is in the database, it will pop-up, select it and the next screen opens.

Power

Power quality

Mounting solar panels (power)

Design solar power systems

Add a new specialism +

If it is not in the database, then complete the name and hit 'Enter' or the button 'Add a new Specialism'. The next screen opens.

English ▾

en nl es de sk hu fr lt

Name: Mounting solar panels (power) The specialism name in English

Picture: Upload an image (600-600 pixels)

Assessments:

- Theoretical: aNewSpring If e-learning is available add the Id here (see chapter 6 for more info)
- Practical: aNewSpring

Linked professions: Here you can link with professions (when added to a region)

Save

4.3 REGIO ADMIN: CREATE A PROFESSION

Next step in setting up a region is the creation of a profession / occupation

An overview of already existing professions and available visualisations can be found in chapter 10 Professions & images of professions.

Sectors	Professions	Specialisms	Courses	Institutes	Accreditations	Sources
Name						
<input type="text" value="E-in"/> Service Mechanic E-installation E-installation technician						
Add a new profession +						

Type the name of the profession in English to check if it already exists in the database.

- ✓ If the profession is already in the database, it will pop-up, select it and the next screen opens.
- If not, then complete the name of the profession and hit 'Enter' or the button 'Add a new profession'.

The next screen opens. In this screen you can add visualisations of the profession and link it to specialisms available in your region.

Sectors	Professions	Specialisms	Courses	Institutes	Accreditations	Sources							
en	nl	es	de	sk	hu	fr	It						
Name													
<input type="text" value="Service Mechanic E-installation"/> <p><i>One of two images is served at random</i></p>													
Assessments <table> <tr> <td>Theoretical</td> <td>aNewSpring</td> <td><input type="text"/></td> </tr> <tr> <td>Practical</td> <td>aNewSpring</td> <td><input type="text"/></td> </tr> </table>								Theoretical	aNewSpring	<input type="text"/>	Practical	aNewSpring	<input type="text"/>
Theoretical	aNewSpring	<input type="text"/>											
Practical	aNewSpring	<input type="text"/>											
Linked specialisms <p><input type="text" value="sola"/></p> <p>Mounting solar panels (power)</p>													
<div style="background-color: #0070C0; color: white; padding: 5px; margin-top: 10px;"> If e-learning is available add the Id here (see chapter 6 for more info) </div>													
<div style="background-color: #0070C0; color: white; padding: 5px; margin-top: 10px;"> Here you can link with Specialisms by typing the specialism names and selecting the specialism </div>													
<div style="background-color: #0070C0; color: white; padding: 5px; margin-top: 10px;"> Linked specialism are shown like this You can unlink by hitting the unlink icon </div>													

4.4 REGIO ADMIN: CREATE A SECTOR

In the BUILD UP Skills advisor-app professions are linked to sectors. Before that can be done a sector needs to be added.

Sectors Professions Specialisms Courses Institutes Accreditations Sources

Name	Professions
Installation sector	2

Click the 'New sector +' button

Fill in the details required

New sector +

Sectors Professions Specialisms Courses Institutes Accreditations Sources

en nl es de sk hu fr lt

Name Installation sector Add a name

Picture Add a visualisation

Bladeren... Installation.png

Linked professions Search and link professions

E-in
E-installer
Service Mechanic E-installation1

Result: of the linked professions

Linked professions
E-installer
Service Mechanic E-installation1

The final result: a sector with linked professions

New sector +

Sectors Professions Specialisms Courses Institutes Accreditations Sources

Name	Professions
Installation sector	2

When adding sectors you can choose to add 'sector names' but you can also choose for example to bundle a group of professions under a good recognizable name.

Example from Ireland where professions are bundled in groups with a specific name.

Sectors	Professions	Specialisms	Courses	Institutes	Accreditations	Sources	New sector +
Name							Professions
	Registered Building Professionals - BC(A)R Certifiers						3
	Construction Professionals						5
	Craft Workers						5
	Specialised workers						5
	General Operatives						5
	Property & Building Professionals						4

Example from the Netherlands where professions are grouped by sector.

Sectors	Professions	Specialisms	Courses	Institutes	Accreditations	Sources	New sector +
Name							Professions
	Construction						11
	Installation						11
	Completion						3
	Real estate						7

4.5 REGIO ADMIN: CREATE A SOURCE

In the Course catalogue it is possible to create subsets of courses. For example all courses for blue collar workers, or all courses related to a specific skills-project. This is done by working with ‘sources’

Sectors	Professions	Specialisms	Courses	Institutes	Accreditations	Sources
Name	Description					

Click the ‘New source +’ button

Sectors	Professions	Specialisms	Courses	Institutes	Accreditations	Sources	
en	nl	es	de	sk	hu	fr	lt
Name	Construction Worker Skills						
Logo							
Website	Bladeren... Construction-Worker-Skills-Register.png https://www.constructionworkerskillsregister.ie/						
Description	The Construction Worker Skills Register encourages engagement in training and skills development within the building sector.						
Save							

Fill in the information required

Click ‘Save’ and then the result will be showed.

Sectors	Professions	Specialisms	Courses	Institutes	Accreditations	Sources	
Name		Description					
Construction Worker Skills		The Construction Worker Skills Register encourages engagement in training and skills development within the building sector.					

In the BUILD UP Skills advisor app the sources are shown in the ABOUT screen. As you see it can also be used for adding ‘supporters’

For IE, the content of this app is maintained by:

Irish Green Building Council Limerick Institute of Technology

With support from SEAI

The development of this app has been made possible by:

Home My courses Profile FEEDBACK

4.6 REGIO ADMIN: CREATE AN ACCREDITATION & OPTIONAL SKILL-CARD SETTINGS

If accreditations or recognitions for courses or course providers are available, they can be added. An accreditation can be linked to a qualification by linking it to a published qualification (see 7.7). When linked to a published qualification scheme personal recognition cards can be issued.

The screenshot shows the 'Accreditations' tab selected in the navigation bar. A blue button labeled 'New accreditation +' is located in the top right corner. Below the navigation bar, there is a search bar with the placeholder 'Name' and a dropdown menu showing 'IE' with a flag icon.

Click on the button 'New accreditation +' and fill in the required fields.

The screenshot shows the 'New accreditation +' form. It includes fields for 'Name' (set to 'NEWCOM ventilation'), 'Picture' (displaying the 'NEWCOM' logo), 'Website', 'Contact', 'E-mail', and 'Card' settings. The 'Card' section contains a dropdown for 'Qualification scheme', a 'Download' button, and a dropdown for 'Expires after' (set to 'Indefinite'). A large blue callout box on the right side states: 'Optional: Select a to be recognized qualification and layout for a Skills-card linked to the accreditation'.

When an accreditation is linked to a recognition a Skills-card can be added.

The screenshot shows the 'Skills-card' configuration form. It includes fields for 'Card' settings (qualification scheme, expiration date, card layout, title, pass name) and a preview of the generated 'Competence Card'. The preview card displays the 'NEWCOM' logo, the title 'Competence Card', the pass name 'Jan Cromwijk @ ISSO1', and the date of birth '1 February 1977'. A QR code for validation and a logo from the accreditation are also shown. A large blue callout box covers the preview area, containing sub-instructions: 'Select a published qualification scheme for personal recognition', 'Set expiration date', and 'Select or create a skills-card layout'. To the right, a detailed configuration panel for the 'NEWCOM S' layout is shown, including sections for 'Layout name', 'Header image', 'Background color', 'Primary color', 'Footer image', and 'Color for texts'.

4.7 REGIO ADMIN: CREATE AN INSTITUTE

The last step before courses can be created is adding one or more institutes (e.g. course provider, exam provider, recognition issuer).

New institute +

Sectors Professions Specialisms Courses Institutes Accreditations Sources

Name

Click on the button 'New institute +' and fill in the required fields.

New institute +

Sectors Professions Specialisms Courses Institutes Accreditations Sources

Name: Chevron training

Logo: chevron-training-Logo-.png

URL: https://chevrontraining.ie

Contact:

E-mail:

Save

Click on Save and the result is shown

New institute +

Sectors Professions Specialisms Courses Institutes Accreditations Sources

Name
Chevron training

4.8 REGIO ADMIN AND COURSE PROVIDER: CREATE A ‘COURSE’ OR ‘EXAM’

Type Name Institute

Click on ‘New course’ to create a new course item.

Fill in the details needed. When a course is published by a course provider, then the region admin needs to approve

Status	DRAFT	Select a language the content has
Language	English	Add a name
Name	Solar installer	
Description	The purpose of this award is to equip you with the relevant knowledge, skill and competence to implement micro scale solar photo-voltaic (p-v) projects, up to 11 kilowatt, according to the applicable standards, legislation, guidelines, and manufacturer's specifications, whilst working autonomously.	Add a description
Type	Course	Select a course type
Collection	<input type="checkbox"/> Construction Worker Skills The Construction Worker Skills Register encourages engagement in training and skills development within the building sector.	Select a Collection
Institute	Chevron training	Select a training institute
Website	https://chevrontraining.ie/solar-pv-course/	Add a link to the website
Accreditation	SEAI	Select an accreditation, when applicable If a qualification is linked it can be downloaded
Specialisms and technologies	Design solar power systems	Link to Specialisms Based on the links the professions list is populated
Professions	Service monteur E-installatie Service Mechanic E-installation1	Unlink professions not within the target group AND/OR link to professions not linked to the specialisms selected
Exam		When applicable add a link to an exam
Points For completing course	400	Enter the number of retraining points 0.5 day = 50 points 1 day = 100 points 2 day = 200 points 3 day = 300 points max 900 points for 9 days or more
<input type="button" value="Save"/> <input type="button" value="Publish"/>		

4.9 REGION ADMIN ACCEPT A CREATED OR MODIFIED COURSE

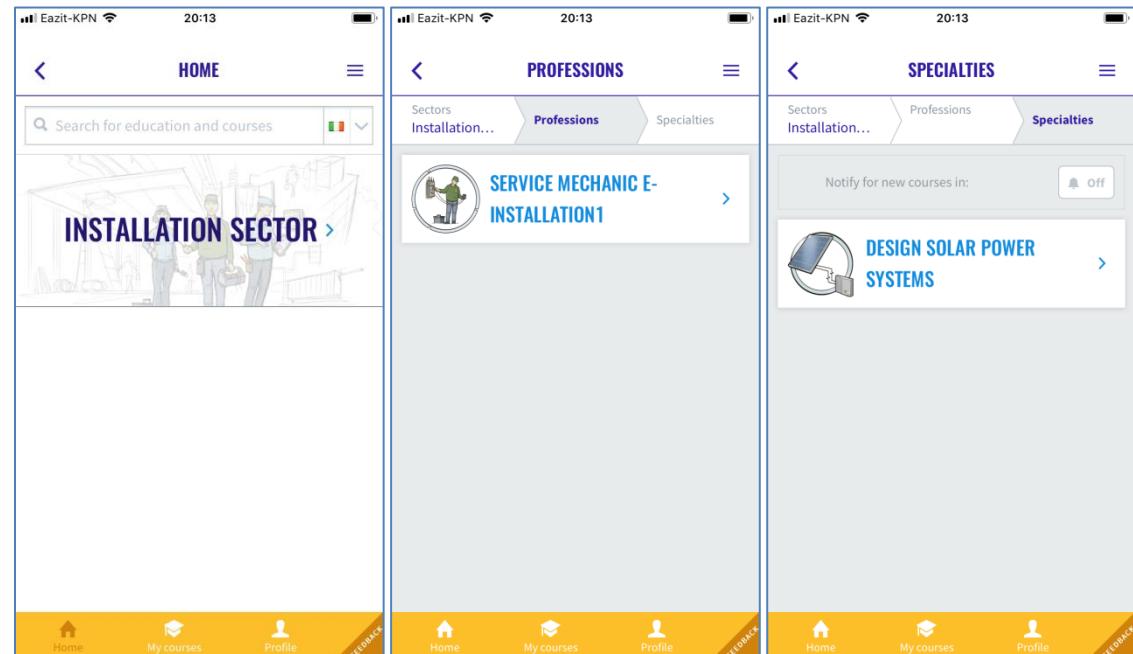
A region provider will get a notification if a course institute has added a new course or edited essential fields. This to prevent abundant linking to make a course item visible everywhere. The essential fields are: Linked specialism's and Linked professions.

If needed a region admin can make the required changes.

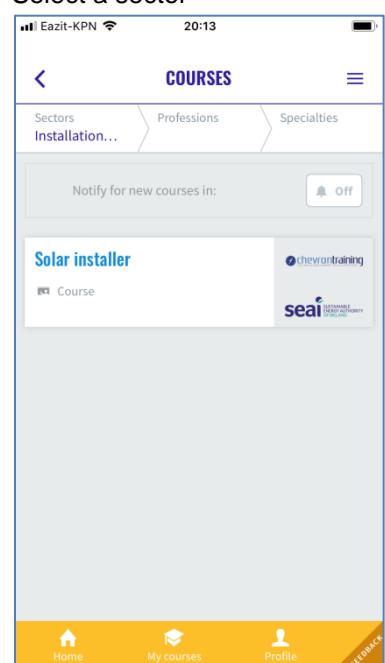
By hitting the publish button, the region admin accepts the changes.

Save Publish

4.10 RESULT IN THE APP

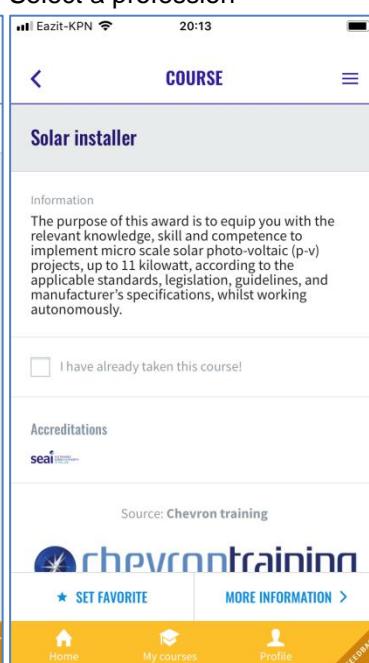


Select a sector



The course supply

Select a profession



Information about the course

Select a specialism

4.11 ADD COURSE PARTICIPANTS

4.11.1 With Excel imports

As course institute it is possible to upload an Excel with course participants

A template for this can be found in the Dropbox

"BUILD UP Skills advisor-app implementations\Information for course providers"

First fill in the Excel template with the following information.

The fields Name, Email and Completed are required. The others are optional.

Grade and Birthday are only used for personal recognitions earned by passing exams.

Name	Email	Company	Completed	Grade	Birthday
new_participant2	new_participant2@example.com	Company A	2019-10-01	8	15-12-1977

Click on **Import Excel** to import the Excel file

The screenshot shows a user interface for managing course participants. On the left, there's a sidebar with 'Courses' and 'Users' options. The main area has tabs for 'Notifications' and 'Courses'. Below these are buttons for 'Back', 'Add new participant', and 'Import Excel'. A table lists participants with columns for Name, E-mail, Date, Approval, Overall rating, and Card. A blue arrow points from the text above to the 'Import Excel' button.

The following pop-up appears

Select the Excel file by clicking on '**Bladeren**'

Click on **Import** for importing the participants.

This is a modal dialog titled 'Import participants'. It asks to choose an .xlsx file to import participants to. There's a 'Bladeren...' button and a message 'Geen bestand geselecteerd.' (No file selected). At the bottom are 'Cancel' and 'Import' buttons. A blue arrow points from the text above to the 'Bladeren...' button.

Uploading and processing takes a while (**do not refresh or click again**)

After processing a popup shows with a results overview.

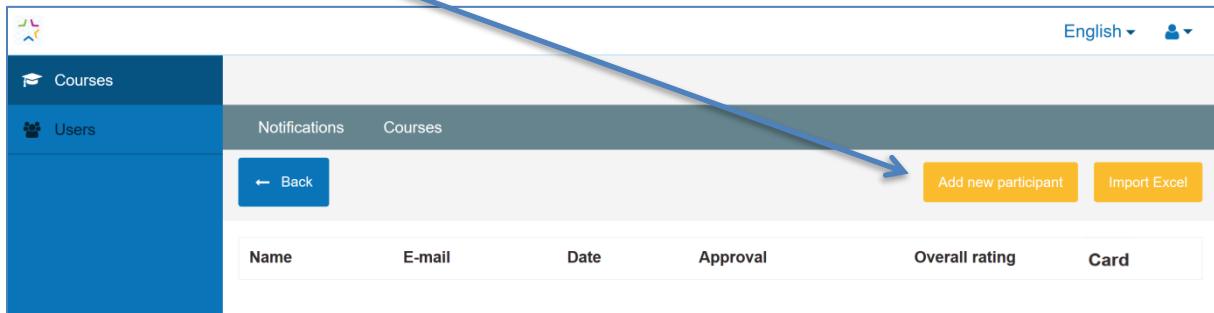
This is another modal dialog titled 'Import participants'. It displays two rows: 'success' with a count of 1, and 'failed' with a count of 0. At the bottom is a 'Close' button.

If import fails partly or fully, then detailed error information is added to this pop-up.

4.11.2 Individual

It is also possible to add an individual course participant

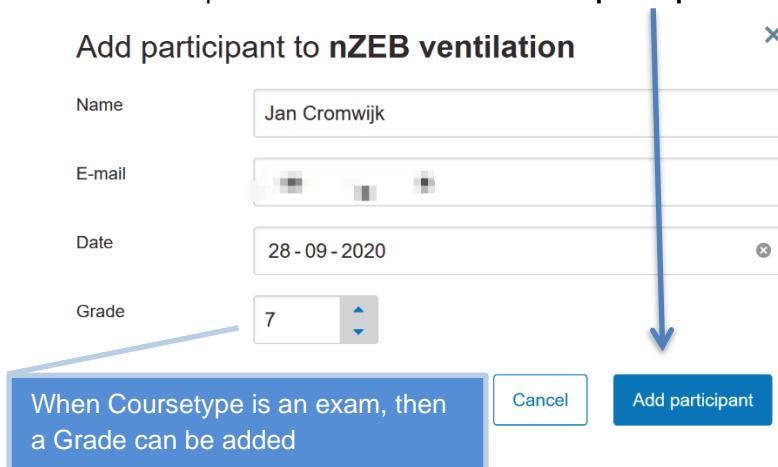
Click on **Add new participant**



A screenshot of a web interface titled 'Courses'. On the left, there's a sidebar with 'Courses' and 'Users' options. The main area has tabs for 'Notifications' and 'Courses'. A blue arrow points from the text above to the 'Add new participant' button in the top right corner of the main area.

A popup to fill-in the details opens.

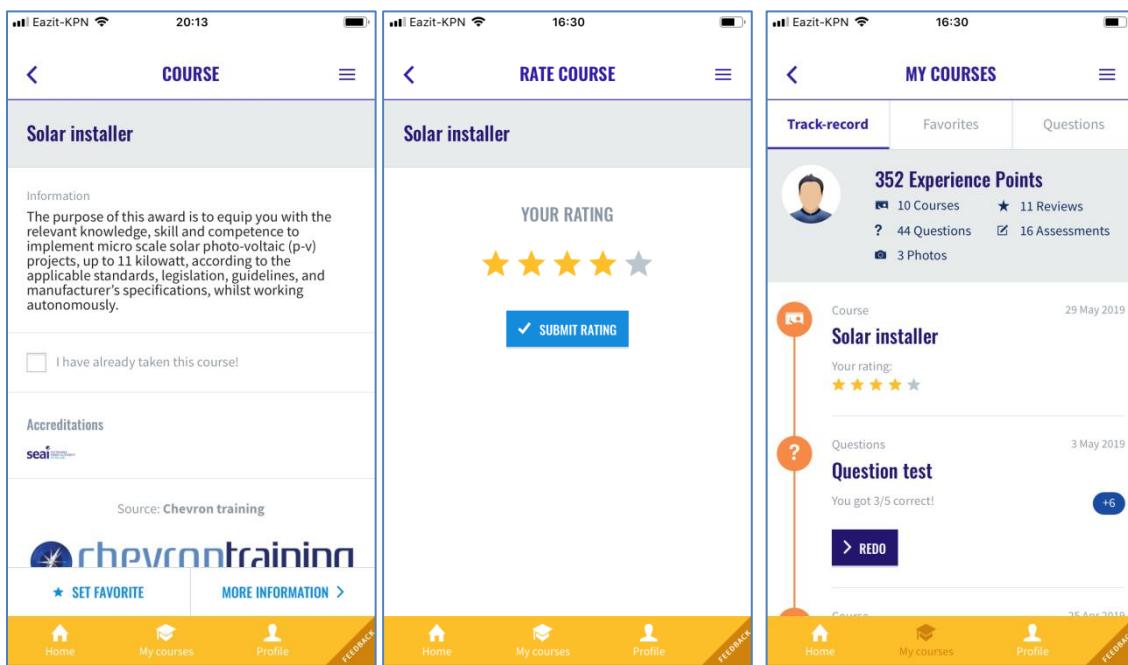
Fill in the required information and click 'Add participant'



The screenshot shows a modal window titled 'Add participant to nZEB ventilation'. It contains fields for Name (Jan Cromwijk), E-mail (redacted), Date (28-09-2020), and Grade (7). A blue callout box points to the Grade field with the text: 'When Coursetype is an exam, then a Grade can be added'. At the bottom are 'Cancel' and 'Add participant' buttons.

4.12 ACKNOWLEDGE COURSE PARTICIPATION

When a user of the BUILD UP Skills advisor app clicks on 'I have already taken this course' a screen to rate the course is shown.



Three screenshots of the BUILD UP Skills advisor app are shown side-by-side:

- I have taken this course**: Shows a course card for 'Solar installer' with a checkbox for 'I have already taken this course!'.
- My rating**: Shows a rating screen for 'Solar installer' with a 5-star rating and a 'SUBMIT RATING' button.
- Rating shown in personal track record**: Shows a 'MY COURSES' screen with a track record entry for 'Solar installer' showing a 5-star rating and '352 Experience Points'.

When the rating is approved also the number of earned XP is updated.

Participation can be approved or rejected by the course provider. After acceptation the user rating is shown to the course provider. See an example of this screen below.

The screenshot shows a software interface for managing participant ratings and approvals. On the left, there is a sidebar with icons for Courses, Vragensets, and Gebruikers. The main area has tabs for Notifications and Courses, with 'Courses' selected. A blue callout box labeled 'Add a new participant' points to a button in the top right corner. Another blue callout box labeled 'Rating available' points to a row for 'Jan Cromwijk'. This row shows 'No rating done by the user' and a 'Card' icon. Below this, another blue callout box labeled 'Approve or reject' points to a row for 'Martijn Deurloo'. This row shows 'Approved' and a set of green and red circular icons. At the bottom, a large blue callout box contains the text: 'When a recognition card is issued it can be downloaded from this overview'.

Name	Approval	Overall rating	Card
Jan Cromwijk	Approved	★★★★★	[Card Icon]
Jan Cromwijk	Approved		
Martijn Deurloo			[Card Icon]

When a recognition card is issued it can be downloaded from this overview

5 BUILDING ERRORS INTERACTION

5.1 OVERVIEW OF THE LEARNING FROM BUILDING ERRORS INTERACTION

In this chapter a complete graphical overview is given of the developed extension (the last available version). For each screen a small explanation is given about the screen itself.

5.1.1 Overview of the front-end

In this overview the user does not get a notification, but finds a 'Vragenset' by using search.

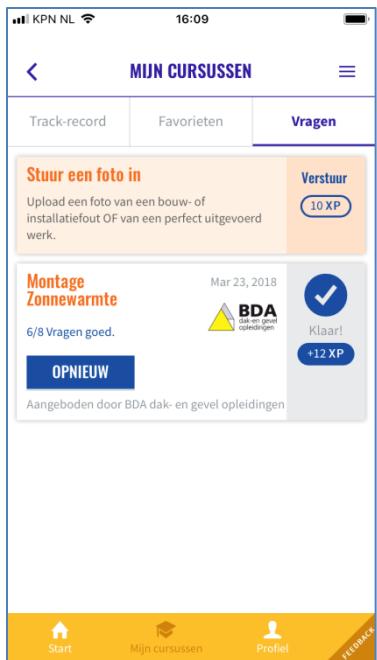
Questionset 'Montage Zonnewarmte'

First Question

Good answer with expert feedback

Example of a wrong answer

Earning experience points and 'branding' The learners breadcrumb-path



The users collection of questionsets

5.2 OVERVIEW OF THE BACKEND FOR QUESTIONSETS

The QuestionSets are created by training providers, manufacturers and knowledge institutes. Before that is possible the user needs to get an account and a proper role-setting (see Manage users).

The list of 'Institutes' is derived from the BUILD UP Skills advisor-app course catalogue (see Regio Admin: Create a).

5.2.1 Create a new Questionset

Click on create to **+create** to create a new questionset

The screenshot shows a sidebar menu on the left with options: Manage, Regions, Courses, Questions, List sets, + Create set, and Feedback. The 'Questions' option is selected. The main area is titled 'Question sets' and lists three entries:

Status	Title	Created	Updated	Published	Provider	Participants
PUBLISHED	PV-montage	2018-03-19 11:33	2018-03-22 14:40	2018-03-19 14:21	[Colorful square]	7
PUBLISHED	Montage Zonnearmste	2018-03-23 14:45	2018-03-24 07:00	2018-03-23 15:16	[Colorful square]	5
PUBLISHED	Veilig werken op hoogte	2018-08-13 16:11	2018-08-15 07:16	2018-08-15 07:16	[Colorful square]	4

A blue arrow points to the '+ Create' button in the top right corner.

In the screen that follows **enter a name** and **select the institute** the questionset is 'sponsored' by. And click on **Create** to add the new questionset!

The screenshot shows a sidebar menu on the left with options: Manage, Regions, Courses, Questions, List sets, + Create set, and Feedback. The 'Questions' option is selected. The main area is titled 'Create questionset' and contains two fields:

- Title ***: An input field with a placeholder '(none)'.
- Institute**: A dropdown menu with a placeholder '(none)'. The list includes:
 - (none)
 - aNewSpring (NL)
 - AREPA (NL)
 - BDA dak- en gevel opleidingen (NL)
 - Betatest (NL)
 - BNA Academie (NL)

A blue arrow points to the 'Title' field, and another blue arrow points to the 'Institute' dropdown.

At the bottom right is a yellow 'Create' button.

The new Questionset opens and is ready for editing

Click on **Create Question** to add a first question.

The screenshot shows a sidebar menu on the left with options: Manage, Regions, Courses, Questions, List sets, + Create set, and Feedback. The 'Questions' option is selected. The main area is titled 'New Questionset' and displays a message:

New Questionset ⚠ Why can't I publish?

This set does not contain any questions yet. Start by creating the first question.

At the bottom is a blue 'Create Question' button.

The screen to add questions opens.

Edit question in 'New Questionset'

Title *
(not visible to users)

Question
(optional)

Photo *

Point where you see a mistake.

Browse

Browse server

No mistake

Expert feedback *

Give the question a name

If needed add a custom instruction. For example "tap the PV-panel". Default text works perfect for building errors

Upload or select a photo
Needs to be landscape

If selected the image shows a correct performance

Type short expert feedback

Click on Save to save the new question.

Example of a question

Edit question in 'New Questionset'

Title *
(not visible to users)

New Question

Question
(optional)

Point where you see a mistake.

Browse

Browse server

No mistake

Expert feedback *

Three different materials mixed. This leads to corrosion and leakages

Please mark a hotspot in the image. You can do this by clicking with your mouse.

Reset hotspot

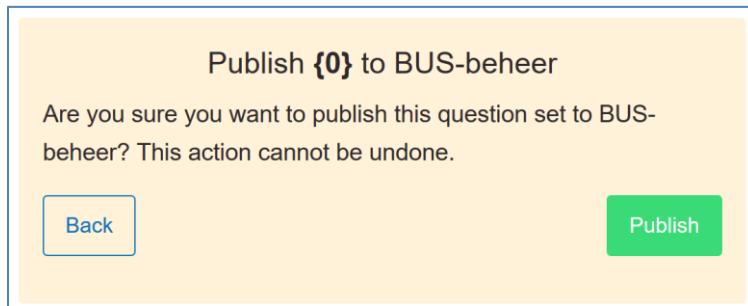
Save

The saved question appears in the questionset

New Questionset		Why can't I publish?
Status	DRAFT	
Participants	0	
Provider	Betatest	
#	Title	
1	New Question	
Create Question		

5.2.2 Publish QuestionSet

When at least five questions are added a QuestionSet can be published to the BUILD UP Skills advisor-app catalogue. This by pressing the 'Publish'-button in the right corner of the screen.

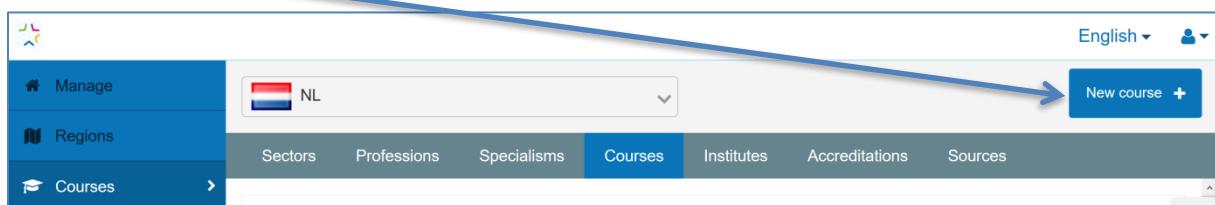


After publication the QuestionSet becomes visible in the BUILD UP Skills advisor-app catalogue

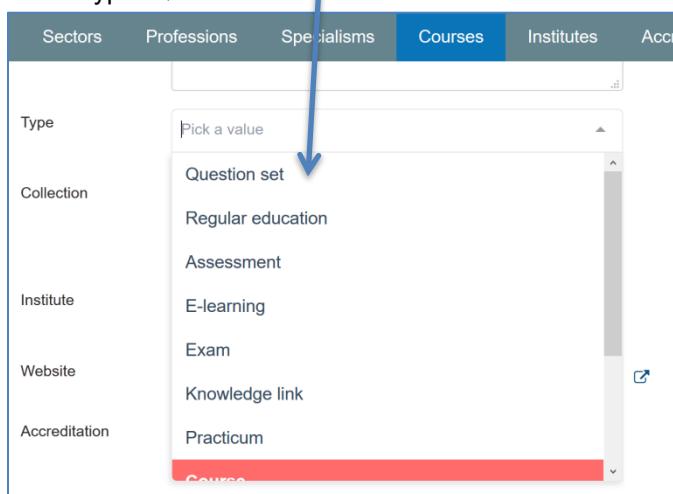
5.2.3 Adding a Questionset in BUS-app catalogue

In the BUILD UP Skills advisor-app catalogue the right metadata has to be added for linking with specialisms and professions. After this the QuestionSet becomes visible in the BUILD UP Skills advisor-app & users with notification on for the subject(s) a QuestionSet is linked to are notified.

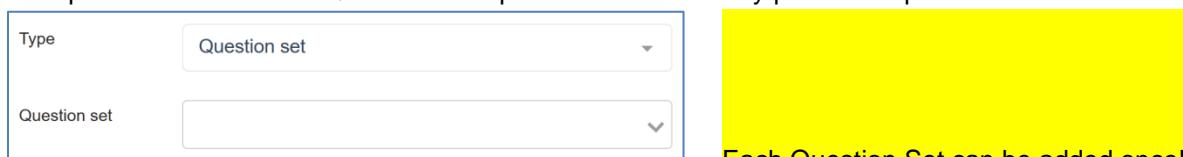
Click 'New Course'



Select type 'Question set'



A dropdown with available Questionsets opens. Select the newly published question set



Fill in the rest of the required fields (see: Regio Admin and Course provider: Create a 'course' or 'exam') and press 'Publish'

5.2.4 Evaluation of the use of Question Sets

In the back-end for each question in the question set you can view anonymized usage data. It also provides a function to evaluate written feedback.

To view the usage data open the Questions tab. The number of unique users is shown behind the questionset.

Status	Title	Created	Updated	Published	Provider	Participants
PUBLISHED	PV-montage	2018-03-19 11:33	2018-03-22 14:40	2018-03-19 14:21		7
PUBLISHED	Montage Zonnewarmte	2018-03-23 14:45	2018-03-24 07:00	2018-03-23 15:16		5
PUBLISHED	Veilig werken op hoogte	2018-08-13 16:11	2018-08-15 07:16	2018-08-15 07:16		4

Click on the Question Set you want to analyse. After opening the Question Set click on a question you want to view.

4	Connectoren 2	
5	Bevestiging	
6	Kabels	

The question opens and shows all different user clicks. This helps to find out if there are more errors in a picture and to assess if the size of the hotspot is right.

Edit question in 'PV-montage'

Title *
(not visible to users)

Bevestiging

Question
(optional)

Point where you see a mistake.

Photo *

Browse

Browse server

Please mark a hotspot in the image. You can do this by clicking with your mouse.

Reset hotspot

Users of the BUILD UP Skills advisor-app have the possibility to leave feedback if they do not agree with a question. This feedback can be accessed by clicking on **Feedback**.

The screenshot shows the app's main menu on the left with options like Manage, Regions, Courses, Questions, and Feedback. The Feedback option is highlighted. The main area is titled 'Feedback' and lists four items:

Status	Set	Question	Created	Username
OPEN	Question test	Borging ladder	2019-12-12 14:48	[Redacted]
REJECTED	Montage Zonnewarmte	Bouwkundige montage zonnecollector	2019-10-09 14:51	[Redacted]
REJECTED	Balansventilatie	Slagdemper bocht	2019-03-18 13:09	[Redacted]
REJECTED	PV-montage	Omvormer	2019-03-15 22:56	[Redacted]

The feedback screen opens. Click on the **feedback item** you want to evaluate.

The feedback screen opens. Click on **Reject** to reject OR on **Accept** to accept.

This screenshot shows the detailed view of the first feedback item from the previous screen. It includes:

- Form fields: Title * (Borging ladder), Question (Wijs de borging voor de ladder aan), Submitted by * (Jan Cromwijk), Feedback * (This is absolutely not right), Photo (Thumbnail image of a ladder being secured).
- A checkbox for "Show answers from other users".
- A large image of a ladder being secured, with a red box highlighting a specific part of the hardware.
- Action buttons at the bottom: "Back", "Reject" (red button), and "Accept" (green button).

6 BUILDING INSPECTIONS INTERACTION

6.1 OVERVIEW OF THE BUILDING INSPECTIONS INTERACTION

In this chapter a complete graphical overview is given of the building inspections interaction. For each screen a small explanation is given about the screen itself.

6.1.1 Overview of the front-end

In this overview the user does not get a notification, but finds an inspection by using search.

The figure consists of six screenshots of a mobile application interface, arranged in two rows of three. Each screenshot shows a different step in the inspection process:

- Search results:** Shows a search bar with "Demper" entered. Below it is a card for "Geluidsdempers" with an "isso" logo and "Inspection" status. Navigation icons at the bottom include Home, My courses, Profile, and Feedback.
- Select most fitting image:** Shows two images for selection: one of a pipe with a red valve and another of a blue water heater unit. Navigation icons at the bottom include Home, My courses, Profile, and Feedback.
- Submit proof:** Shows a question "Geluidsdemper aanwezig?" with a photo of a pipe. It includes a "Take a picture as proof" button and camera and library icons. Navigation icons at the bottom include Home, My courses, Profile, and Feedback.
- Get feedback & fix:** Shows a photo of a pipe with a green and white inspection sticker. A red box highlights "Potential problems" and "Our expert disagrees: Brang geluiddempers aan op alle afvoeren uit vertrekken." Buttons for "FIX IT" and "NEXT" are at the bottom. Navigation icons at the bottom include Home, My courses, Profile, and Feedback.
- Provider & XP:** Shows a summary of the inspection: "3/3 Points inspected", "THANK YOU FOR THE INSPECTION", "+ 15 xp", and "Provided by ISSO". The "isso KENNISINSTITUUT BOUW- EN INSTALLATIETECHNIK" logo is displayed. Navigation icons at the bottom include Home, My courses, Profile, and Feedback.
- On-going inspections:** Shows a "MY COURSES" section with three items: "Ventilatie" (Dec 9, 2019), "Ventilatie" (Dec 9, 2019), and "Inspection test" (Oct 24, 2019). Each item has a "PROCEED" button, a "1/3 Questions" icon, and a "+5 XP" icon. Navigation icons at the bottom include Home, My courses, Profile, and Feedback.

6.2 OVERVIEW OF THE BACKEND FOR INSPECTIONS

Inspections are created by training providers, manufacturers and knowledge institutes. Before that is possible the user needs to get an account and a proper role-setting (see Manage users).

The list of providers is derived from the BUILD UP Skills advisor-app course catalogue (see Regio Admin: Create a).

6.2.1 Create a new Inspection

Click on create to **+New inspection** to create a new Inspection

The screenshot shows the 'Inspections' page. On the left is a sidebar with icons for Manage, Regions, Courses, Questions, Inspections (+ Add inspection), Users, Tour, EULA, and Qualifications. The main area is titled 'Inspections' and lists five inspections with columns for Name, Steps, Executed, Updated, Published, User, and Provider. A blue arrow points from the 'Create a new Inspection' text to the '+ New inspection' button in the top right corner.

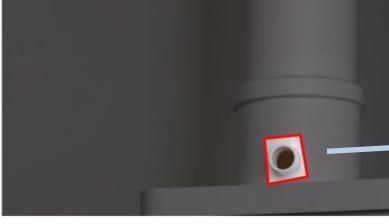
Name	Steps	Executed	Updated	Published	User	Provider
Ventilatie	3	7	2019-10-09 11:58	2019-10-09 11:58	admin	ISSO
Zonnewarmte	2	1	2019-10-29 09:31	2019-10-29 09:31	admin	OTIB
Inspection test	3	6	2019-11-04 11:59	2019-10-04 14:20	admin	
Test inspecties	1	0	2019-11-15 13:45		admin	ISSO
Installing Solar panels	2	2	2019-12-05 20:04	2019-10-04 14:21	admin	Test

In the screen that follows **enter a name** and **select the institute** the Inspection is 'sponsored' by. And click on **Create** to add the new Inspection.

The screenshot shows the 'Add inspection' form. It has a sidebar with the same icons as the previous page. The main form has fields for 'Title' (with a placeholder box) and 'Institute' (with a dropdown menu showing '(none)'). A blue arrow points from the 'Title' field, and another blue arrow points from the 'Institute' dropdown. In the bottom right corner is a yellow 'Create' button.

The new Inspection opens and is ready for editing. Fill in the details and click **Save**.

Add Step

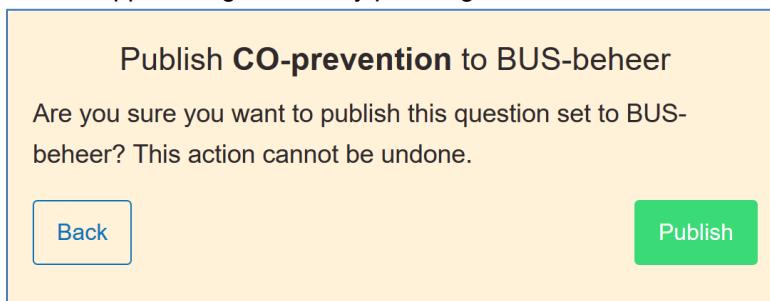
Step name *	<input type="text" value="Check measure tube"/>	Give the step a name
Right Photo *		Upload a photo depicting the wanted situation. The photo needs to be landscape
	Browse	
Feedback *	<input type="text" value="The measure tube is closed"/>	Describe the good aspect you want to highlight
Right feedback		
Wrong Photo *		Upload a photo depicting the opposite unwanted situation. The photo needs to be landscape
	Browse	
	Please mark a hotspot in the image. You can do this by clicking with your mouse.	
	Reset hotspot	Draw a hotspot highlighting the unwanted aspect
Feedback *	<input type="text" value="The measure tube is still open. This means CO can leak out of it. Close the tube after measurement."/>	Type short expert feedback why the aspect is unwanted & how it can be fixed.
Wrong feedback		
Save		

After saving the overview of the inspection shows the new created inspection step. Click **Add Step** to add another step to inspect. Click **Ready for publication** to publish.

Inspections	Edit								
CO-prevention									
Status	DRAFT								
									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Title</th> <th>Right</th> <th>Wrong</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Check measure tube</td> <td></td> <td></td> </tr> </tbody> </table>		#	Title	Right	Wrong	1	Check measure tube		
#	Title	Right	Wrong						
1	Check measure tube								
Add Step									
Delete Ready for publication Save									

6.2.2 Publish Inspection

When at least one inspection step is added an inspection can be published to the BUILD UP Skills advisor-app catalogue. This by pressing the 'Publish'-button in the right corner of the screen.

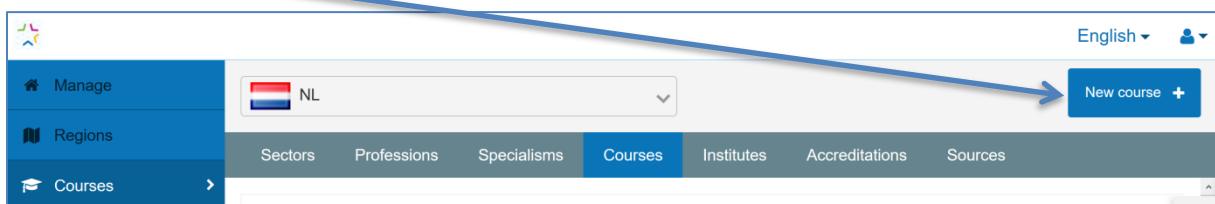


After publication the Inspection becomes visible in the BUILD UP Skills advisor-app catalogue

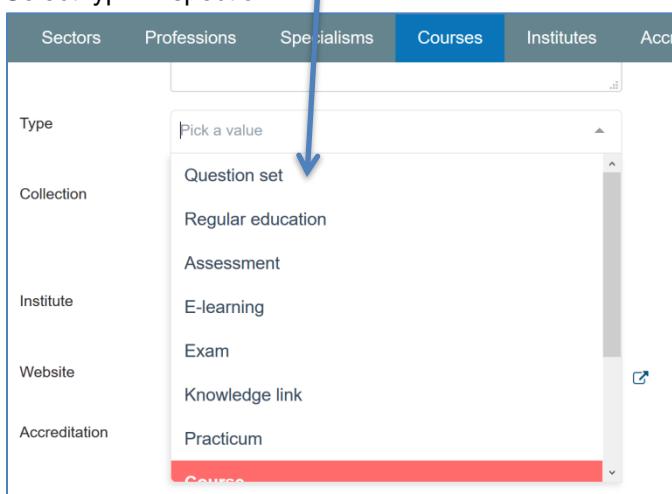
6.2.3 Adding an inspection in the BUS-app catalogue

In the BUILD UP Skills advisor-app catalogue the right metadata has to be added for linking with specialisms and professions. After this the Inspection becomes visible in the BUILD UP Skills advisor-app & users with notification on for the subject(s) an Inspection is linked to are notified.

Click 'New Course'



Select type 'Inspection'



A dropdown with available Inspections opens. Select the newly published Inspection



Fill in the rest of the required fields (see: Regio Admin and Course provider: Create a 'course' or 'exam') and press 'Publish'

7 THE UNIT OF LEARNING OUTCOMES DATABASE

7.1 INTRODUCTION TO THE UNIT OF LEARNING OUTCOMES DATABASE

The Unit of Learning Outcomes (ULO) database was developed in cooperation with two Horizon 2020 projects: BIMplement and NEWCOM. Starting point was experience gathered by ISSO and partners in former BUILD UP Skills and Construction Skills projects.

The screenshot shows a web-based application for managing qualification schemes. On the left is a vertical sidebar with icons for Courses, Questions, Inspections, Users, and Qualifications. The Qualifications icon is highlighted. The main area has a header "Qualification schemes" with a help icon and a button "+ New qualification scheme". Below this is a green callout box containing the text: "In a qualification scheme all relevant tasks are described and linked with Unit of Learning Outcomes. In this window all available qualification schemes are shown. You can select, or you can create a new one." A close button "X" is in the top right corner of the callout. The main content area is a table with columns: Name, Updated, Last updated by, # Tasks, # Publications, and Export. The data rows are:

Name	Updated	Last updated by	# Tasks	# Publications	Export
NEWCOM nZEB Roofer	2019-10-23 16:38	admin	33	0	
Multifunctional Roofs and Facades	2019-05-23 15:08	j.cromwijk@isso.nl	1	0	
NEWCOM nZEB ventilation	2019-04-03 10:28	j.cromwijk@isso.nl	23	0	
NEWCOM Building Inspector	2019-03-13 14:53	j.cromwijk@isso.nl	13	0	
nZEB ventilation	2019-02-21 17:06	admin	8	0	

01 ULO database

The BIMplement Qualification Framework consists of a flexible methodology that allows definition of professional activities, related skills, required competences in order to achieve a desired quality in the field of nZEB. It is composed out of tasks and related subtasks that have to be performed on a certain time in a process and by (a) certain person(s) with a certain skillset.

The BIMplement qualification framework is a multi-layered qualification matrix. It consists of a layer with basic tasks and one or more layers of context specific layers. For example nZEB related tasks, BIM-related tasks. If needed more layers can be added, for example for Indoor air quality (IAQ) tasks or Circular Building tasks. The qualification framework is also suitable for non-nZEB related topics. For example prevention of carbon monoxide when installing and maintaining heating systems.



02 Example of several possible layers of classifications

A task based qualification developed following the BIMplement methodology in general addresses all relevant building/process phases and all professions/actors involved.

For practical use subsets from the qualification can be published in a qualification scheme addressing one or more project phases and one or more professions. For example a subset of tasks and subtasks for a craftsman that installs the converter of a Solar-PV system.

Invoegen screenshot nZEB ventilation for...

The corresponding BUILD UP Skills advisor-app database identifies for each technology which professions and specialisms are involved in each phase, the needed skills, competences and descriptors, i.e. the related qualifications and which trainings, courses, learnings are available.

7.2 HOW TO DEVELOP A TASK BASED QUALIFICATION

In this chapter a compact overview of steps is given that are needed to develop high quality task based qualifications. When creating a new qualification it is recommended to design it offline using a tool like Excel, with special attention for correct use of verbs. After checking content and quality the new qualification can be entered into and normalized with support of the ULO-database. When entering the Qualification into the database the database shows you comparable items. This to assist in getting a as good as possible Qualification that is also fit for mutual recognition.



The ULO-database is a normalized database.

This means that each item in the database is unique, there are no doubles. When entering the tasks, subtasks, knowledge, skills and competence information, the database shows already existing content that matches with the new content. This to make effective re-use of existing qualification content & to make easy recognition of already earned competence possible.

An Excel template for creating draft versions is available ([Empty Qualification Format.xlsx](#)).

7.3 STEP 1: MAKE A LIST OF TASKS TO BE PERFORMED & BY WHOM.

Step 1	
An overview of tasks	Occupation(s) involved
Task 1...	Occupation name(s)
Task 2...	...
Task 3...	...

 1. Start each task with a 'verb' in the tasks to make the task active.
e.g. *Perform a feasibility study*

2. Use different wording if tasks are performed in different phases.
e.g.: Check attention points on comfort in inner spaces in planning phase
Verify attention points on comfort in inner spaces in delivery phase

For more information about development of sound ULO's and task definitions you can access the following sources:

1. St Edward's University, Centre for Teaching Excellence (2004). Task-oriented question construction wheel, based on Bloom's taxonomy. Available at <http://www.stedwards.edu/cte/files/BloomPolygon.pdf>
 2. University of Arkansas <https://tips.uark.edu/blooms-taxonomy-verb-chart/>
 3. University of Arkansas <https://tips.uark.edu/using-blooms-taxonomy/>

7.4 STEP 2: DEFINE THE RELEVANT ‘SUB-TASKS TO BE PERFORMED’ & BY WHOM

Step 2

An overview of subtasks	Occupation(s) involved
Task 1...	Occupation name(s)
Sub Task 1.1...	...
Sub Task 1.2...	...
Task 2...	...
<p> Use a 'verb' in the tasks to make them active</p> <p> If the <u>name of a task or subtask</u> is the same for multiple actors, but the competence, skills and knowledge differ, then create separate tasks / subtasks with unique task names for those actors!</p>	

The Excel template for tasks explained

Optional	Regions	Tasks	Sub-tasks	ULO Nr.

- Optional: mark with an X if a task or subtask is optional
 Regions: enter regioncode ([use two letter countrycodes](#)) if the task or subtask is region specific
 Task: enter the task in row 2
 Subtasks: enter the subtasks in the column Sub-tasks
 ULO Nr: make numerical references to relevant ULO's worked out in the next steps (each ULO gets in the database a unique ID)

In NEWCOM and BIMplement we do not describe tasks that are already part of occupations

We assume that it is not needed to describe tasks that are part of occupations, those are in most cases already covered in existing national qualifications for regular education. The qualifications we developed are for upskilling already skilled workers.

7.5 STEP 3: PROVIDE DIDACTICAL DETAILS FOR THE TASKS AND SUBTASKS

Step 4		
Competence involved (responsibility and autonomy)	Skills involved	Knowledge involved
(items separated with ';')	(items separated with ';')	(items separated with ';')
...
 The ability of the learner to apply knowledge and skills autonomously and with responsibility Competences need to be described in active form using verbs from BLOOM's taxonomy	Skills required to successfully carry out the sub-task Skills need to be described in active form using verbs from BLOOM's taxonomy	Knowledge required to successfully carry out the sub-task. Please do not add verbs to them. Lists of keywords are enough!
Most times you start with the verb	Most times you start with the verb	Most times you start with the verb

The Excel template for ULO's explained

ULO Nr.	Competence	Skills	Knowledge

ULO Nr: a ID-number for the ULO

Competence: the formulated competence

ALWAYS ONE

Skills: the formulated skills behind the competence

ONE or MORE

Knowledge: relevant knowledge behind competence and skills

ONE or MORE items

Assessment	Professions	Specialisms

Assessmenttype: Optional (Theoretical test, Practical test, Silhouetted by colleague)

Profession: Occupation(s) involved

Specialisms: Specialisms involved (from the BUILD UP Skills database)

7.6 ENTER THE QUALIFICATION INTO THE DATABASE



Accounts to the QF-database can be requested by Jan Cromwijk at ISSO (j.cromwijk@isso.nl)

Screen 1: Overview and creation of new qualification schemes

In a qualification scheme all relevant tasks are described and linked with Unit of Learning Outcomes. In this window all available qualification schemes are shown. You can select, or you can create a new one.

Short instruction

Name	Updated	Last updated by	# Tasks	# Publications	Export
NEWCOM nZEB Roofer	2019-10-23 16:38	admin	33	0	
Multifunctional Roofs and Facades	2019-05-23 15:08	j.cromwijk@isso.nl	1	0	
NEWCOM nZEB ventilation	2019-04-03 10:28	j.cromwijk@isso.nl	23	0	
NEWCOM Building Inspector	2019-03-13 14:53	j.cromwijk@isso.nl	13	0	
nZEB ventilation	2019-02-21 17:06	admin	8	0	

In this screen a qualification scheme can be selected or created.

Published qualifications can be opened & compared

Also existing qualification schemes can be exported

Screen 1a – Adding a new qualification scheme

Step 1: Create a qualification scheme and involved tasks
Give the qualification scheme a name and a short description.
Create or select a number of tasks that are addressed in the qualification scheme.
A task ideally starts with an active verb (the verb used 'to perform the task' e.g. 'measure the temperature of the roof')
To facilitate mutual recognition each unique task is only added once to the database.
If a task is optional you can indicate that by checking the optional checkbox.
If a task is region specific (for example to comply to region specific regulations) you can select the regions in which the task is relevant.
After adding the tasks, in step 2 the subtasks are added or selected.

en nl es de sk hu fr lt

Titel Demonstration Qualification

Omschrijving A Qualification Scheme for demonstration purposes

Verwijderen **Schema opslaan**

The qualification scheme is a collection of tasks that are worked out as Unit of Learning Outcomes (ULO's). For the ULO's the latest Cedefop definitions are applied.

1. <http://www.cedefop.europa.eu/nl/events-and-projects/projects/learning-outcomes>
2. https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_2017.189.01.0015.01.ENG&toc=OJ:C:2017:189:FULL

Screen 1b – Adding tasks to the qualification

Qualification scheme ?

en nl es de sk hu

Title Demonstration Qualification

Description A Qualification Scheme for demonstration purposes

Tasks

Type here to search for a task or create a new one

Language selector, all qualifications are by default created in English and later on translated

Search an existing task or create a new one

After entering a title and adding a description the Qualification scheme needs to be saved.

Screen 1c – Functions related to tasks and subtasks

Qualification scheme ?

Tasks

Demonstrate creation of a task

Type to choose specific regions for this task

Type here to search for a task or create a new one.

Unlink the task from the qualification

Edit the Task

Move tasks up and down

Make a task region specific

Make a task optional

1. A task has to be added in English first, it can be translated to other languages
2. A task is by default obligatory
3. A task can be made optional
4. A task can be optional for a specific region, for example for regional specific solutions
5. Tasks are linked to the Qualification scheme, in this way they can be re-used in other schemes. Removing the link is possible

Screen 2 – Selecting and creating subtasks

When a task is created the next window for creating subtasks opens automatically.

Type in the search box for linking existing subtasks or create new subtasks.

After selecting an existing subtask it is linked directly.

When entering a new subtask the next screen for adding subtask details is opened automatically.

By clicking **Save** the task is saved and it the overview of tasks will be shown.

The screenshot shows the 'New task' interface. At the top, there is a language selector with tabs for en, nl, es, de, sk, hu, fr, and lt. The 'en' tab is selected. Below the tabs, there is a 'Title' field containing 'Demonstrate creation of a task'. Under the 'Subtasks' section, there is a search bar with the placeholder 'Type here to search for a subtask or create a new one.' Two subtasks are listed: 'Demonstration of a subtask' and 'Test subtask'. The 'Demonstration of a subtask' entry is highlighted with a green border and has a small 'link' icon to its left. To the left of the subtask lists, there are two sections: 'Find existing subtasks' and 'A linked existing subtask', each with a green border around its respective list. At the bottom right of the interface is a yellow 'Save task' button.

Screen3 – Selecting and creation of ULO's

When a new subtask is entered the screen for linking or creation of a new ULO in the subtask is shown.

New subtask [?](#)

en	nl	es	de	sk	hu	fr	lt
Title	Demonstration of a subtask						
ULO	<input type="text"/> <small>Type here to search for an ULO or create a new one.</small>						

Screen 3a – Linking and creating Unit of Learning Outcomes

When a new ULO is created by entering a competence the Screen for editing ULO-details is opened.

New subtask [?](#)

nl	en	es
Title	Assess the feasibility of an energy concept	
ULO	Evaluate the project-concept regarding mobility aspec <input type="text"/> <small>Type here to search for an ULO or create a new one.</small>	

To edit the details.
In the details the ULO' content is described

The subtask
From linked ULO's the competence is shown here as information

Search for an existing ULO or create a new one.

[Unlink](#) [Save](#)

Screen 3b – Editing an Unit of Learning Outcome

ULO [?](#)

en nl es de sk hu fr lt

Competence to be able to	Creating a task	1. Competence addressed
Assessment	<input type="checkbox"/> Theoretical test <input checked="" type="checkbox"/> Practical test <input checked="" type="checkbox"/> Silhouetted by colleague	2. Optional: advice on Assessment
Skills to understand	<input type="text"/>	3. Definition and linking of Skills
Knowledge to know	<input type="text"/>	4. Knowledge items
Professions	<input type="text"/>	5. Target occupation(s) of the ULO
Specialisms and technologies	<input type="text"/>	6. Technologies the ULO is related to

[Cancel](#) [Save ULO](#)

Screen 5 – Translation example

All content is by default created in English, **this to ensure proper normalization and mutual recognition.**

After creation the content of a Qualification scheme can be created in all languages that are supported in the ULO-database.

ULO ?

en nl es de sk hu fr lt

Competence to be able to
Creating a task

Assessment
 Theoretical test
 Practical test
 Silhouetted by colleague

Skills to understand
Adding a task \$

 Type here to search for Skills or create a new one.

Knowledge to know
What is a task \$

 Type here to search for Knowledge or create a new one.

ULO opslaan

7.7 PUBLISH A QUALIFICATION

A qualification can be published as a Qualification scheme. Published Qualification schemes can be linked to accreditations. This in order to make clear the content of an accreditation.



An accreditation can be used for personal recognition.

In order to publish a Qualification Scheme press the **Publish button**

The screenshot shows a 'Qualification scheme' interface. At the top, there's a green header box with instructions for creating a qualification scheme. Below it is a table with language tabs (en, nl, es, de, sk, hu, fr, It) and fields for 'Title' (Demonstration Qualification) and 'Description' (A Qualification Scheme for demonstration purposes). At the bottom are 'Delete' and 'Publish' buttons, with 'Publish' being highlighted by a blue arrow.

Screen 1: Publish a Qualification Scheme

The screen to publish a Qualification Scheme opens. In this screen you can filter on country specific elements on profession specific elements and manually by selecting and/or deselecting tasks and subtasks.

The screenshot shows a 'Publish qualification scheme' interface. It includes a green header box with information about publishing. Below are filters for 'Country' (Choose country) and 'Profession' (Choose profession), both with dropdown menus. A blue box labeled 'Filter on profession specific elements' points to the profession filter. Another blue box labeled 'Filter on country specific elements' points to the country filter. At the bottom, there's a section for selecting tasks and subtasks, with a list of checked items: 'Task 1 without filter', 'Subtask for DE for Commissioner', 'Test ULO', 'Subtask without country filter', and 'Creating a task'. Blue boxes labeled 'Select/deselect a Task' and 'Select/deselect a subtask' point to the respective lists.

Screen 2: Select the tasks and subtasks you want to add to the qualification scheme

Publish qualification scheme [?](#)

Country	Profession
<input type="text" value="Choose country"/> x v	<input type="text" value="Commissioner"/> x v
en nl es de sk hu fr lt	
Name	<input type="text" value="Demonstration Qualification"/>
Select the tasks, subtasks and ULOs to be included in this publication:	
<input checked="" type="checkbox"/> Task 1 without filter <input checked="" type="checkbox"/> Subtask for DE for Commissioner <input checked="" type="checkbox"/> Test ULO <input type="checkbox"/> Subtask without country filter <input type="checkbox"/> Creating a task <input checked="" type="checkbox"/> Task 2 for DE <input checked="" type="checkbox"/> Test fiets for Commisioner <input checked="" type="checkbox"/> Nog een Fiets	

Screen 3: Example of a Qualification scheme with only commissioner tasks selected

7.8 COMPARE PUBLISHED QUALIFICATION SCHEMES

Published Qualification Schemes can be exported and compared, this in order to get insight in the differences between Qualification Schemes.

In order to compare or export published Qualification Schemes, click the **link** under the number of publications.

Qualification schemes [?](#)

In a qualification scheme all relevant tasks are described and linked with Unit of Learning Outcomes.
In this window all available qualification schemes are shown.
You can select, or you can create a new one.



Name	Updated	Last updated by	# Tasks	# Publications	Export
Demonstration Qualification	2020-02-20 18:07	admin	3	2	Export
Qualification test	2020-02-18 15:44	admin	5	10	Export
NEWCOM Building Inspector all	2020-02-18 15:23	admin	3	8	Export
Test QS	2020-02-13 12:50	admin	4	0	Export
Airtightness	2019-11-15 13:50	admin	4	0	Export
Test	2019-11-15 13:43	admin	4	0	Export
Flatroofer	2019-10-29 09:55	admin	4	0	Export
New QF Scheme	2019-10-28 17:05	admin	4	0	Export

Screen 1: Compare & export published Qualification Schemes

The screen to compare published Qualification Schemes opens.
Click on the button **Compare** to compare published Qualification Schemes

Published schemes				Compare
Name	Created	Last updated by	Export	
Test QF publication	2020-02-24 12:11	admin		
Qualification Test Publish2	2020-02-24 12:11	admin		

Click on **export** to view a published Qualification Scheme in Excel

Select 2 schemes

Click on the button **Compare**

Differences are **highlighted**

Task	Test QF publication	Qualification Test Publish2
Task 1 without filter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Task 2 for DE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Test fietsen for Architect	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Task 3 for NL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask 1 for Calculator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Screen 2: Qualification compare functionality

7.9 LINK PUBLISHED QUALIFICATION SCHEME TO AN ACCREDITATION

Published Qualification Schemes can be linked to accreditations. This to make clear what is accredited. In each accreditation **one Qualification Scheme** can be linked.

To do this open the accreditation with the accreditations tab. In the selection-box after 'Qualification scheme' the right Published Qualification Scheme can be selected.

Screen 1: Link a published Qualification Scheme to an accreditation

A selected Qualification Scheme can be downloaded after selection by pressing the 'Download' button. It will be downloaded as an Excel file.

8 OTHER RELEVANT MAINTENANCE FUNCTIONS

In this chapter an overview of other relevant maintenance functions

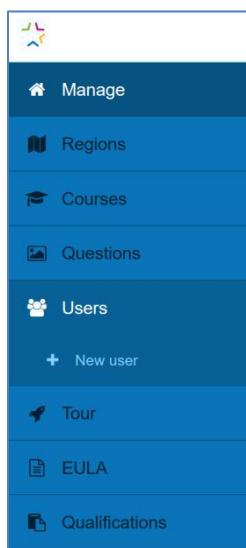
- Delivering a translation of used language strings
- Creating users
- Creating an EULA (end user license agreement)
- Creating a tour
- Translating content for other languages, working in your region

8.1 REGIO ADMIN: DELIVERING A TRANSLATION OF USED LANGUAGE STRINGS

Will be added later

8.2 REGIO ADMIN & COURSE PROVIDERS: CREATING USERS

Creation of new users can be created from the side bar and from the course institute screen



Sidebar

Sectors		Professions		Specialisms		Courses		Institutes	
Name	Chevron training								
Logo	 chevrontraining IRELAND'S EMPLOYMENT SKILLS PROVIDER								
Bladeren...	Geen bestand geselecteerd.								
URL	https://chevrontraining.ie								
Contact									
E-mail									
Courses	show 1 courses								
User accounts	manage 0 user accounts								

From the course institute

Users				+ Add user
Email	Name	Roles	Institute	
				TS

Click on '+ Add user'

Add user									
Authorities	<input type="checkbox"/> Admin	<input type="checkbox"/> Questions (edit)	<input type="checkbox"/> Questions (publish)	<input type="checkbox"/> Courses	<input type="checkbox"/> Regions	<input type="checkbox"/> ULOs (edit)	<input type="checkbox"/> ULOs (view)		
Name									
Username *									
Email									

Based on your role you can select 'authorizations'

The newly created user will receive an email invitation for the new profile.

A password reset can be done here <https://testapi.buildupskillsadvisor.eu/registration/forgotPassword>

8.3 REGIO ADMIN: CREATING AN EULA (END USER LICENSE AGREEMENT)

Will be added later

8.4 REGIO ADMIN: CREATING A TOUR

Will be added later

9 STEPS TO IMPLEMENT PERSONAL RECOGNITION

In order to implement personal recognition several scenarios are possible. In this guide a scenario for minimal implementation is described. Around May 2020 a scenario with a more elaborated implementation will be added, in this elaboration more functionality will be highlighted. And at the end of 2020 a scenario with maximal details and use of functionality.

9.1 SCENARIO FOR MINIMAL IMPLEMENTATION

In this scenario the back-end of the BUILD UP Skills platform is used to create a region with the minimum of settings needed for issuing personal recognitions. First the roles are explained, then an overview of steps is given and at the end a visual example following the Steps to be performed is given.

ROLES

In this scenario the following roles are distinguished:

1. The BUS admin: Jan Cromwijk as BUS main administrator (j.cromwijk@isso.nl)
2. The Region admin: One or more persons in each region with rights to setup the regional BUILD UP Skills environment
3. The Course/Exam institute:
One or more persons managing the setup of a course institute / exam provider

STEPS to be performed with links to the relevant parts in this Guide

In order to do so the following steps have to be performed:

1. Ask the BUS admin to create a new Region
2. Ask the BUS admin to add a user to maintain the new Region
3. Regio admin: create a specialism you want to recognize
[\[4.24.2 Regio Admin: Create a specialism\]](#)
4. Regio admin: create a profession you want to recognize
[\[4.3 Regio Admin: Create a profession\]](#)
5. Regio admin: create a sector the profession is linked to
[\[4.4 Regio Admin: Create a Sector\]](#)
6. Regio admin: create and/or publish a Qualification scheme
[\[7.7 Publish a qualification\]](#)
7. Regio admin: create an accreditation and select or create a skills-card layout
[\[4.6 Regio Admin: Create an accreditation\]](#)
8. Regio admin: couple the accreditation with a published Qualification scheme
[\[7.9 Link published Qualification Scheme to an accreditation\]](#)
9. Regio admin: create a training institute or recognition/exam provider
[\[4.7 Regio Admin: Create an institute\]](#)
10. Regio admin: create a maintenance account for the created institute
[\[8.2 Regio admin & course providers: Creating users\]](#)
11. Regio admin / account maintaining an institute: create exam & publish it
[\[4.8 Regio Admin and Course provider: Create a 'course' or 'exam'\]](#)
12. OPTIONAL: If a course/exam is created by a course provider the Regio Admin has to agree with publication of the new exam
[\[4.9 Region admin Accept a created or modified course\]](#)
13. Course provider: add one or more participants to the Exam
[\[4.11 Add course participants\]](#)
14. Find a recognized person
15. Access the professional card

WORKED OUT example

- Ask the BUS admin to create a new Region

Flag	Name
	ES
	DE
	EU

For NEWCOM recognition of trained trainers in nZEB Building Inspection a region EU is created by the BUS admin

- Ask the BUS admin to add a user to maintain the new Region

The EU region is maintained by Jan Cromwijk, Jan also needs to have rights for ULOs (the qualification database)

- Regio admin: create a specialism you want to recognize

[4.24.2 Regio Admin: Create a specialism]

Name	Professions
Quality assurance building envelope	1

A new Specialism Quality assurance building envelope is created by the Region Admin.

4. Regio admin: create or select a profession you want to recognize

[4.3 Regio Admin: Create a profession]

The top screenshot shows the 'Professions' tab selected in a navigation bar with tabs for Notifications, Sectors, Professions, Specialisms, and Courses. Below the tabs are language buttons for en, nl, es, de, sk, hu, fr, and it. A 'Name' field contains 'Building Surveyor'. A 'Picture' section shows two circular images of construction workers. Below each image is a 'Bladeren...' button and the text 'Geen bestand geselecteerd.' The bottom screenshot shows a similar interface with the 'Professions' tab selected. It includes a sidebar with 'Courses', 'Users', and 'Qualifications' buttons. The main area has a 'Name' field containing 'Building Surveyor' and a dropdown menu set to 'EU'.

A new profession 'Building Surveyor' is created by the Region Admin.

5. Regio admin: create a sector

[4.4 Regio Admin: Create a Sector]

The top screenshot shows the 'Sectors' tab selected in a navigation bar with tabs for Notifications, Sectors, Professions, Specialisms, Courses, Institutes, Accreditations, and Sources. Below the tabs are language buttons for en, nl, es, de, sk, hu, fr, and it. A 'Name' field contains 'Test sector'. The bottom screenshot shows the 'Sectors' tab selected in a navigation bar with tabs for Notifications, Sectors, Professions, Specialisms, Courses, Institutes, Accreditations, and Sources. Below the tabs are language buttons for en, nl, es, de, sk, hu, fr, and it. A 'Title' field contains 'Test sector'. A 'Picture' section shows a drawing of three people at a construction site. Below the picture is a 'Bladeren...' button and the text 'Geen bestand geselecteerd.'. A 'Linked professions' section lists 'Builder' and 'Building Surveyor' with small red circular icons next to them. A search bar at the bottom says 'Type here to search for a profession.'

A new sector 'Test Sector' is created by the Region Admin. And linked to the profession from step 4.

6. Regio admin: create and/or publish a Qualification scheme

[[7.7 Publish a qualification](#)]

The screenshot shows a user interface for managing qualification schemes. On the left is a sidebar with 'Courses', 'Users', and 'Qualifications' options. The main area is titled 'Qualification schemes' and contains a message: 'In a qualification scheme all relevant tasks are described and linked with Unit of Learning Outcomes. In this window all available qualification schemes are shown. You can select, or you can create a new one.' Below this is a table with one row:

Name	Updated	Last updated by	# Tasks
NEWCOM Building Inspection	2020-03-23 12:10	admin	3

For this example the qualification for NEWCOM Building inspection is used.

The Region admin needs to open this qualification by clicking on it.

This screenshot shows the detailed view of the 'NEWCOM Building Inspection' qualification scheme. It includes fields for Title (NEWCOM Building Inspection), Description (An example qualification for NEWCOM Building Inspection), and a Tasks section listing three items: 'Give guidance to a comprehensive project development', 'Comply with Dutch BENG and NOM regulations' (which is checked), and 'Assess the concept design by regarding energy related'. At the bottom are 'Delete' and 'Publish' buttons, with a blue arrow pointing to the 'Publish' button.

By clicking on Publish a selection of tasks within this qualification can be published.

After publishing a published qualification can be linked with an accreditation.

This process is illustrated in the following figure.



For Publishing the Publish Button is pressed.
In the next screen the relevant tasks are selected & a name is given.

Publish qualification scheme ?

Choose country x v Choose profession x v

en nl es de sk hu fr lt

Name Example NEWCOM BI

Select the tasks, subtasks and ULOs to be included in this publication:

- Give guidance to a comprehensive project development
- Optimize and interpret the energy balance forecast
- ULO test
- Evaluate the functionality of the complete energy concept and the interoperability of all components
- Assess feasibility of the energy concept
 - Assessment of energy demand and energy gains out of simple key figures
 - Evaluate the functionality of the complete energy concept and the interoperability of all components
- Evaluate a profitability analysis
- Roughly evaluate the feasibility for a building certification
- Review renovation concept in proactive approach following nZEB standards/guidelines
- Analyze the concept design according to change in use aspects

Publish

7. Regio admin: create an accreditation → see step 8 for further explanation of the screen.
[\[4.6 Regio Admin: Create an accreditation\] and select or create a skills-card layout](#)
8. Regio admin: couple the accreditation with a published Qualification scheme
[\[7.9 Link published Qualification Scheme to an accreditation\]](#)

Sectors	Professions	Specialisms	Courses	Institutes	Accreditations	Sources
Name <input type="text" value="NEWCOM ventilation"/>						
Picture  <input type="button" value="Bladeren..."/> NEWCOM.jpg						
Website <input type="text"/>						
Contact <input type="text"/>						
E-mail <input type="text"/>						
Card						
Qualification scheme <input type="button" value="▼"/> Download						
Expires after <input type="button" value="▼"/>						

Save

The Region admin has added an Accreditation for NEWCOM Building Inspection & has linked it to the Published example from step 5.

9. Regio admin: create a training institute or recognition/exam provider

[4.7 Regio Admin: Create an institute]

The screenshot shows the 'Institutes' tab selected in the top navigation bar. A new institute is being created with the following details:

- Name: NEWCOM
- Logo: A logo labeled "NEWCOM" with the text "New qualification schemes to build high quality". Below it is a placeholder "Bladeren..." and a note "Geen bestand geselecteerd."
- URL: <https://www.newcomtraining.com/>
- Contact: Jan Cromwijk
- E-mail: jcromwijk@...

The Region admin has created an exam institute for issuing NEWCOM recognitions

10. Regio admin: create a maintenance account for the created institute

[8.2 Regio admin & course providers: Creating users]

Email	Name	Roles	Institute
jcromwijk@gmail.com	Jan Cromwijk	Questions (publish), Courses, ULOs	NEWCOM

The Regio admin added an administrator for the NEWCOM exam institute

11. Regio admin / account maintaining an institute: create exam & publish it

[4.8 Regio Admin and Course provider: Create a 'course' or 'exam']

The screenshot shows the 'Courses' tab selected in the top navigation bar. A new course is being created with the following details:

- Website: <https://www.newcomtraining.com/index.php?id=15>
- Accreditation: NEWCOM Building Inspection
- Specialisms and technologies: Quality assurance building envelope
- Professions: Building Surveyor
- Points For completing course: 100
- Enter the number of retraining points you earn for {0}
0.5 day course = 50 points
1 day course = 100 points

The created course needs to be linked with: the accreditation for Building Inspection, the Profession and the Specialism (If a specialism is selected the linked specialism is filled in automatically)

The screenshot shows the 'Courses' section of the platform. On the left sidebar, there are links for 'Courses', 'Questions', 'Inspections', 'Users', and 'Qualifications'. The main area has tabs for 'Notifications' and 'Courses', with 'Courses' selected. A notification card is displayed: 'Type' (document icon), 'Name' (NEWCOM nZEB Building inspection), and 'Institute' (NEWCOM). There is also a 'Filters' button.

12. OPTIONAL: If a course/exam is created by a course provider the Regio Admin has to agree with publication of the new exam

[\[4.9 Region admin Accept a created or modified course\]](#)

The screenshot shows the 'Notifications' section. On the left sidebar, there are links for 'Courses', 'Users', and 'Qualifications'. The main area has tabs for 'Notifications', 'Sectors', 'Professions', 'Specialisms', 'Courses', 'Institutes', 'Accreditations', and 'Sources', with 'Notifications' selected. A notification card is displayed: '# 1 Cursus NEWCOM nZEB Building inspection heeft de status Review.' with 'Date' 24-03-2020 and 'By' jcromwijk@gmail.com.

13. Course provider: add one or more participants to the Exam

[\[4.11 Add course participants\]](#)

The screenshot shows the 'Add course participants' page. On the left sidebar, there are links for 'Courses', 'Questions', 'Inspections', 'Users', and 'Qualifications'. The main area has tabs for 'Notifications' and 'Courses', with 'Courses' selected. A back button is visible. A table row shows a participant: Name (Jan Cromwijk), E-mail (jcromwijk@gmail.com), Date (Mar 17, 2020), Approval (Approved), Overall rating (★★★★★), and Card (link).

We assume that persons added by exam institutes have given their consent to be added to the register & to be found to the exam-institute.

All registered persons will get an email with instructions on changing this consent if needed. In the current version, the possibility to change consent is facilitated in the BUILD UP Skills advisor-app [\[GivingConsent\]](#).

Giving consent is also possible on the Mobile site [for participants not using the BUS-app](#)

The screenshot shows a mobile consent screen. At the top, it says 'Recognised professional'. The text reads: 'ViaEuropa has indicated you have completed null which makes you a recognized professional. With your consent, BuildUpSkills can let people be able to find you in our database. The following personal information will be listed:'. Below is a list of items with checkboxes: '• Test Gebruiker' (unchecked), '• Your current location' (unchecked), and 'Let people find me or the company where I work' (unchecked). At the bottom is a 'Save preferences' button.

14. Find recognized persons

When all steps are done, you can find recognized persons on the mobile app available at:

<https://testapi.buildupskillsadvisor.eu/expertSearch/index/3?language=en>

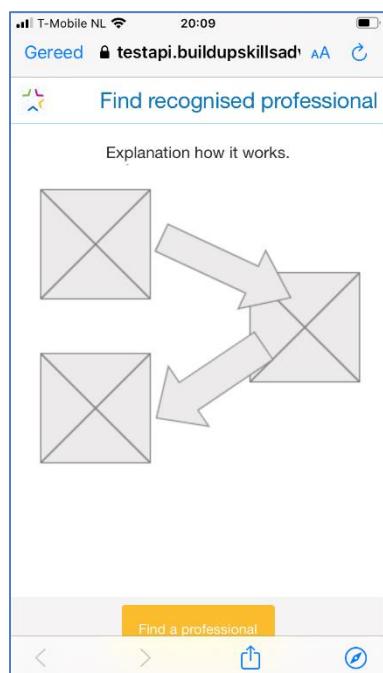
The region number of AT is 363197.

<https://testapi.buildupskillsadvisor.eu/expertSearch/specialisms/363197?language=en>

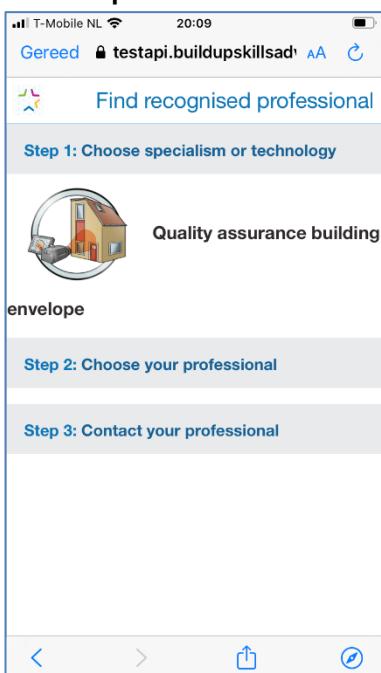
Other region numbers in the TEST environment are:

Ireland	314941
Slovakia	363342
Hungary	363354
The Netherlands	1
Spain	4

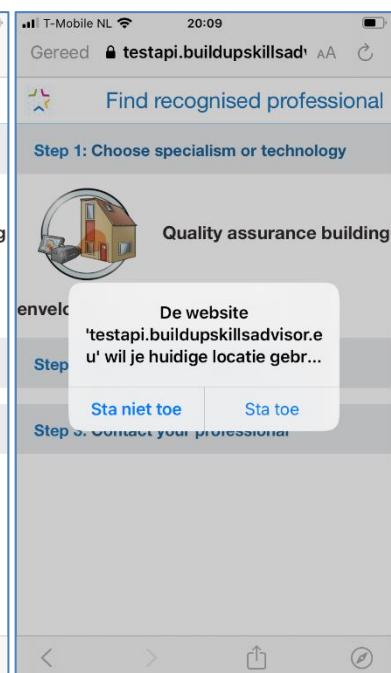
Home screen



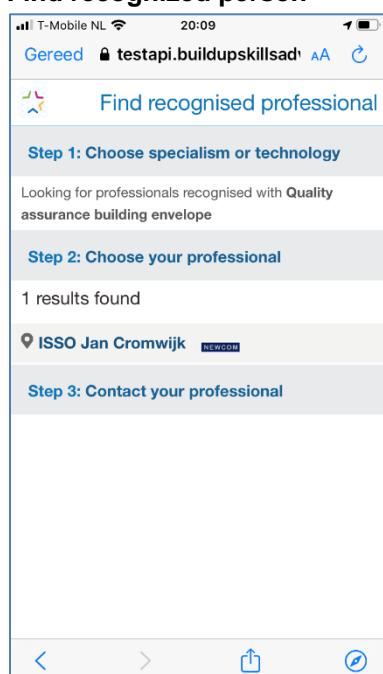
Select specialism



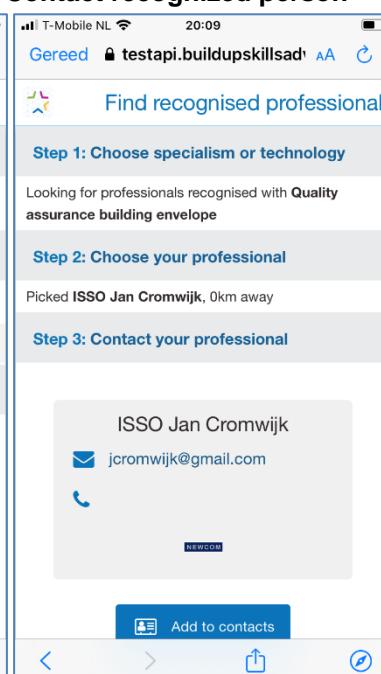
Give access to location



Find recognized person



Contact recognized person



15. Access a professional card

A professional card can be accessed in three ways.

- By the exam-institute that has issued the skills-card by adding a person as participant to an exam.

Name	E-mail	Date	Approval	Overall rating	Card
Jan Cromwijk	jcromwijk@gmail.com	mrt 20, 2017	Approved	★★★☆	
Jan Cromwijk	j.cromwijk@isso.nl	dec 1, 2017	Approved		
Martijn Deurloo	mtg@installatieprofessionals.nl	mei 5, 2018			

- By the recognized person in the BUILD UP skills advisor-app

The screenshots show the following details:

- User Profile:** 923 Experience Points, 3 Favourite courses, 5 professional cards.
- Professional Cards:**
 - Recognition NEWCOM Professional:** Valid from July 1, 2020 to 2023-07-01T00:00:00Z
 - Pass name Competence Card:** Valid from September 29, 2020 to 2023-09-29T00:00:00Z
 - Recognition NEWCOM Professional:** Valid from June 24, 2020 to 2023-06-24T00:00:00Z
 - Test Passname Test Title:** Valid from June 22, 2020 to 2022-06-22T00:00:00Z
 - Other Card:** Valid from March 17, 2020
- Detailed View of NEWCOM Professional Card:**
 - NEWCOM Professional Recognition ISSO Jan Cromwijk Jan Cromwijk**
 - geboortedatum: 11 februari 1977
 - NEWCOM**
 - QR Code**
 - Geldig van 1/7/2020 tot 1/7/2023**
 - NEWCOM nZEB Flatroofer**
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- By clients or other persons that want to validate a skills-card
This is done by scanning the QR-code of the Skills-card

10 PROFESSIONS & IMAGES OF PROFESSIONS

To be added

11SPECIALISMS & IMAGES OF SPECIALISM

To be added

Workplace with some IMAGES

