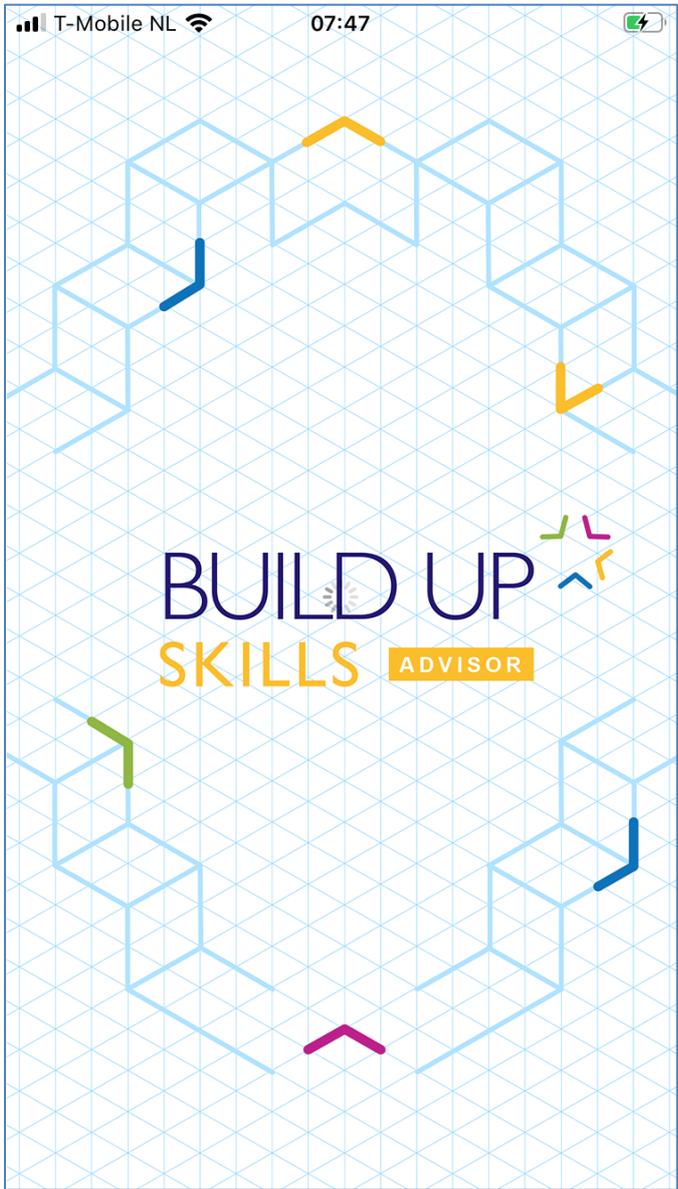


INSTRUCTION GUIDE FOR IMPLEMENTATION OF THE BUILD UP Skills advisor-app



Rotterdam, September 2020

Jan Cromwijk

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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.

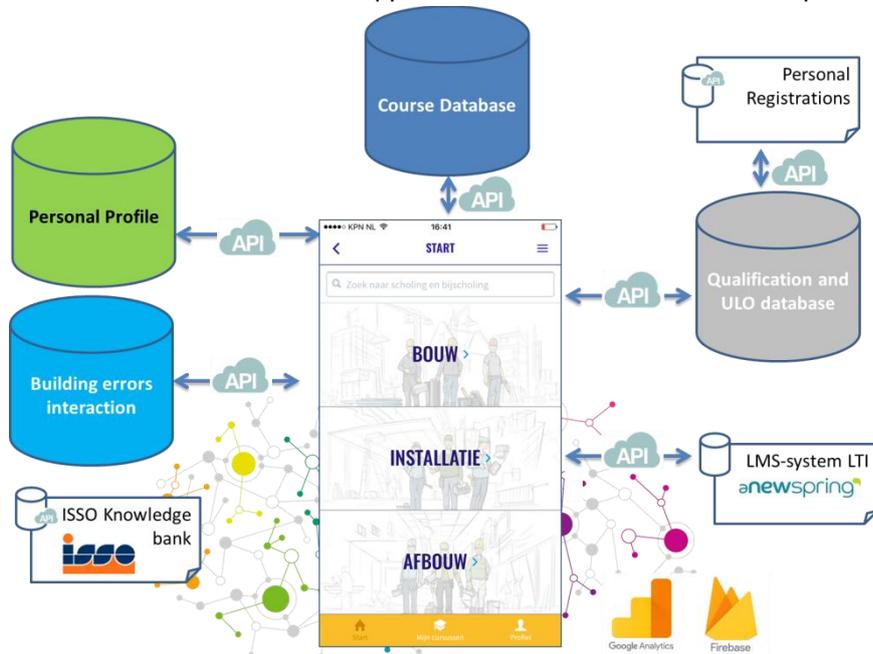


Image 1: Overview of the BUILDUP Skills app infrastructure

Course database

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

Type	Name	Institute
	3D ontwerpen met Solid Works	HAN
	Aanbestedingen en inkopen	HAN
	Aanbrengen Tonzon Thermokussens	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.

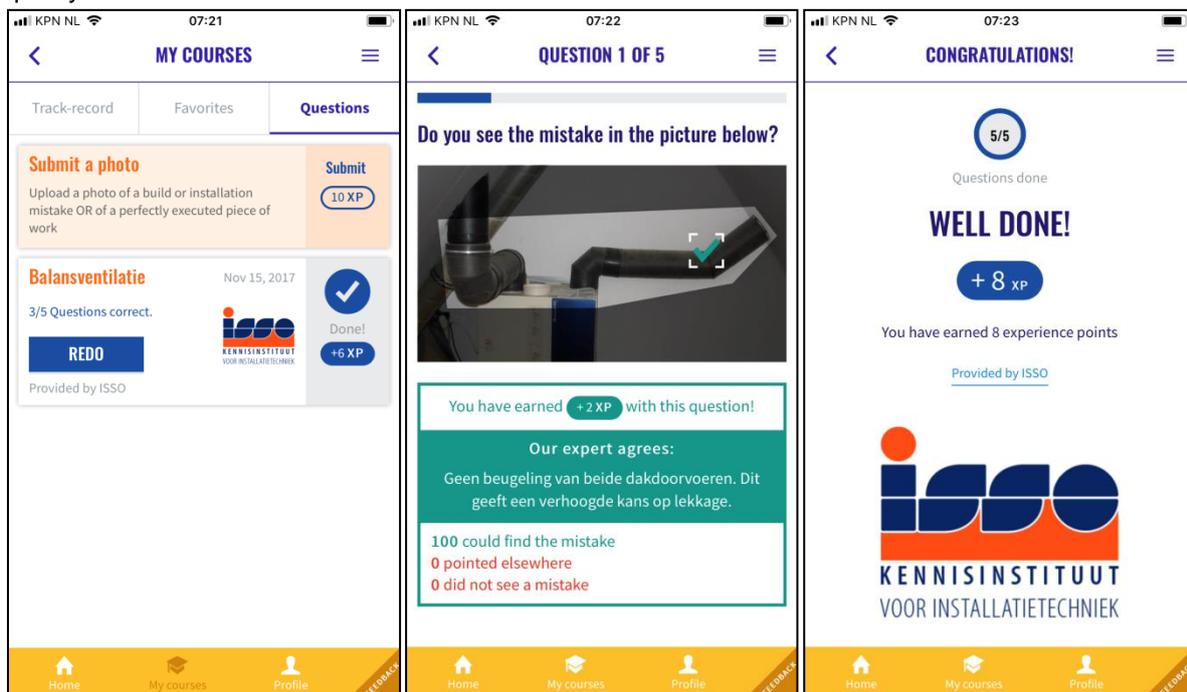


Image 3: Impression of the Building Errors Interaction

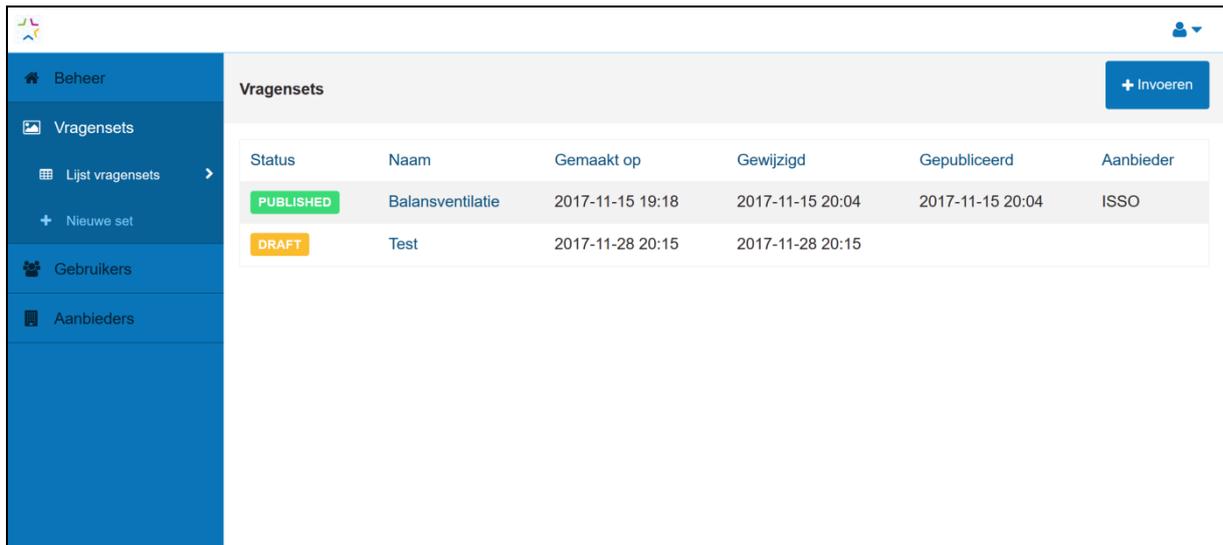


Image 4: Maintenance environment Building Errors Interaction

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.

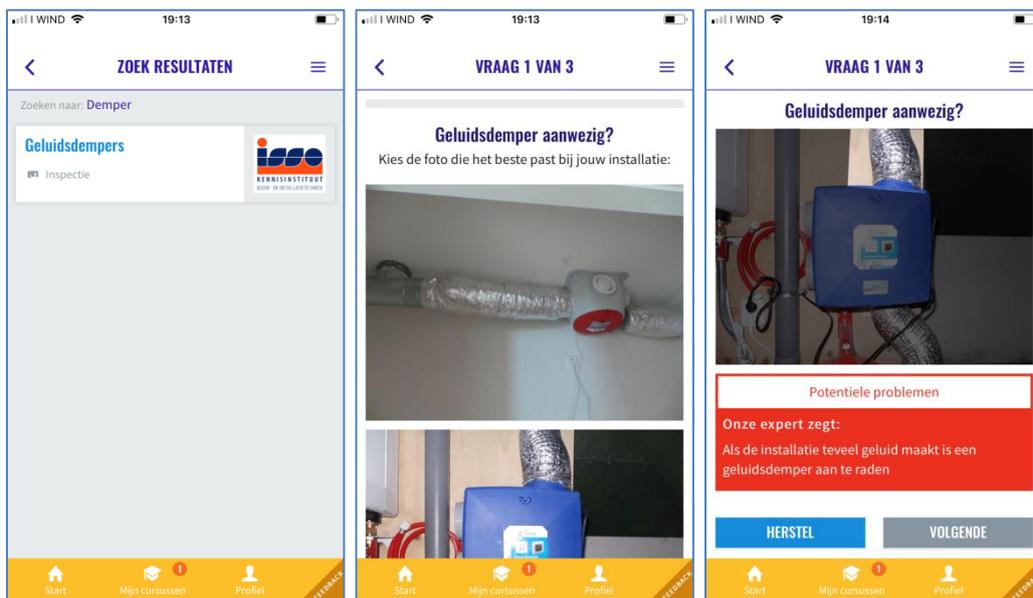


Image 5: Impression of the 'Inspection Interaction'

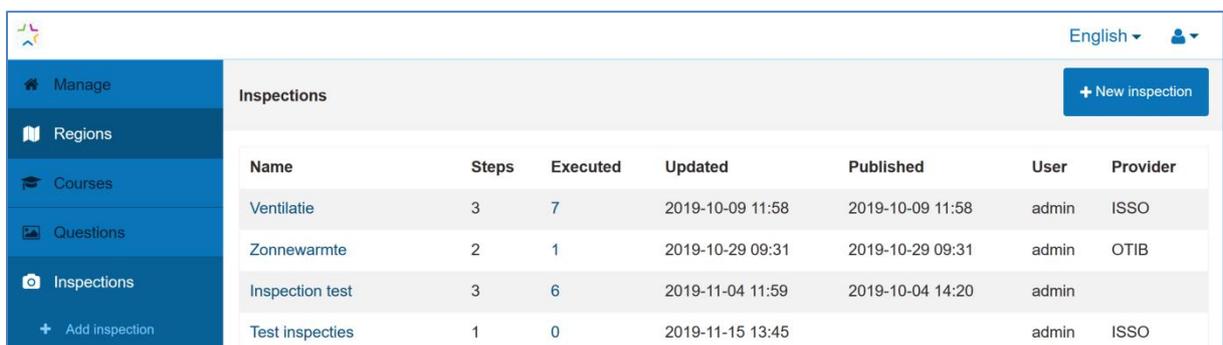


Image 6: Maintenance environment for the 'Inspection interaction'

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.

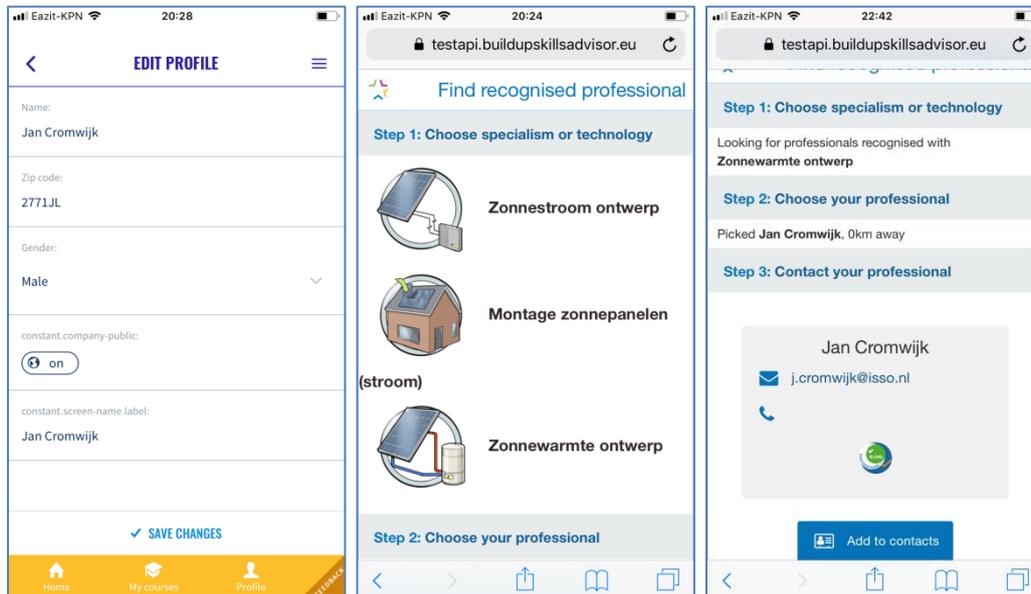
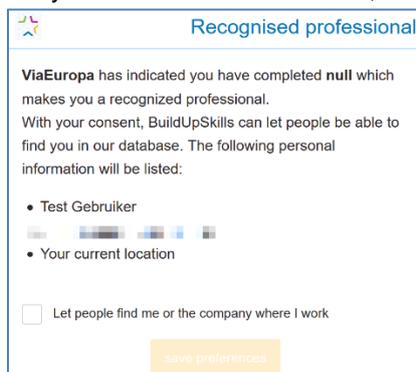


Image 7: giving consent – find specialists – and contact them

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.

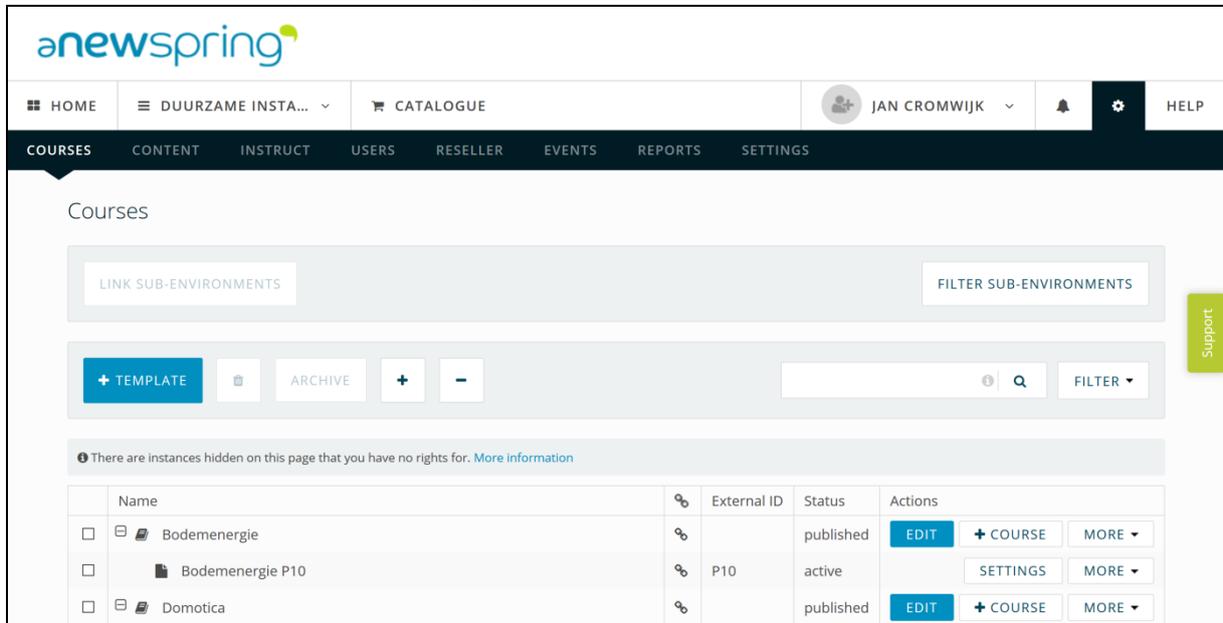


Image 8: Snapshot of the aNewSpring LMS

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.

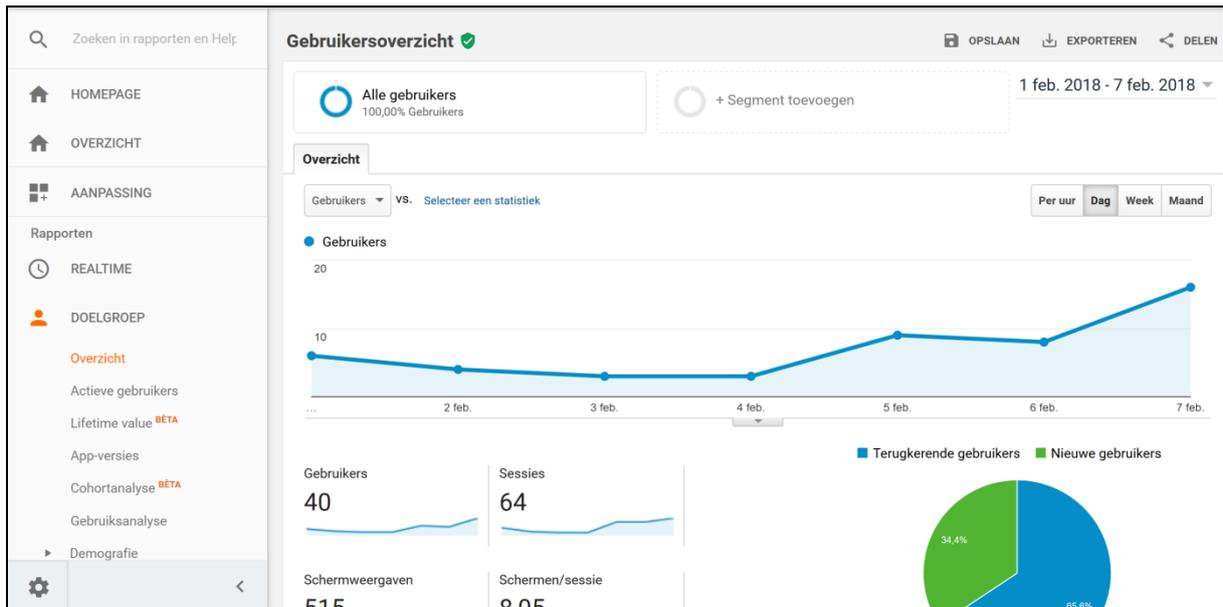
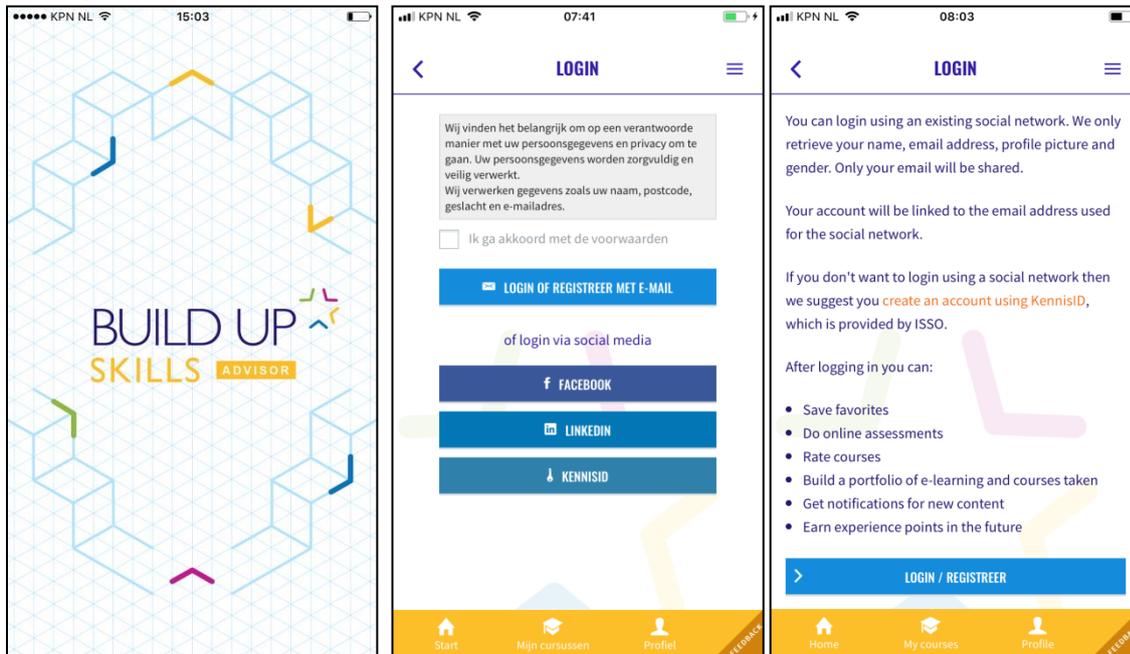


Image 10: Screenshot of the Google Analytics integration

2.2 TOUR OF THE BUILD UP SKILLS ADVISOR-APP

The for end-users 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.

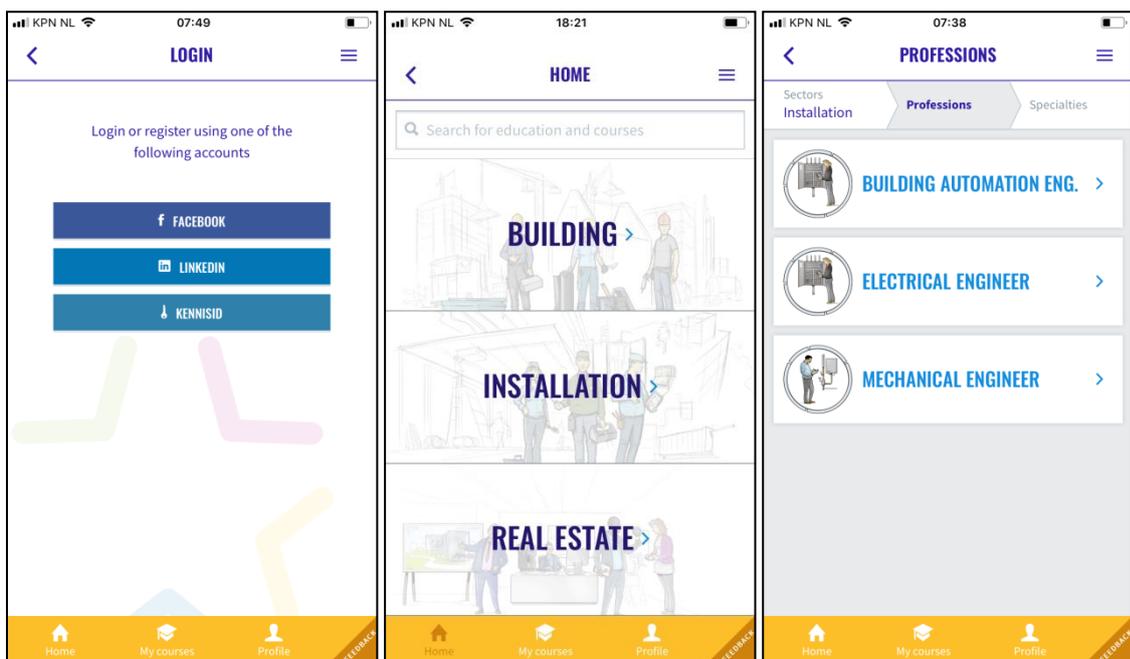
Note: some of the images are a mix between Dutch and English. There the language EN is used for viewing Dutch content.



Splash screen

Accept EULA

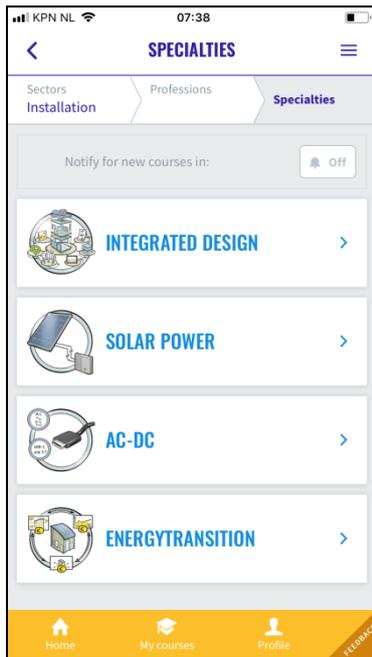
Before login



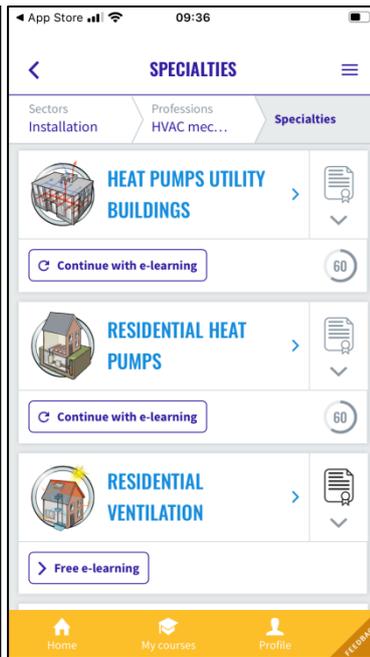
Login 2

Select a sector

Select your profession



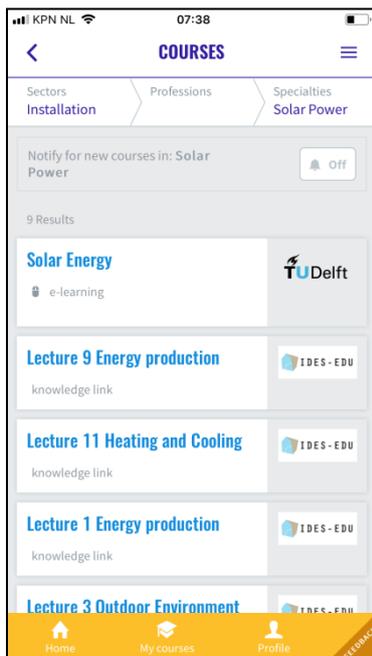
Select the technology



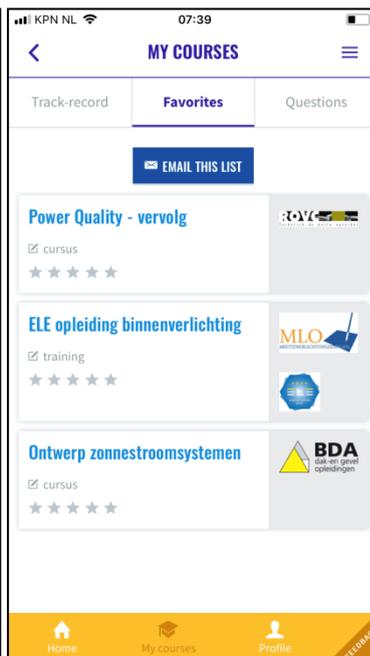
Select e-learning (NL)



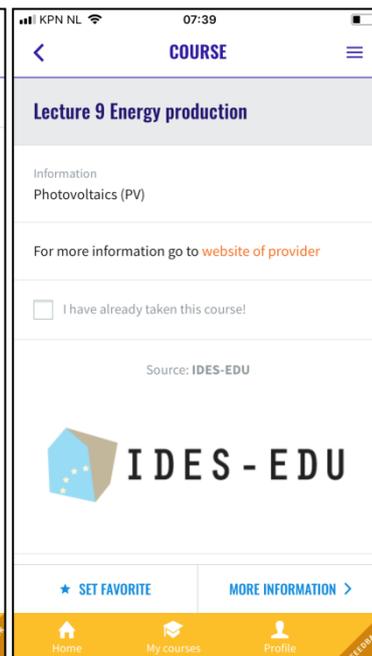
Follow e-learning (NL)



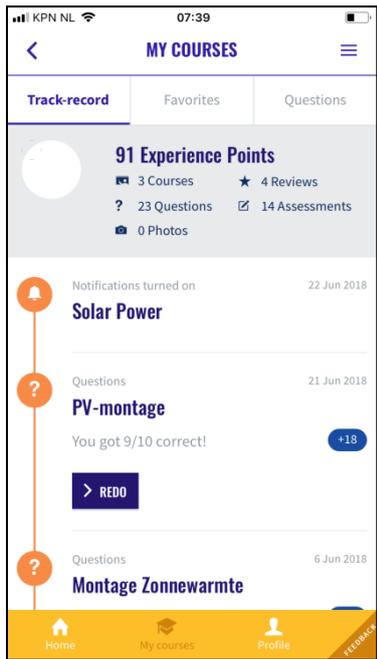
See available courses



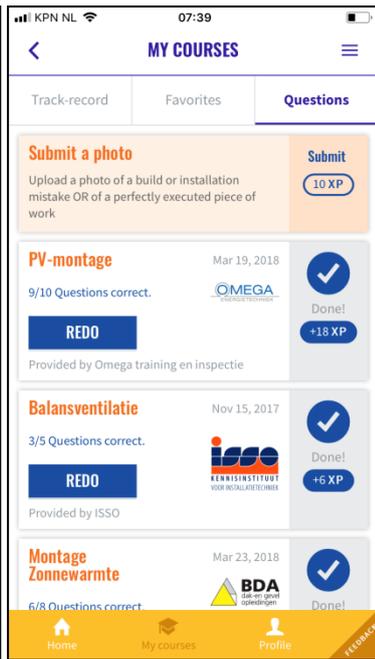
Add course to favorites



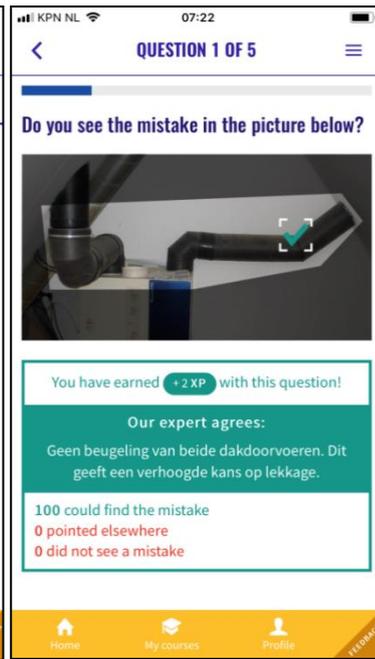
View course details



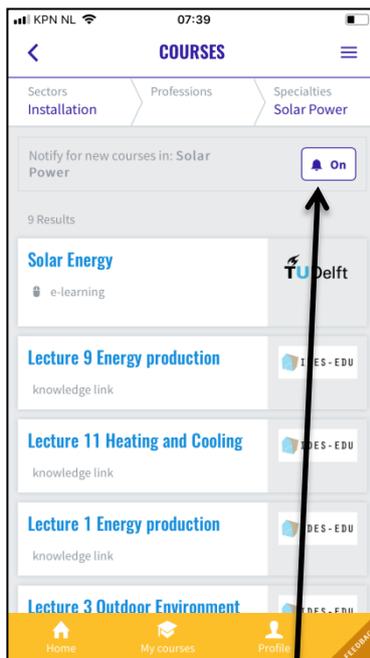
See personal track



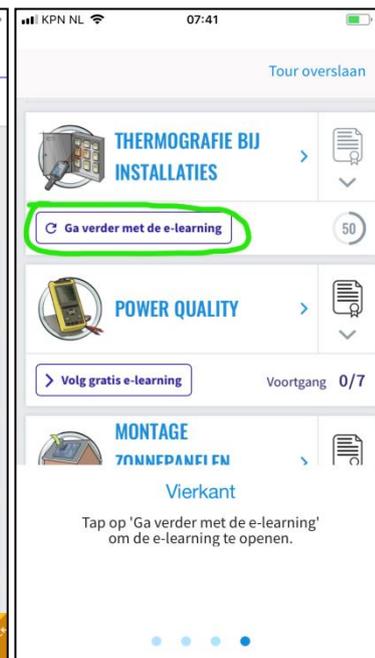
Select assessments



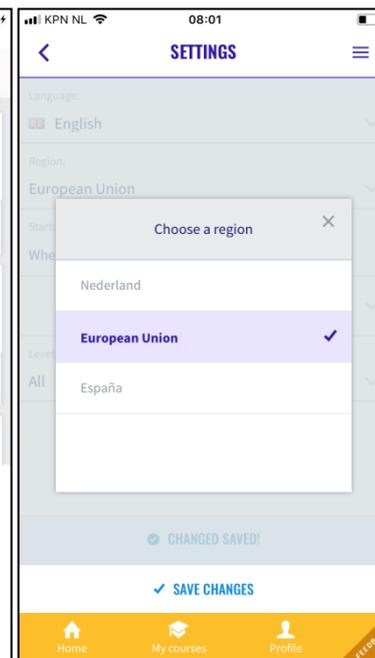
Practical assessments (NL)



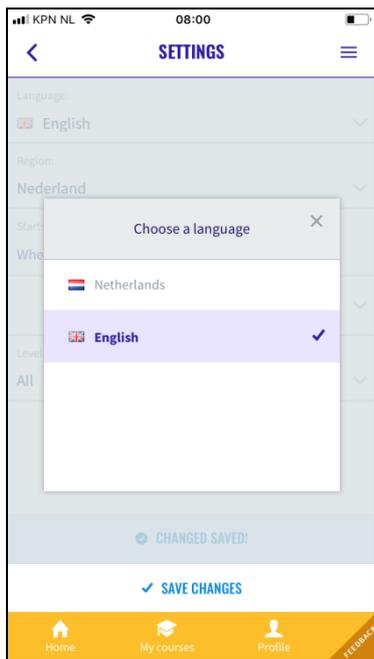
Personal notifications



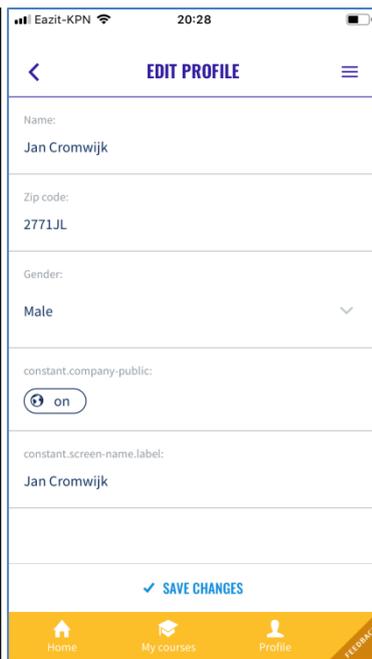
Follow the tour



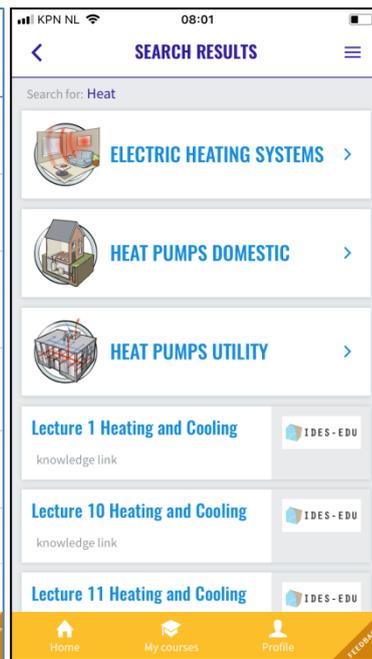
Select region



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

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

Authorities: Admin Questions (edit) Questions (publish) Courses Regions ULOs
 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: Admin Questions (edit) Questions (publish) Courses Regions ULOs
 ULOs (view)

Institute: [dropdown]

Name: [input]

Username * [input]

Email [input]

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 Admin Questions (edit) Questions (publish) Courses Regions ULOs
 ULOs (view)

Regions
 DE
 NL
 EU
 IF

Name

Username *

Email

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 email address you want to reset. Then click 'Versturen' or 'Send'.
 Then a link for reset will be sent to the user.

BUILD UP SKILLS ADVISOR

Geef je e-mailadres op om een link te ontvangen waarmee je je wachtwoord kunt herstellen.

Username

BUILD UP SKILLS ADVISOR

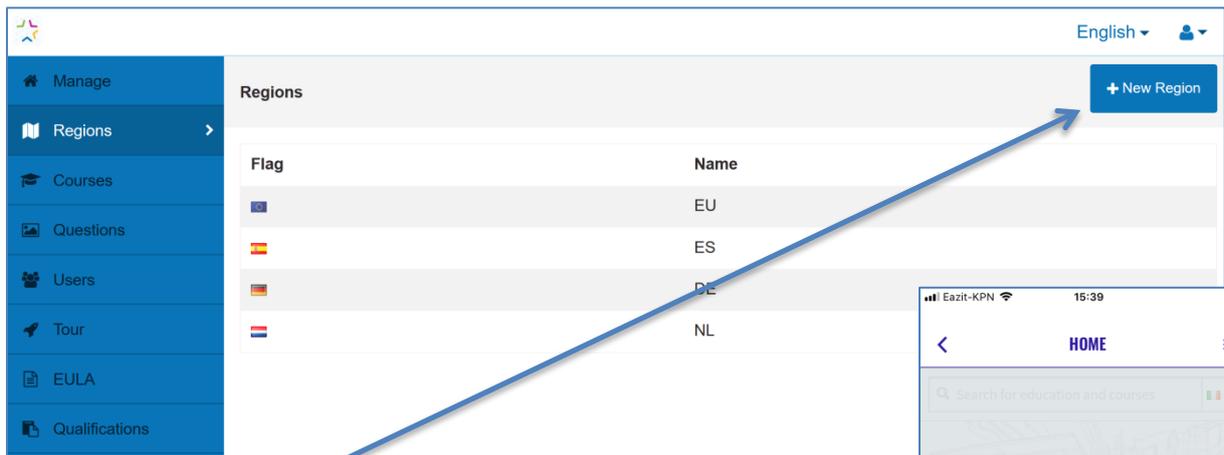
Een reset link is verstuurd naar

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.

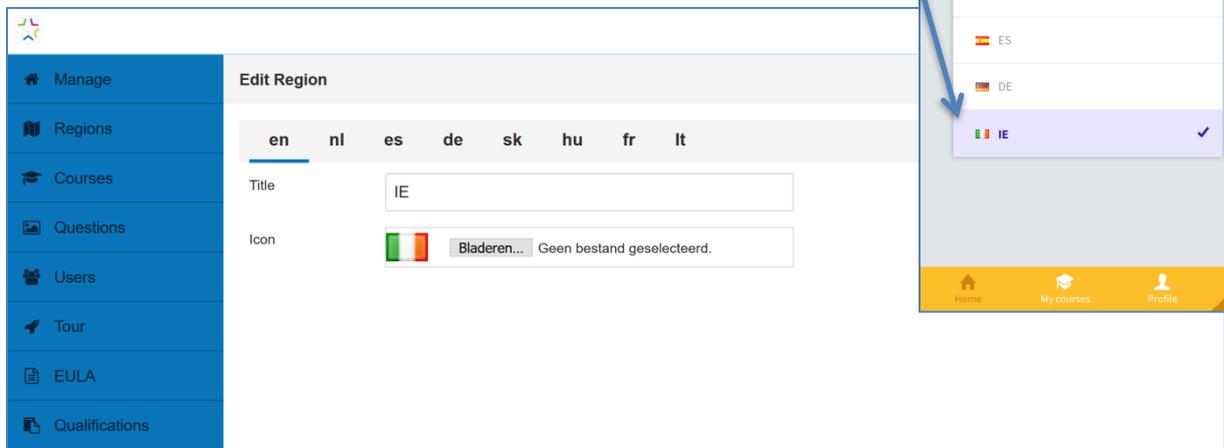
4.1 REGIO ADMIN: CREATE A REGION

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.



Click on '+ New Region' to add a new region.

Result in the app



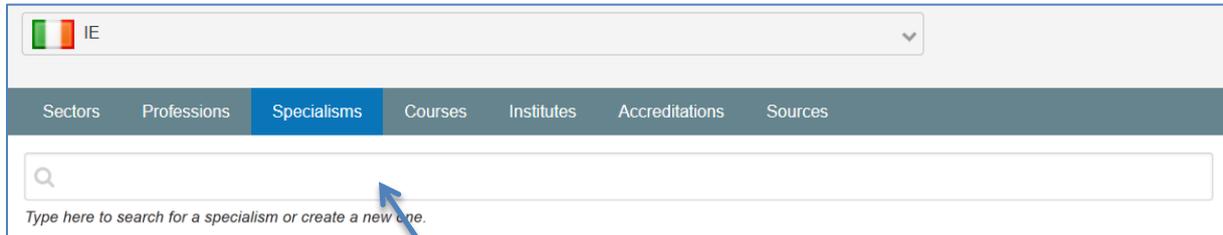
Give the region a name (in general we use the ISO3166-1 alpha-2' country codes and flags)
Upload a flag icon (Dropbox: BUILD UP Skills advisor-app implementations\Visualisations\Flags\png)
Save the new region

4.2 REGIO ADMIN: CREATE A SPECIALISM

When a region is created, the region is empty.

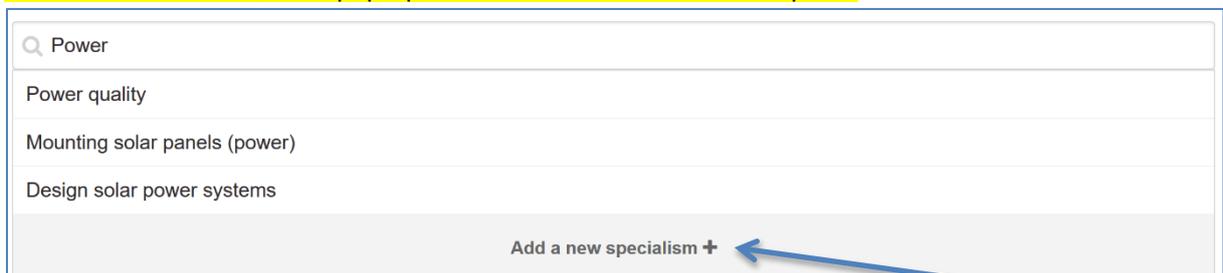
As next step at least one specialism needs to be added.

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.

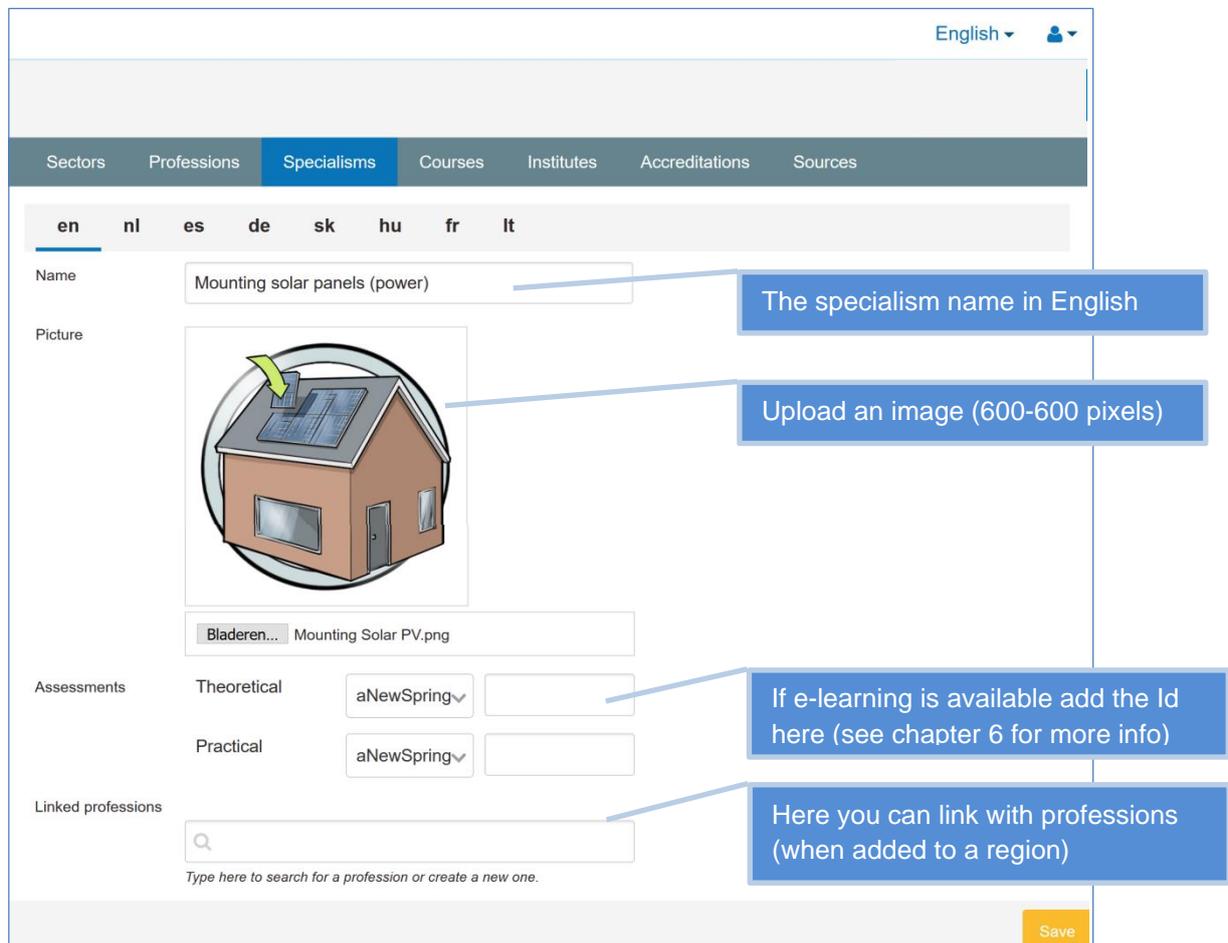


Type the specialism name in English to check if it is already in the database.

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



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.



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.

IE

Sectors Professions Specialisms Courses Institutes Accreditations Sources

Name

Q 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 Service Mechanic E-installation

Picture One of two images is served at random

Assessments Theoretical aNewSpring Practical aNewSpring

Linked specialisms Q sola Mounting solar panels (power)

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

Here you can link with Specialisms by typing the specialism names and selecting the specialism

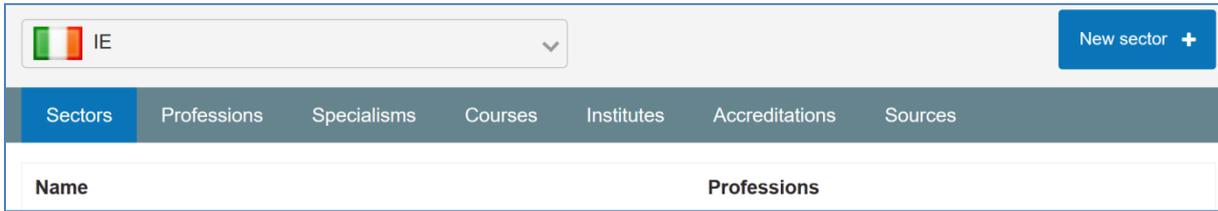
Linked specialisms Mounting solar panels (power)

Q

Linked specialism are shown like this
You can unlink by hitting the unlink icon

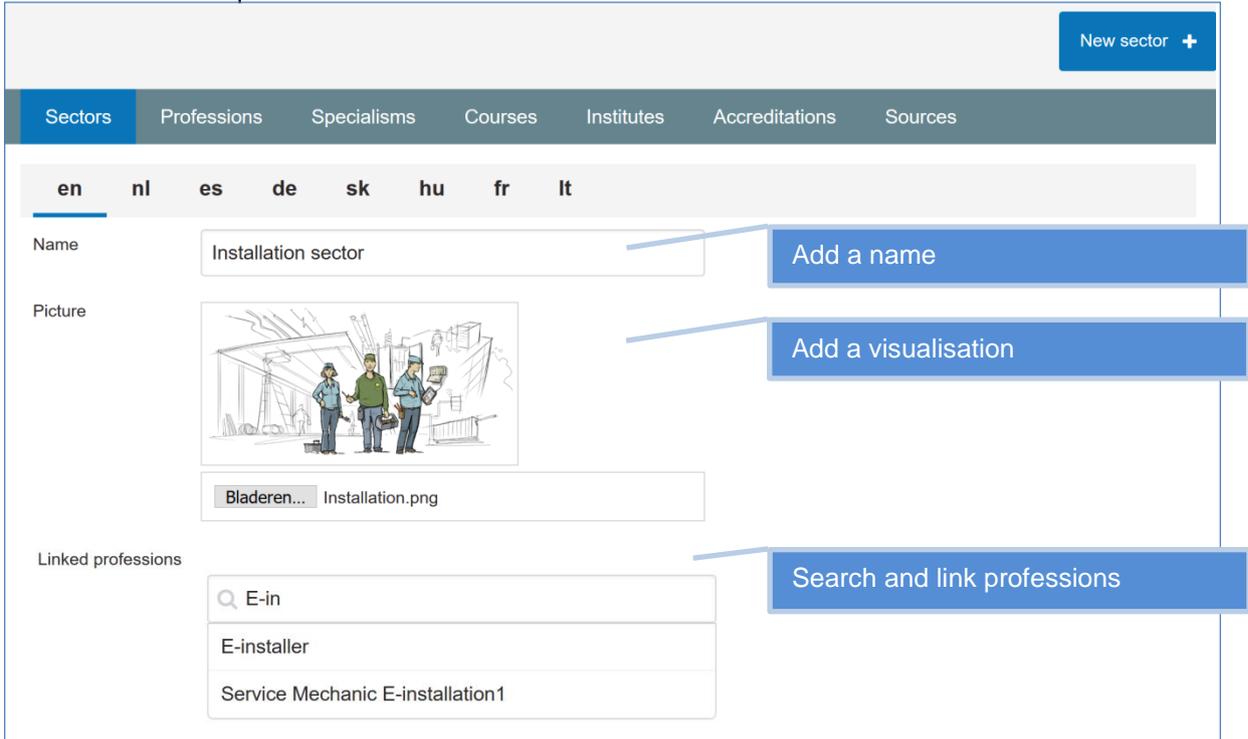
4.4 REGIO ADMIN: CREATE A SECTOR

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

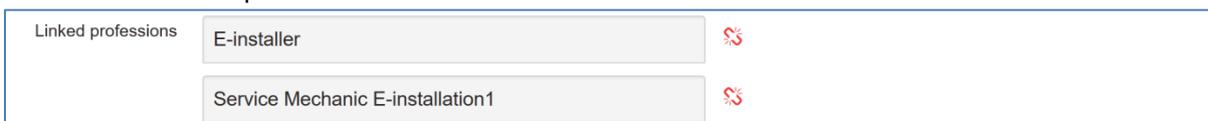


Click the 'New sector +' button

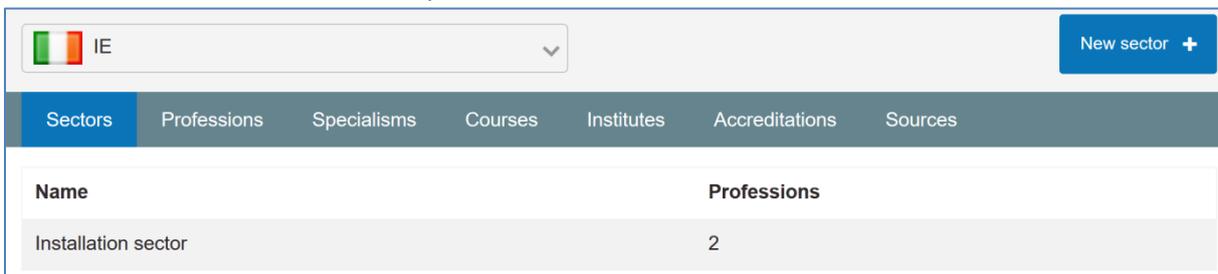
Fill in the details required



Result: of the linked professions



The final result: a sector with linked professions



When adding sectors you can choose to add 'sectornames' 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.

IE
▼

New sector +

Sectors
Professions
Specialisms
Courses
Institutes
Accreditations
Sources

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.

NL
▼

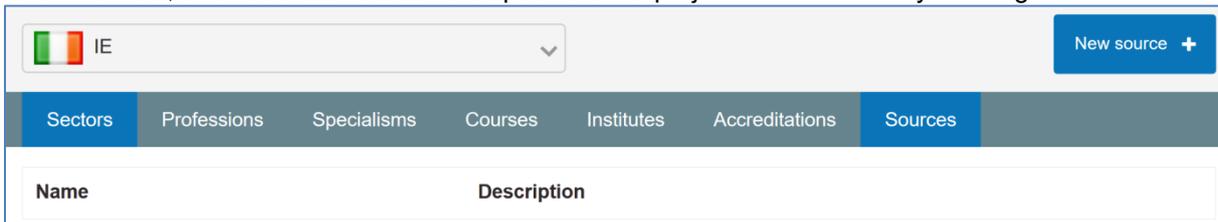
New sector +

Sectors
Professions
Specialisms
Courses
Institutes
Accreditations
Sources

Name	Professions
Construction	11
Installation	11
Completion	3
Real estate	7

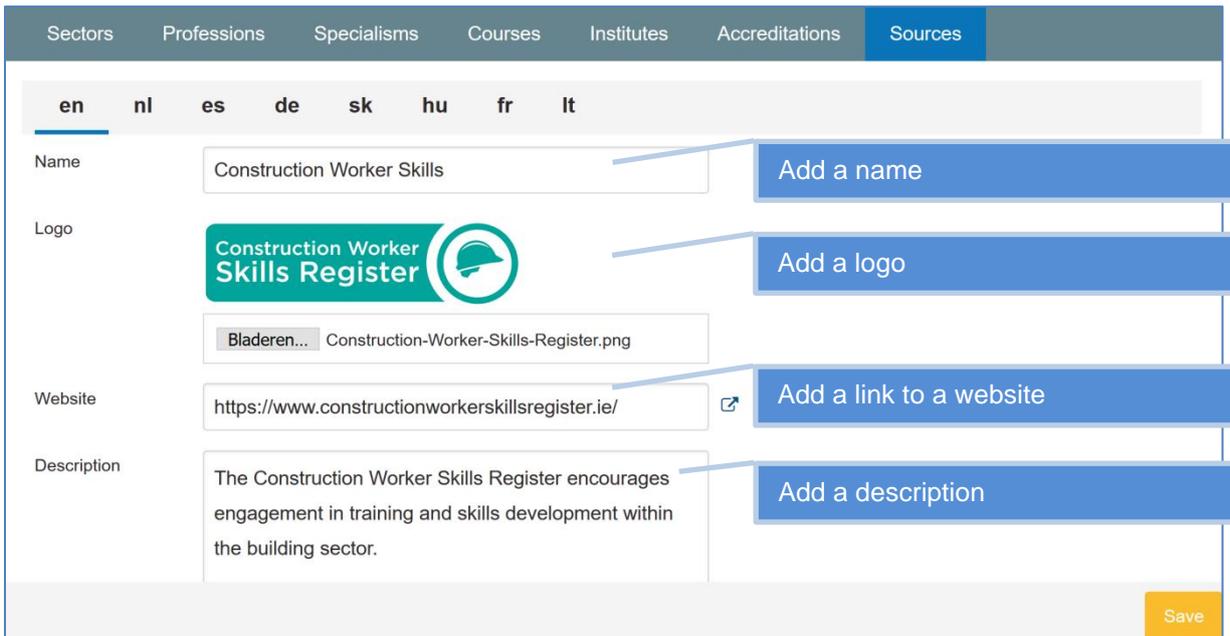
4.5 REGIO ADMIN: CREATE A SOURCE

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'



Name	Description
------	-------------

Click the 'New source +' button



Name: Construction Worker Skills

Logo: Construction Worker Skills Register

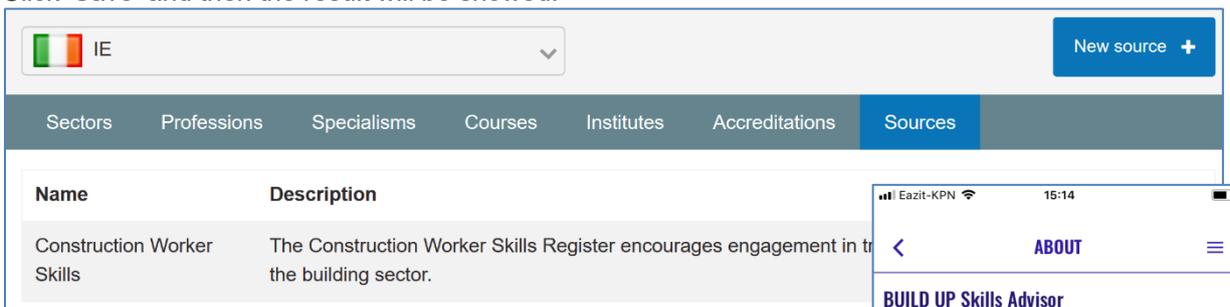
Website: <https://www.constructionworkerskillsregister.ie/>

Description: The Construction Worker Skills Register encourages engagement in training and skills development within the building sector.

Save

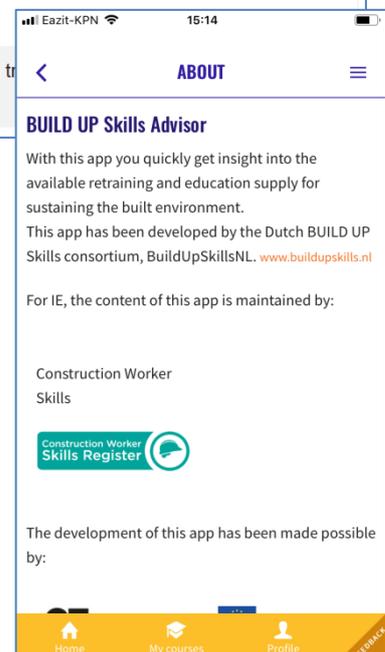
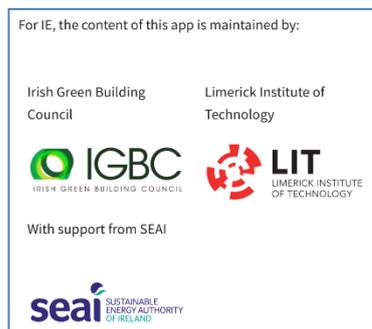
Fill in the information required

Click 'Save' and then the result will be showed.



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'**



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

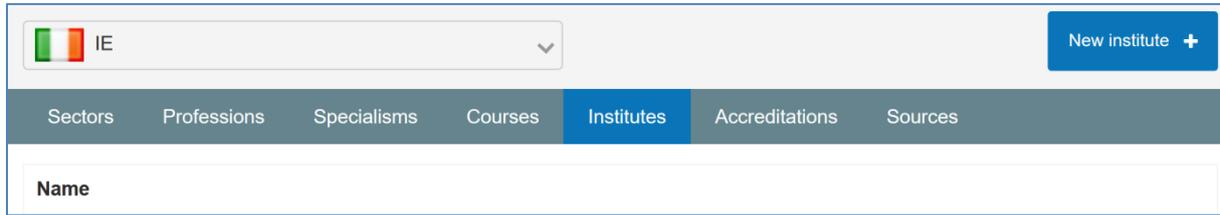
If accreditations or recognitions for courses or course providers are available, they can be added. An accreditation can be linked to a qualification by linking it to a published qualification (see 7.7). When linked to a published qualification scheme personal recognition cards can be issued.

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

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

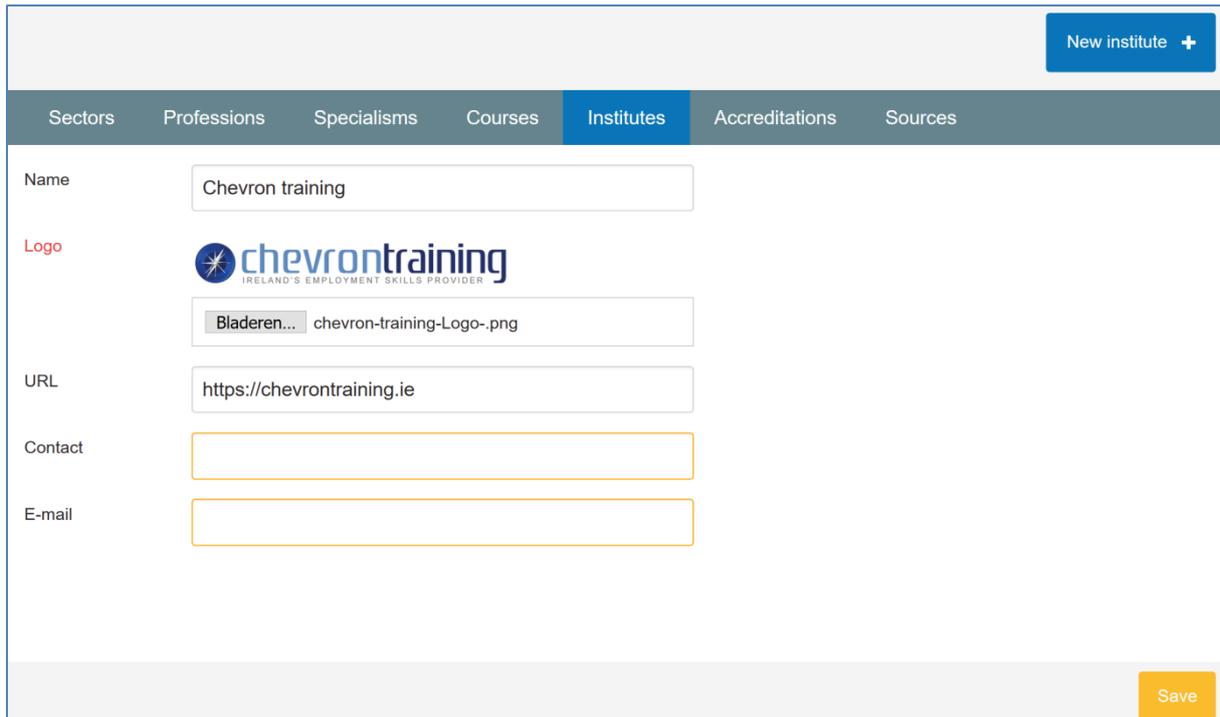
4.7 REGIO ADMIN: CREATE AN INSTITUTE

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



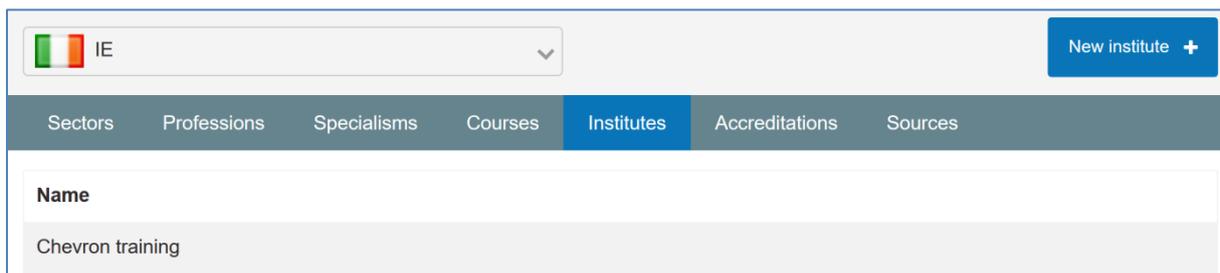
The screenshot shows the 'New institute' form in the Regio Admin interface. At the top left, there is a dropdown menu showing the flag of Ireland and the code 'IE'. To the right of this is a blue button labeled 'New institute +'. Below this is a horizontal navigation bar with tabs for 'Sectors', 'Professions', 'Specialisms', 'Courses', 'Institutes', 'Accreditations', and 'Sources'. The 'Institutes' tab is currently selected. Below the navigation bar is a large text input field labeled 'Name'.

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



The screenshot shows the 'New institute' form with the following fields filled out: 'Name' is 'Chevron training'; 'Logo' is a blue and white logo for 'chevrontraining IRELAND'S EMPLOYMENT SKILLS PROVIDER'; the 'Logo' field's file name is 'Bladeren... chevron-training-Logo-.png'; 'URL' is 'https://chevrontraining.ie'; 'Contact' and 'E-mail' fields are empty. A yellow 'Save' button is located at the bottom right of the form.

Click on Save and the result is shown



The screenshot shows the 'New institute' form after saving. The 'Name' field now contains the text 'Chevron training'.

4.8 REGIO ADMIN AND COURSE PROVIDER: CREATE A 'COURSE' OR 'EXAM'

IE New course +

Sectors Professions Specialisms **Courses** Institutes Accreditations Sources

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

IE New course +

Sectors Professions Specialisms **Courses** Institutes Accreditations Sources

Status **DRAFT**

Language English Select a language the content has

Name Solar installer Add a name

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 Construction Worker Skills Select a Collection
The Construction Worker Skills Register encourages engagement in training and skills development within the building sector.

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 Unlink professions not within the target group AND/OR link to professions not linked to the specialisms selected
Type here to search for a profession or create a new one.

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

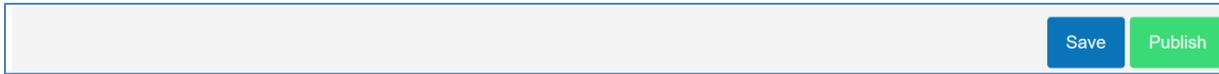
Save Publish

4.9 REGION ADMIN ACCEPT A CREATED OR MODIFIED COURSE

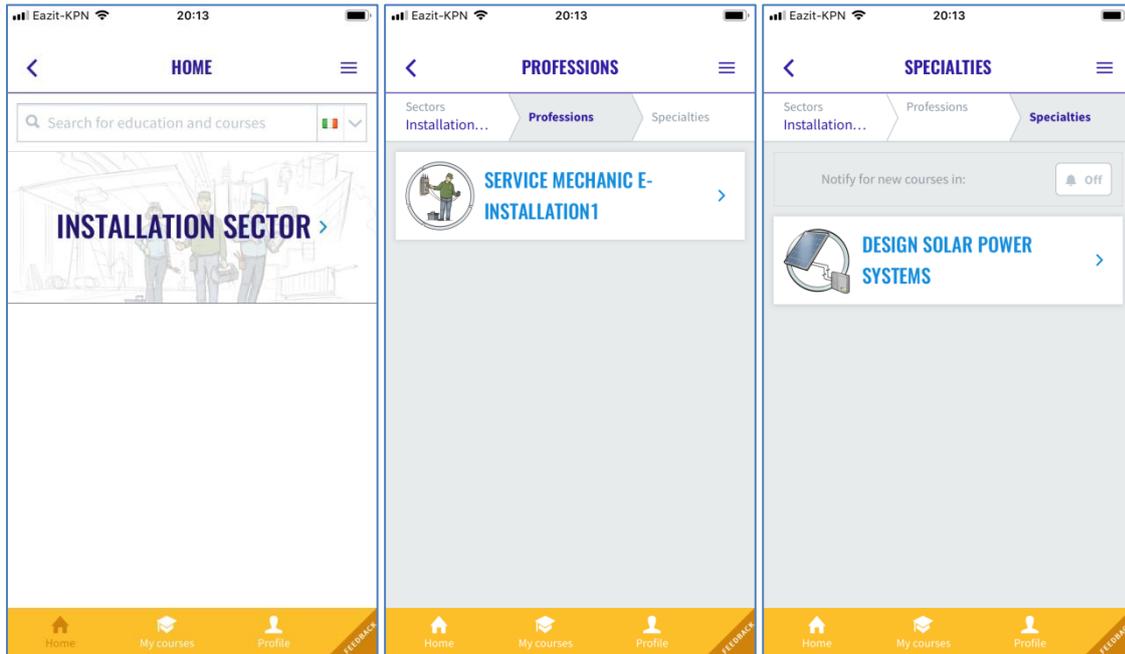
A region provider will get a notification if a course institute has added a new course of edited essential fields. This to prevent abundant linking to make a course item visible everywhere The essential fields are: Linked specialism's and Linked professions.

If needed a region admin can make the required changes.

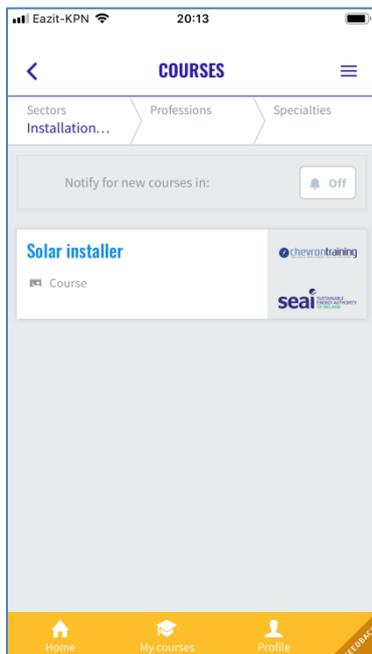
By hitting the publish button, the region admin accepts the changes.



4.10 RESULT IN THE APP

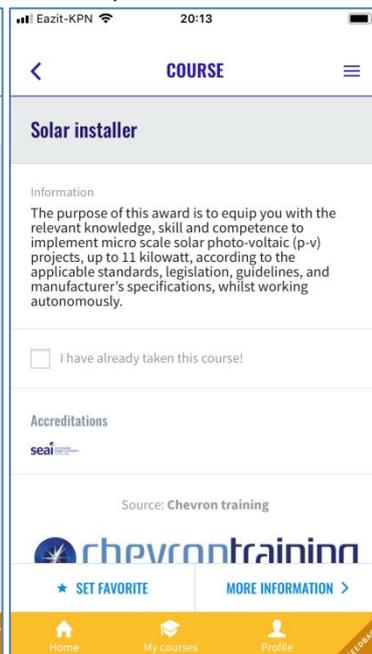


Select a sector



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”

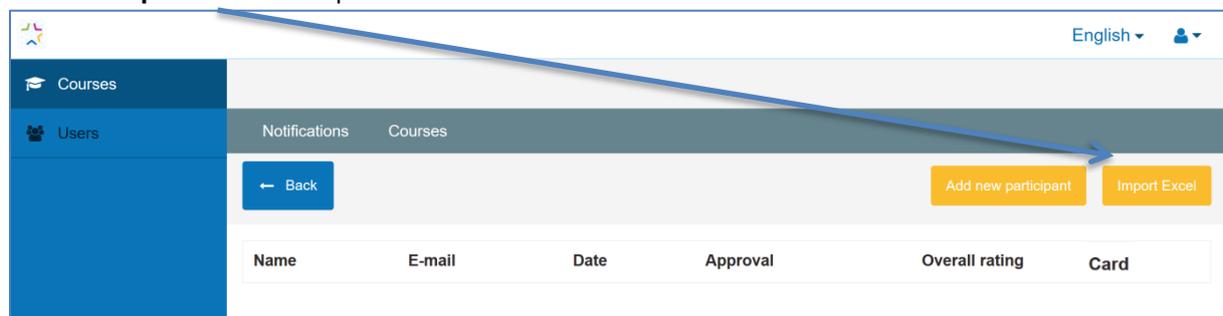
First fill in the Excel template with the following information.

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 following pop-up appears

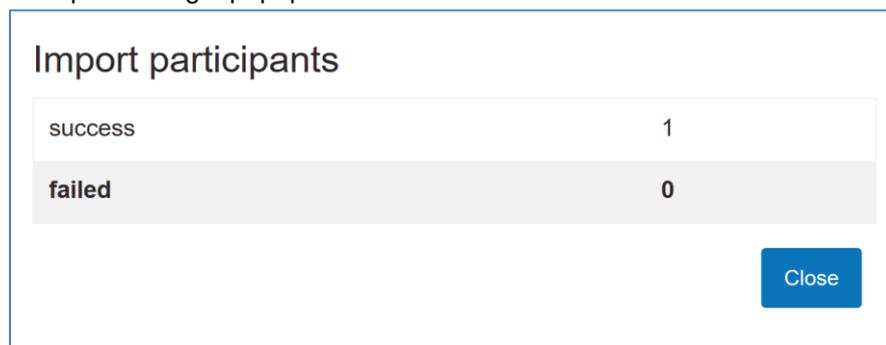
Select the Excel file by clicking on '**Bladeren**'

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



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

After processing a popup shows with a results overview.



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 popup to fill-in the details opens.

Fill in the required information and click 'Add participant'

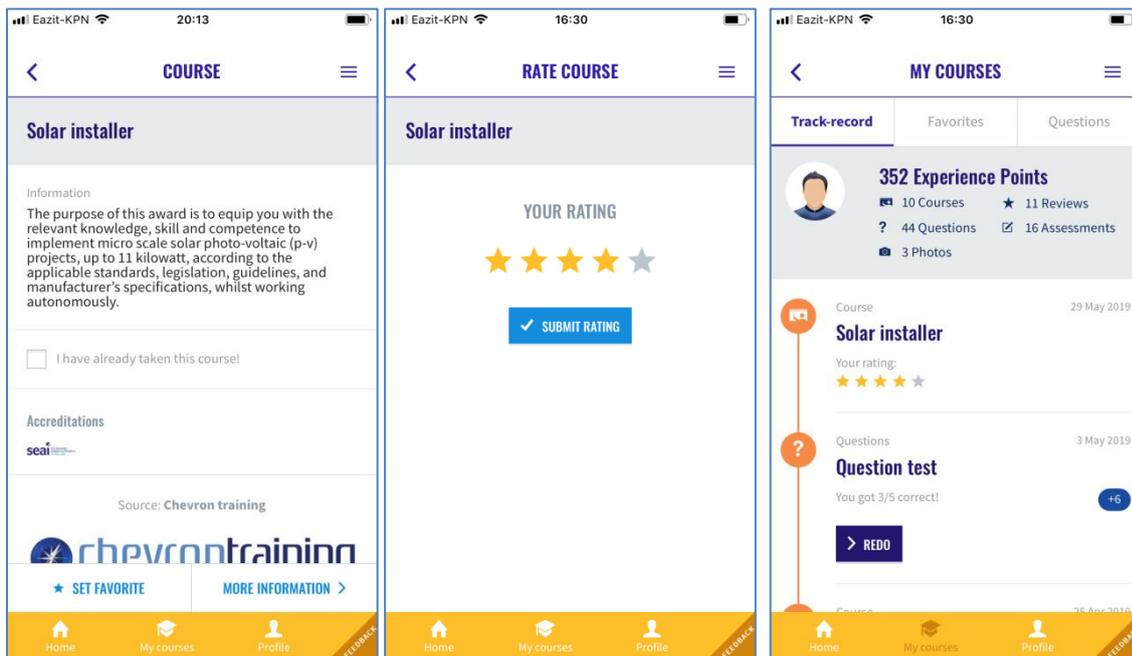
When Coursetype is an exam, then a Grade can be added

Cancel

Add participant

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.



I have taken this course

My rating

Rating shown in personal track record

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

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

The screenshot shows a web interface for course management. On the left is a navigation menu with 'Courses', 'Vragensets', and 'Gebruikers'. The main area has tabs for 'Notifications' and 'Courses'. A 'Terug' button is visible. At the top right, there are buttons for 'Add new participant' and 'Import Excel'. Below these is a table with columns for 'Name', 'Approval', 'Overall rating', and 'Card'. The table lists participants: Jan Cromwijk (Approved, 5 stars), Jan Cromwijk (Approved), and Martijn Deurloo (with a plus and minus icon). Callout boxes provide the following information:

- 'Add a new participant' points to the 'Add new participant' button.
- 'Rating available' points to the 'Overall rating' column.
- 'No rating done by the user' points to the 'Overall rating' for the second Jan Cromwijk entry.
- 'Approve or reject' points to the plus and minus icons at the bottom of the table.
- 'When a recognition card is issued it can be downloaded from this overview' points to the 'Card' column icon.

Name	Approval	Overall rating	Card
Jan Cromwijk	Approved	★★★★★	
Jan Cromwijk	Approved		
Martijn Deurloo			

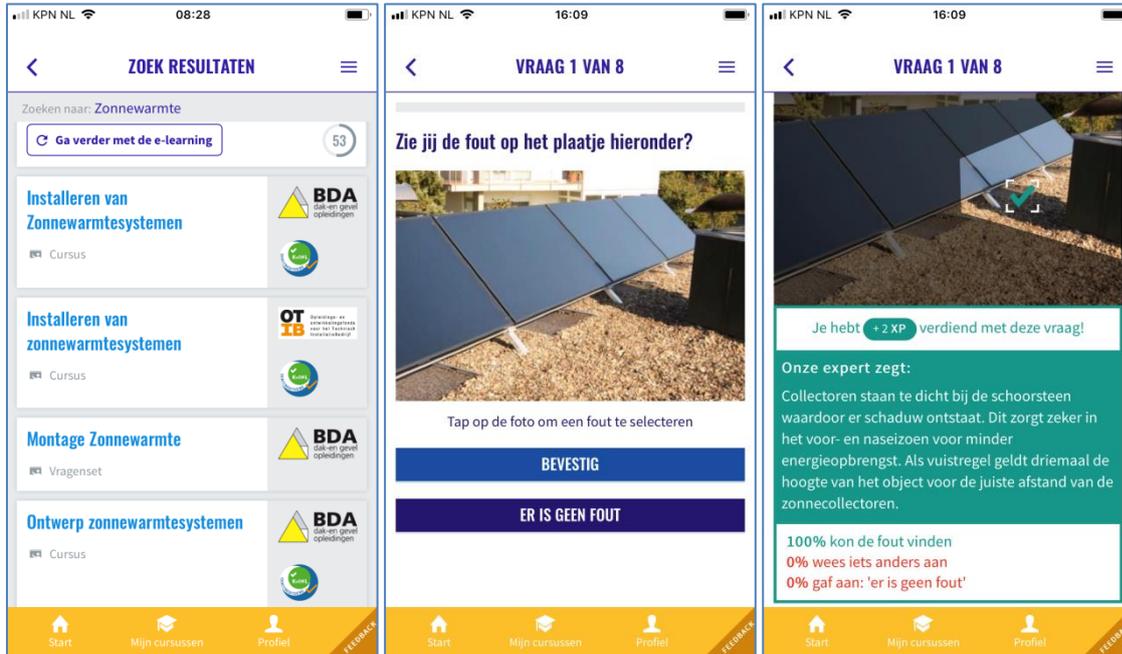
5 BUILDING ERRORS INTERACTION

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

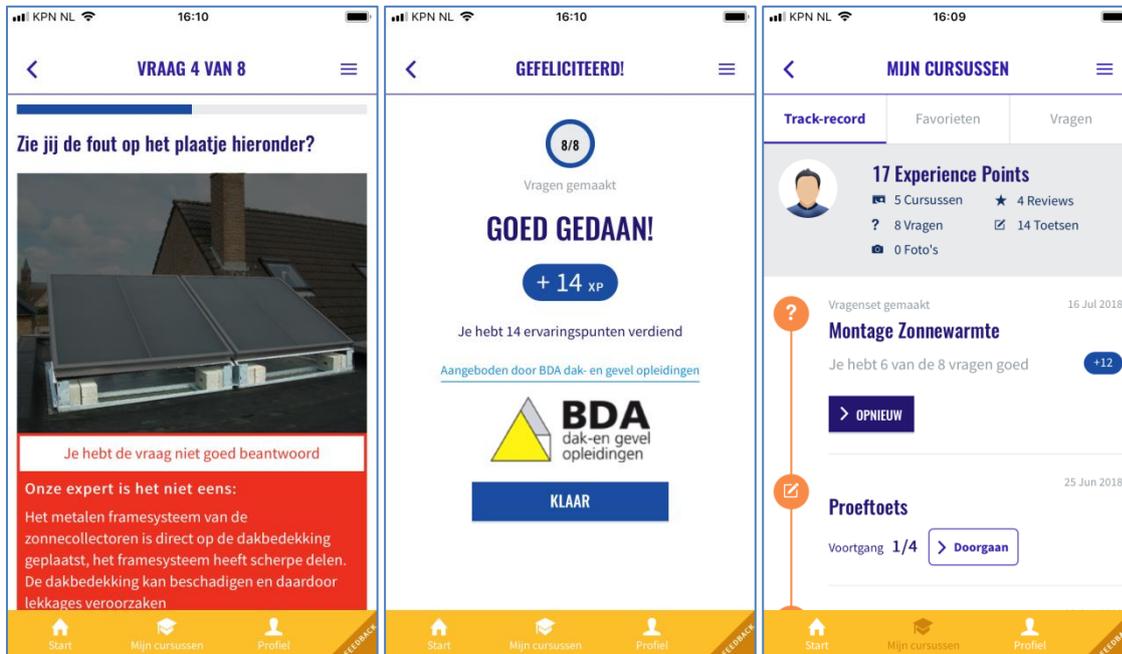
In this overview the user does not get a notification, but finds a 'Vragenset' by using search.



Questionset 'Montage Zonnewarmte'

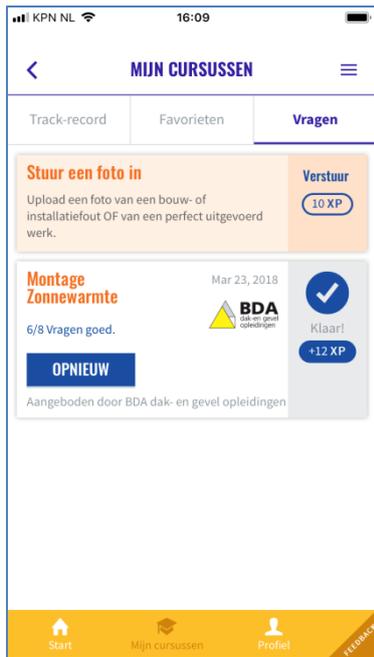
First Question

Good answer with expert feedback



Example of a wrong answer

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



The users collection of questionsets

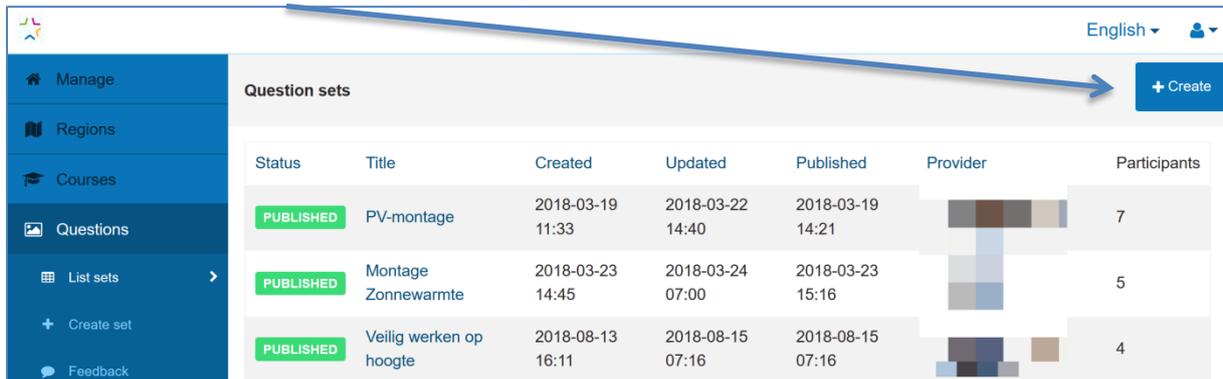
5.2 OVERVIEW OF THE BACKEND FOR QUESTIONSETS

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

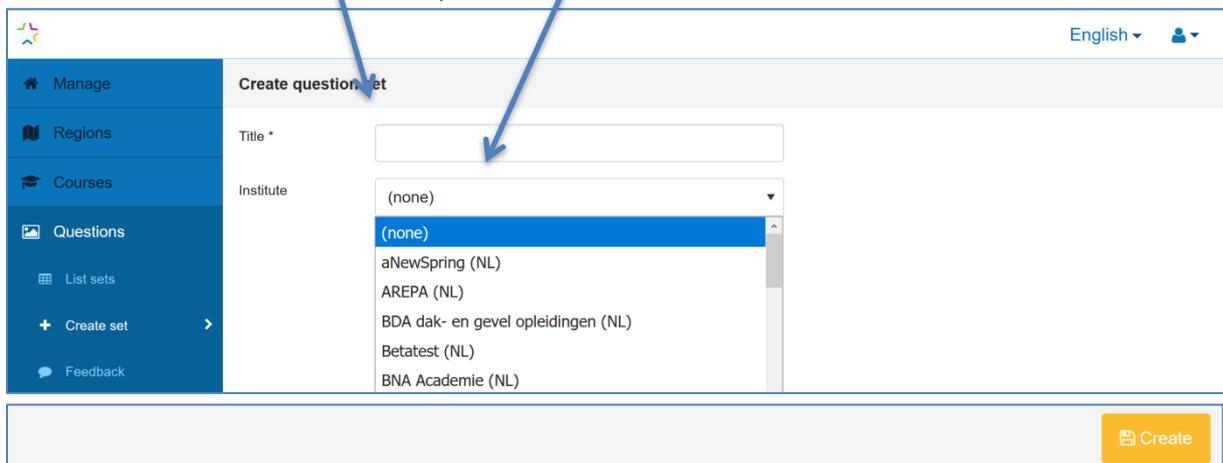
Click on create to **+create** to create a new questionset



The screenshot shows the 'Question sets' overview page. On the left is a navigation menu with options: Manage, Regions, Courses, Questions, List sets, Create set, and Feedback. The main content area displays a table of question sets. A blue arrow points from the '+ Create' button in the top right corner to the text above.

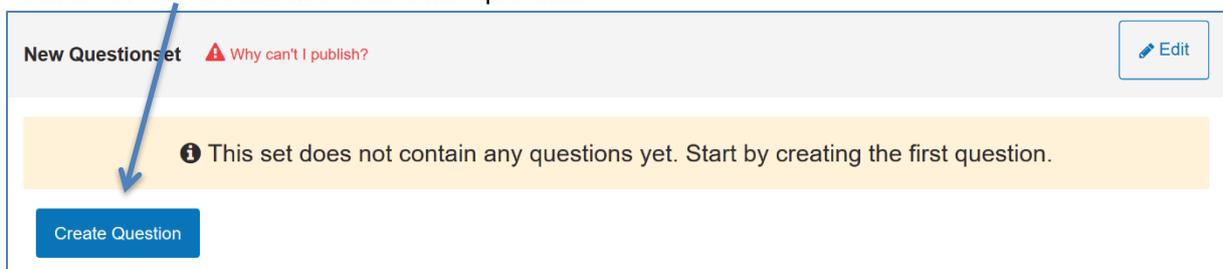
Status	Title	Created	Updated	Published	Provider	Participants
PUBLISHED	PV-montage	2018-03-19 11:33	2018-03-22 14:40	2018-03-19 14:21	[Blurred]	7
PUBLISHED	Montage Zonnewarmte	2018-03-23 14:45	2018-03-24 07:00	2018-03-23 15:16	[Blurred]	5
PUBLISHED	Veilig werken op hoogte	2018-08-13 16:11	2018-08-15 07:16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

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 the 'Create question set' form. A blue arrow points to the 'Title' input field, and another blue arrow points to the 'Institute' dropdown menu. The dropdown menu is open, showing a list of institutes: (none), aNewSpring (NL), AREPA (NL), BDA dak- en gevel opleidingen (NL), Betatest (NL), and BNA Academie (NL). A 'Create' button is visible in the bottom right corner.

The new Questionset opens and is ready for editing. Click on **Create Question** to add a first question.



The screenshot shows the 'New Questionset' editing screen. A blue arrow points to the 'Create Question' button. The screen displays a message: 'This set does not contain any questions yet. Start by creating the first question.' There is also a red warning icon and text: 'Why can't I publish?' and an 'Edit' button in the top right corner.

The screen to add questions opens.

Edit question in 'New Questionset'

Title *
(not visible to users)

Question
(optional)

Photo *

Expert feedback *

Give the question a name

Point where you see a mistake.

Browse

Browse server

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

No mistake

Click on Save to save the new question.

Example of a question

Edit question in 'New Questionset'

Title *
(not visible to users)

Question
(optional)

Photo *

Expert feedback *

New Question

Point where you see a mistake.

Browse

Browse server

Reset hotspot

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

No mistake

Three different materials mixed. This leads to corrosion and leakages

Save

The saved question appears in the questionset

New Questionset ⚠ Why can't I publish? Edit

Status **DRAFT**

Participants 0

Provider Betatest

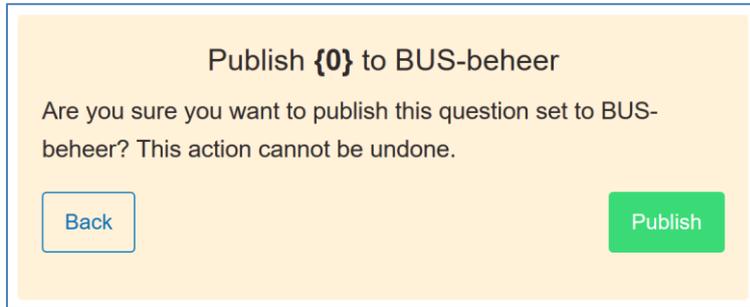
BETA TESTING

#	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.

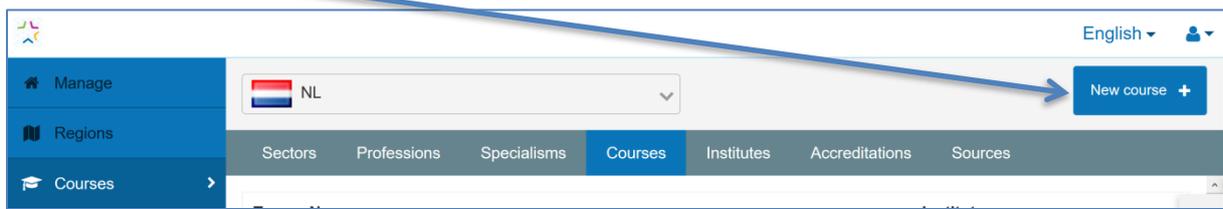


After publication the QuestionSet becomes visible in the BUILD UP Skills advisor-app catalogue

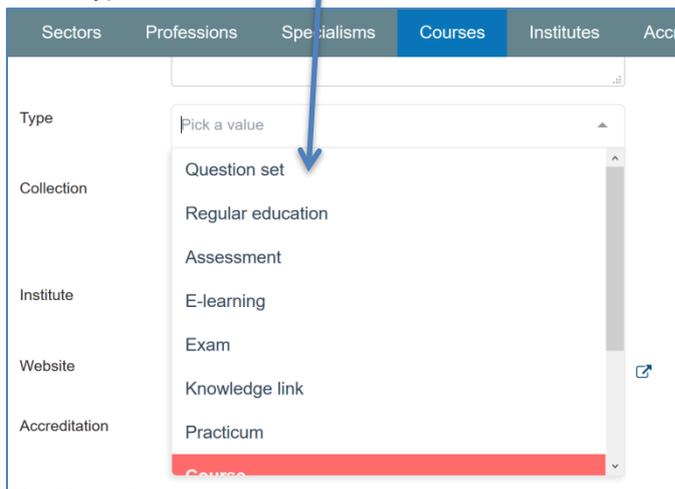
5.2.3 Adding a Questionset in BUS-app catalogue

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.

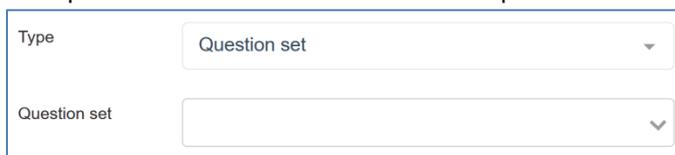
Click 'New Course'



Select type 'Question set'



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



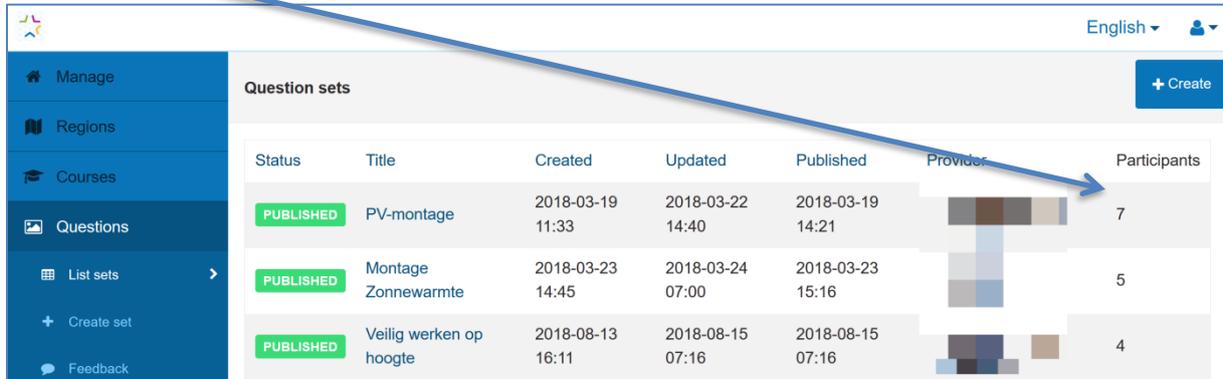
Each Question Set can be added once!

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

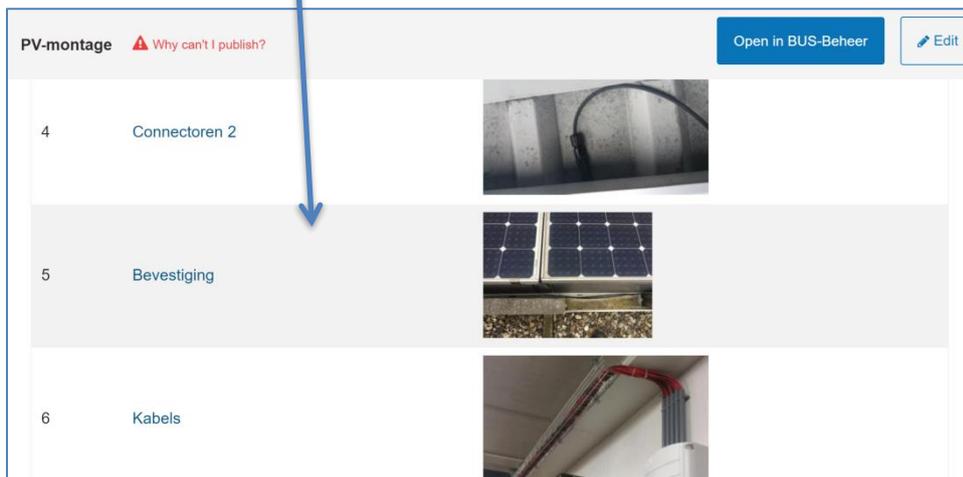
In the back-end for each question in the question set you can view anonymized usage data. It also provides a function to evaluate written feedback.

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	[Blurred]	7
PUBLISHED	Montage Zonnewarmte	2018-03-23 14:45	2018-03-24 07:00	2018-03-23 15:16	[Blurred]	5
PUBLISHED	Veilig werken op hoogte	2018-08-13 16:11	2018-08-15 07:16	2018-08-15 07:16	[Blurred]	4

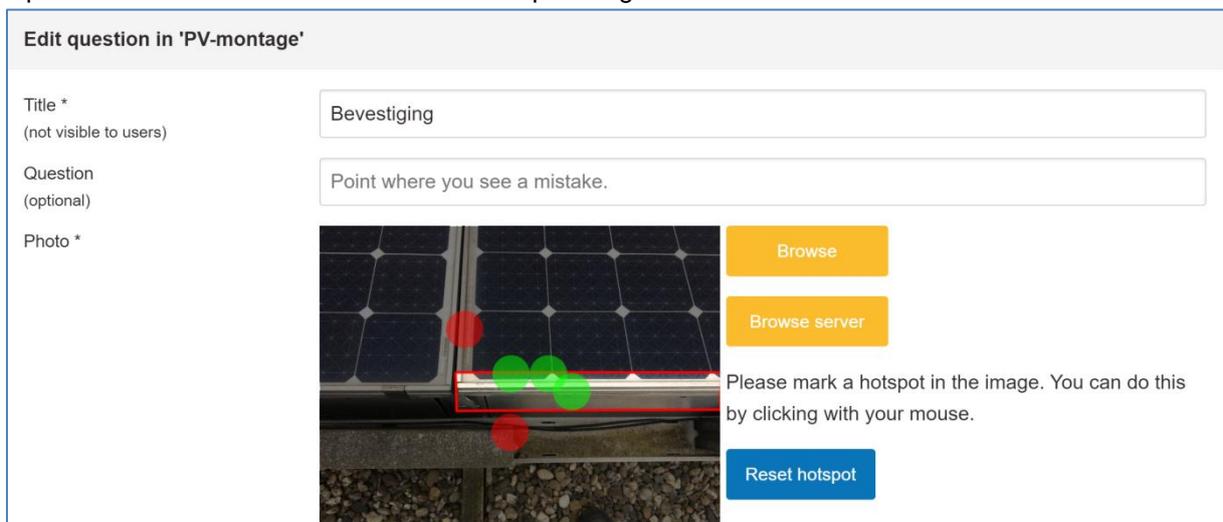
Click on the Question Set you want to analyse. After opening the Question Set click on a question you want to view.



PV-montage ⚠ Why can't I publish? [Open in BUS-Beheer](#) [Edit](#)

- 4 Connectoren 2 
- 5 Bevestiging 
- 6 Kabels 

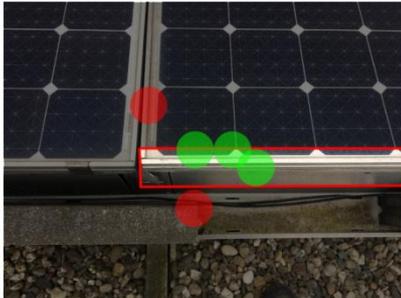
The question opens and shows all different user clicks. This helps to find out if there are more errors in a picture and to assess if the size of the hotspot is right.



Edit question in 'PV-montage'

Title *
(not visible to users)

Question (optional)

Photo *  [Browse](#) [Browse server](#) [Reset hotspot](#)

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

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**.

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

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

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

Feedback

Title * Borging ladder

Question Wijs de borging voor de ladder aan

Submitted by * Jan Cromwijk

Feedback * This is absolutely not right

Photo Show answers from other users

Back Reject Accept

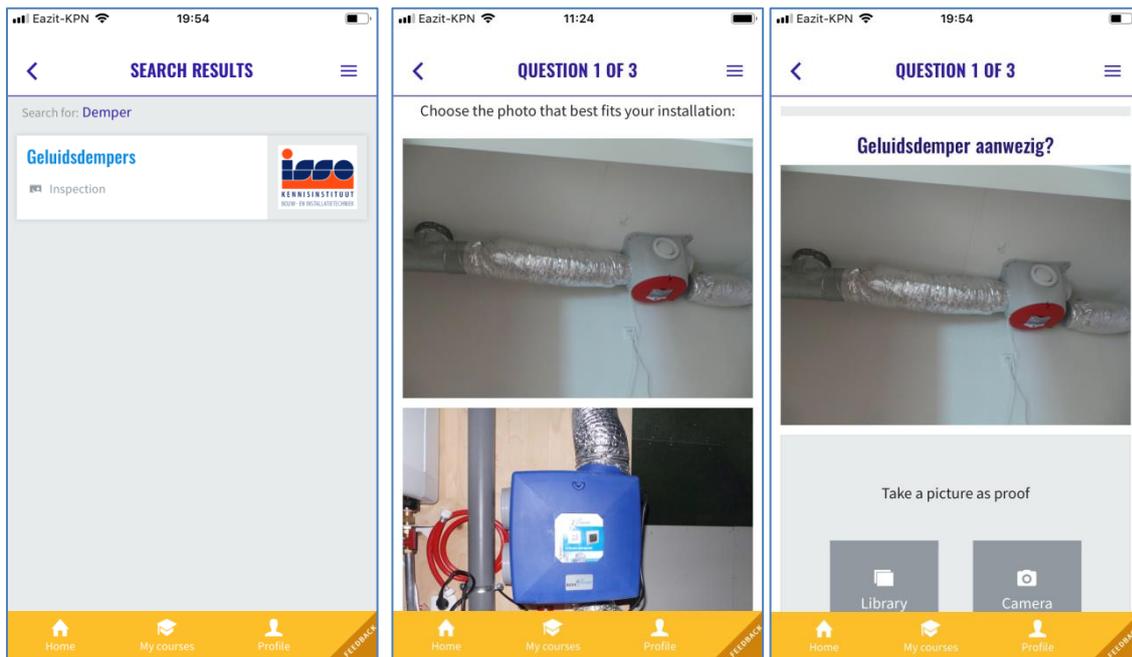
6 BUILDING INSPECTIONS INTERACTION

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

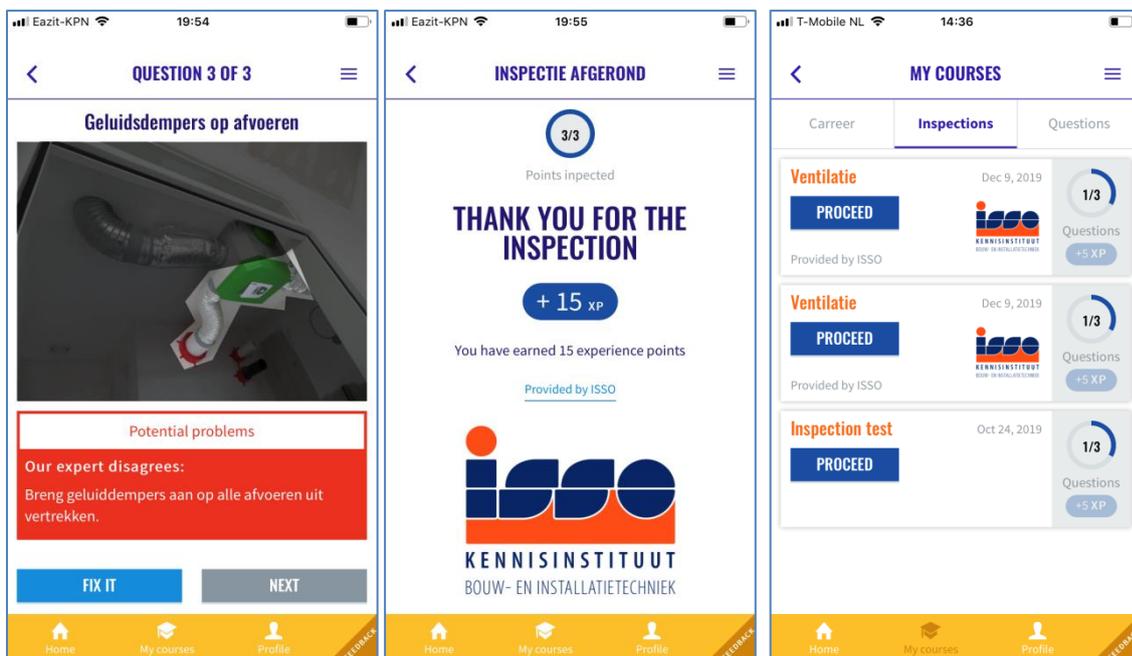
In this overview the user does not get a notification, but finds an inspection by using search.



Inspection

Select most fitting image

Submit proof



Get feedback & fix

Provider & XP

On-going inspections

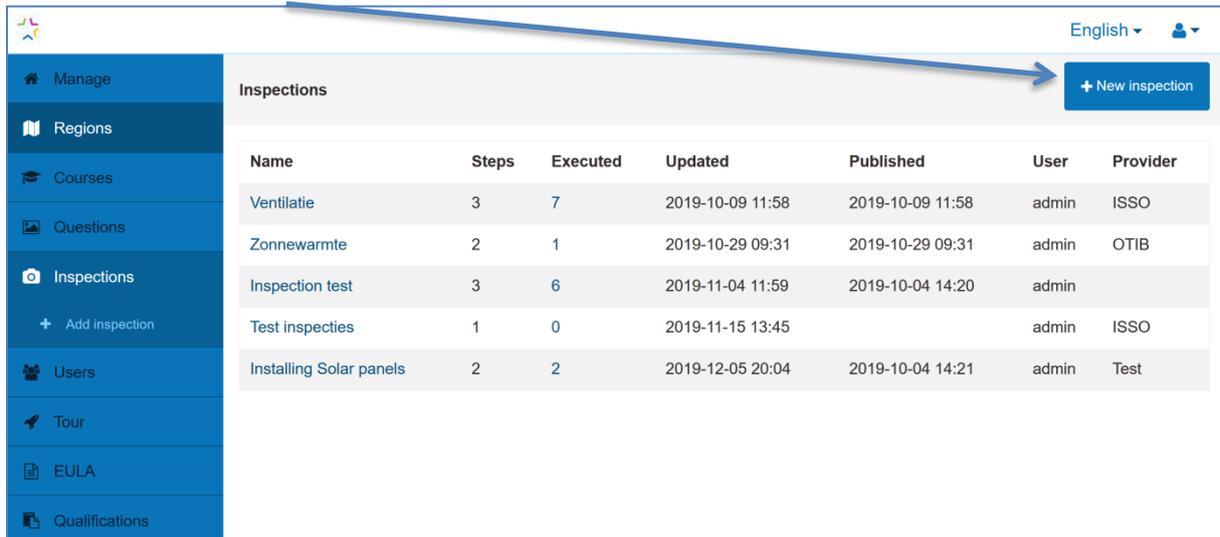
6.2 OVERVIEW OF THE BACKEND FOR INSPECTIONS

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

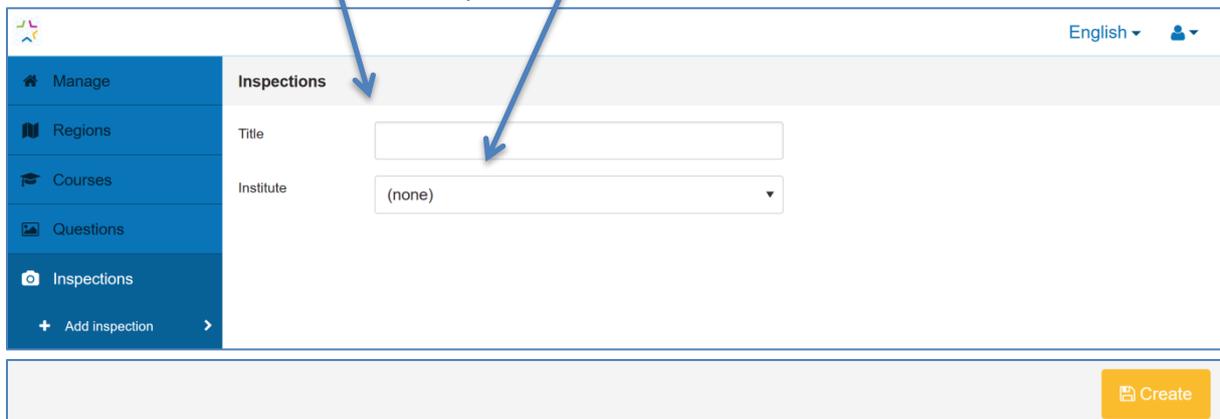


The screenshot shows the 'Inspections' overview page. On the left is a navigation menu with options: Manage, Regions, Courses, Questions, Inspections (selected), Add inspection, Users, Tour, EULA, and Qualifications. The main content area displays a table of inspections:

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 top right corner, there is a '+ New inspection' button. A blue arrow points from the text 'Click on create to +New inspection' to this button.

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 'Create new Inspection' form. The form has two main fields: 'Title' and 'Institute'. The 'Title' field is an empty text input box. The 'Institute' field is a dropdown menu with '(none)' selected. A blue arrow points to the 'Title' field, and another blue arrow points to the 'Institute' dropdown menu. At the bottom right of the form, there 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 *

Right Photo * 

Feedback * Right feedback

Wrong Photo * 

Feedback * Wrong feedback

Give the step a name

Upload a photo depicting the wanted situation. The photo needs to be landscape

Describe the good aspect you want to highlight

Upload a photo depicting the opposite unwanted situation. The photo needs to be landscape

Draw a hotspot highlighting the unwanted aspect

Type short expert feedback why the aspect is unwanted & how it can be fixed.

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

CO-prevention

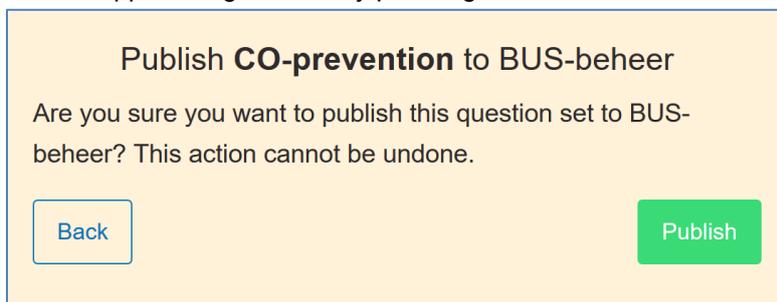


isse
KENNISINSTITUUT
BOUW- EN INSTALLATIETECHNIEK

#	Title	Right	Wrong
1	Check measure tube		

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.

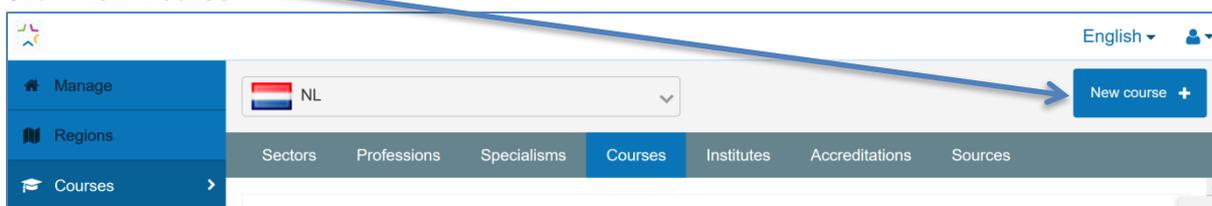


After publication the Inspection becomes visible in the BUILD UP Skills advisor-app catalogue

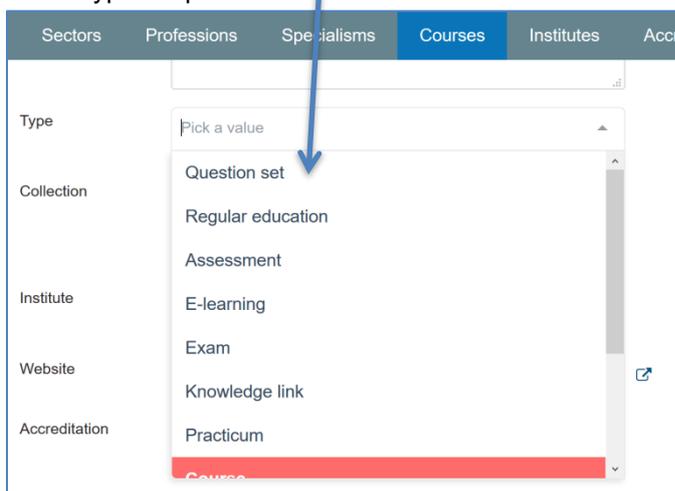
6.2.3 Adding an inspection in the BUS-app catalogue

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.

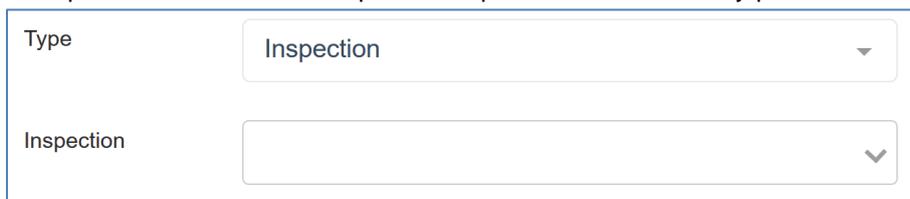
Click 'New Course'



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 interface for the ULO database. On the left is a navigation menu with options: Courses, Questions, Inspections, Users, and Qualifications. The main area is titled 'Qualification schemes' and includes a '+ New qualification scheme' button. A green informational box states: '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 of qualification schemes.

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

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. <i>e.g. Perform a feasibility study</i>	
2. Use different wording if tasks are performed in different phases. <i>e.g.: <u>Check</u> attention points on comfort in inner spaces</i> in planning phase <i><u>Verify</u> attention points on comfort in inner spaces</i> 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...	...

 Use a 'verb' in the tasks to make them active

 If the name of a task or subtask 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!

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 Most times you start with the verb	Skills required to successfully carry out the sub-task Skills need to be described in active form using verbs from BLOOM's taxonomy Most times you start with the verb	Knowledge required to successfully carry out the sub-task. Please do not add verbs to them. Lists of keywords are enough!

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

Qualification schemes ? + New qualification scheme

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
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

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

Omschrijving

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

The screenshot shows the 'Qualification scheme' form. At the top, there is a language selector with buttons for 'en', 'nl', 'es', 'de', 'sk', and 'hu'. A callout box points to this selector, stating: 'Language selector, all qualifications are by default created in English and later on translated'. Below the language selector, there are two main input fields: 'Title' and 'Description'. The 'Title' field contains the text 'Demonstration Qualification'. The 'Description' field contains the text 'A Qualification Scheme for demonstration purposes'. Below these fields is a 'Tasks' section with a search bar. A callout box points to the search bar, stating: 'Search an existing task or create a new one'. At the bottom of the form, there are two buttons: a red 'Delete' button on the left and a yellow 'Save scheme' button on the right.

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

Screen 1c – Functions related to tasks and subtasks

The screenshot shows the 'Qualification scheme' form with a task listed. The task is 'Demonstrate creation of a task'. To the right of the task, there are three icons: a vertical double-headed arrow, a pencil, and a red 'X'. Callout boxes point to these icons with the following text: 'Unlink the task from the qualification' (pointing to the red 'X'), 'Edit the Task' (pointing to the pencil), and 'Move tasks up and down' (pointing to the vertical double-headed arrow). Below the task, there is a search bar with the text 'Type here to search for a task or create a new one.' To the left of the search bar, there are two callout boxes: 'Make a task region specific' and 'Make a task optional'. At the bottom of the form, there are two buttons: a red 'Delete' button on the left and a yellow 'Save scheme' button on the right.

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 with a language selector (en, nl, es, de, sk, hu, fr, It) and a title field containing 'Demonstrate creation of a task'. Below the title is a 'Subtasks' search box with a magnifying glass icon and the text 'Type here to search for a subtask or create a new one.' Two callout boxes are overlaid on the interface:

- Find existing subtasks:** This callout points to a subtask list where the first item is 'Demonstration of a subtask' and the second is 'Test subtask'. A search box above the list contains 'Test'.
- A linked existing subtask:** This callout points to the same subtask list, but now both 'Demonstration of a subtask' and 'Test subtask' are listed with checkboxes and icons for linking, editing, and deleting.

At the bottom of the interface, there is a 'Cancel' button and a '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 it

Title

ULO

Type here to search for an ULO or create a new one.

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

ULO 

Type here to search for an ULO or create a new one.

The subtask

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

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

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 it

Competence to be able to 1. Competence addressed

Assessment Theoretical test 2. Optional: advice on Assessment
 Practical test
 Silhouetted by colleague

Skills to understand 3. Definition and linking of Skills
Type here to search for Skills or create a new one.

Knowledge to know 4. Knowledge items
Type here to search for Knowledge or create a new one.

Professions 5. Target occupation(s) of the ULO

Specialisms and technologies 6. Technologies the ULO is related to

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 it

Competence to be able to

Assessment Theoretical test Practical test Silhouetted by colleague

Skills to understand 

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

Knowledge to know 

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

ULO opslaan

After selecting a language the content can be translated.

English text is default and shown below.

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**

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 it

Title: Demonstration Qualification

Description: A Qualification Scheme for demonstration purposes

Delete Publish

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.

Publish qualification scheme ?

Publish a qualification scheme ✕

By publishing a qualification scheme, a snapshot is made of the current state of the scheme. Your original qualification scheme will continue to be updated as others change tasks, subtasks and ULOs but the published snapshot will always remain the same.

Country: Choose country ✕ ▾ Profession: Choose profession ✕ ▾

en nl es de sk hu fr it

Name: Demonstration Qualification

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

- Task 1 without filter
- Subtask for DE for Commissioner
- Test ULO
- Subtask without country filter
- Creating a task

Filter on profession specific elements

Filter on country specific elements

Select/deselect a Task

Select/deselect a subtask

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

Publish qualification scheme ?

Country: Choose country x v Profession: Commissioner x v

en nl es de sk hu fr it

Name: Demonstration Qualification

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

- Task 1 without filter
 - Subtask for DE for Commissioner
 - Test ULO
 - Subtask without country filter
 - Creating a task
- Task 2 for DE
 - Test fiets for Commissioner
 - 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	
Qualification test	2020-02-18 15:44	admin	5	10	
NEWCOM Building Inspector all	2020-02-18 15:23	admin	3	8	
Test QS	2020-02-13 12:50	admin	4	0	
Airtightness	2019-11-15 13:50	admin	4	0	
Test	2019-11-15 13:43	admin	4	0	
Flatroofer	2019-10-29 09:55	admin	4	0	
New QF Scheme	2019-10-28 17:05	admin	4	0	

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

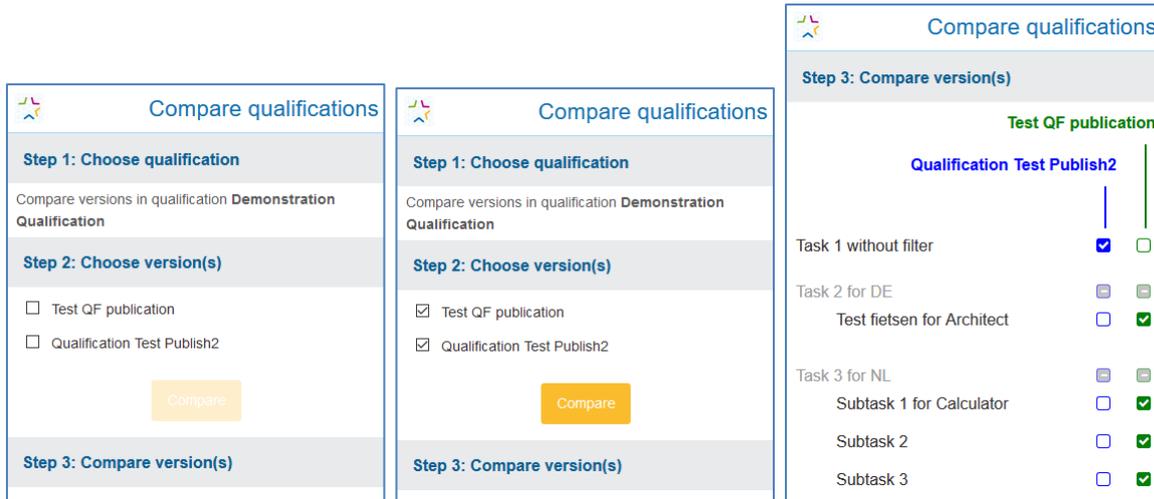


Click on **export** to view a published Qualification Scheme in Excel

Select 2 schemes

Click on the button **Compare**

Differences are **highlighted**

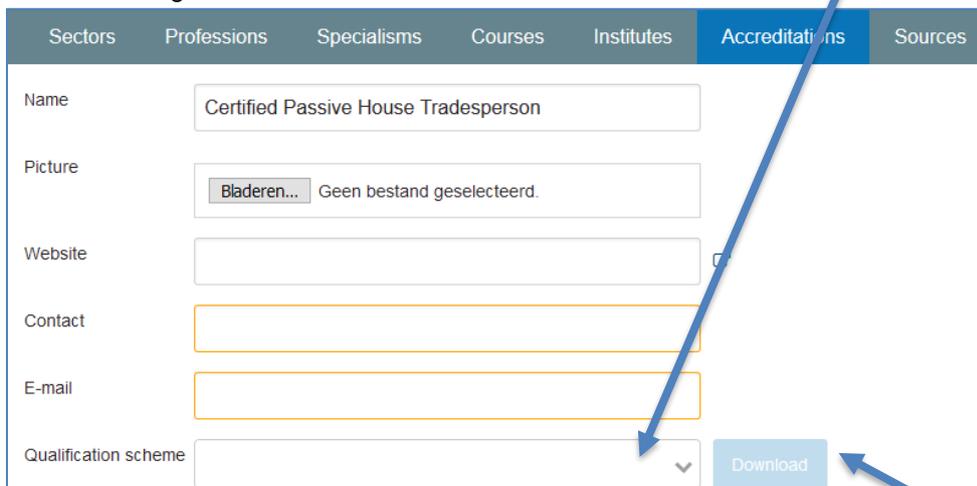


Screen 2: Qualification compare functionality

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

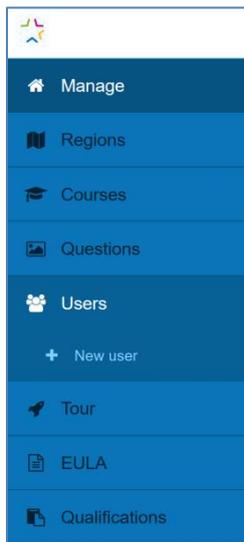
- Delivering a translation of used language strings
- Creating users
- Creating an EULA (end user license agreement)
- Creating a tour
- Translating content for other languages, working in your region

8.1 REGIO ADMIN: DELIVERING A TRANSLATION OF USED LANGUAGE STRINGS

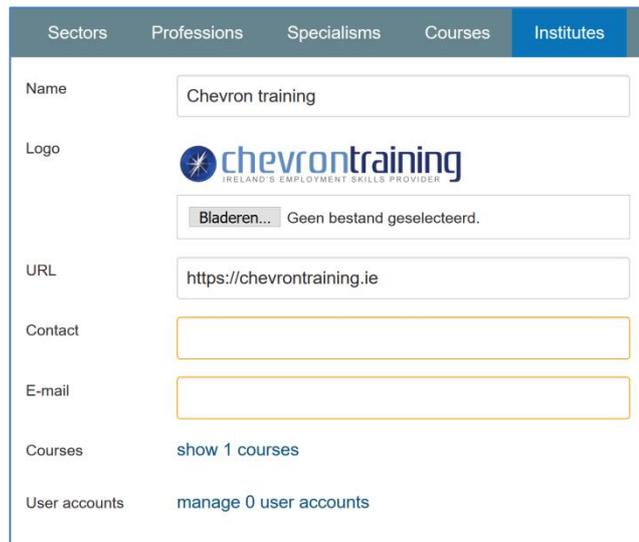
Will be added later

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



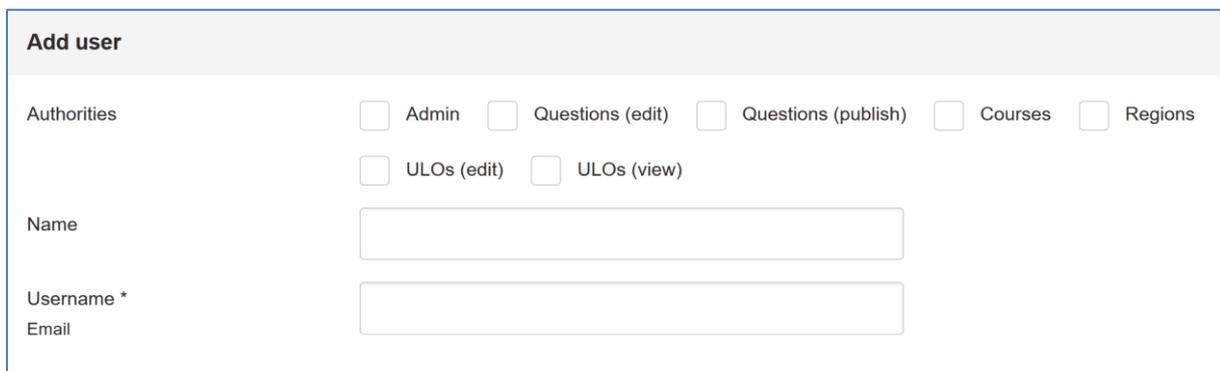
Sidebar



From the course institute

Email	Name	Roles	Institute
+ Add user			

Click on '+ Add user'



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

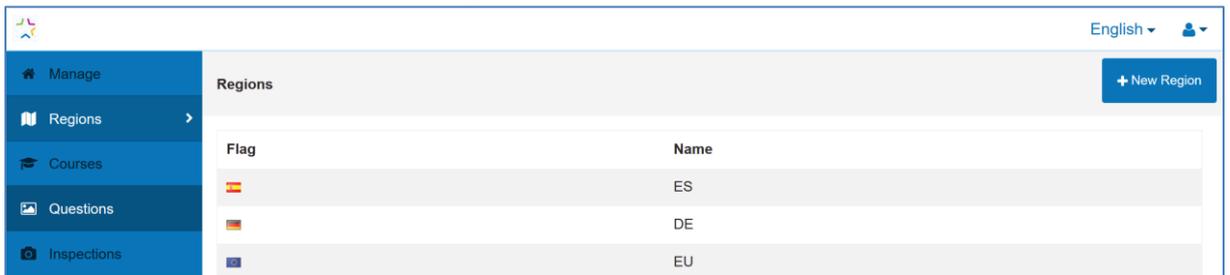
STEPS to be performed with links to the relevant parts in this Guide

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

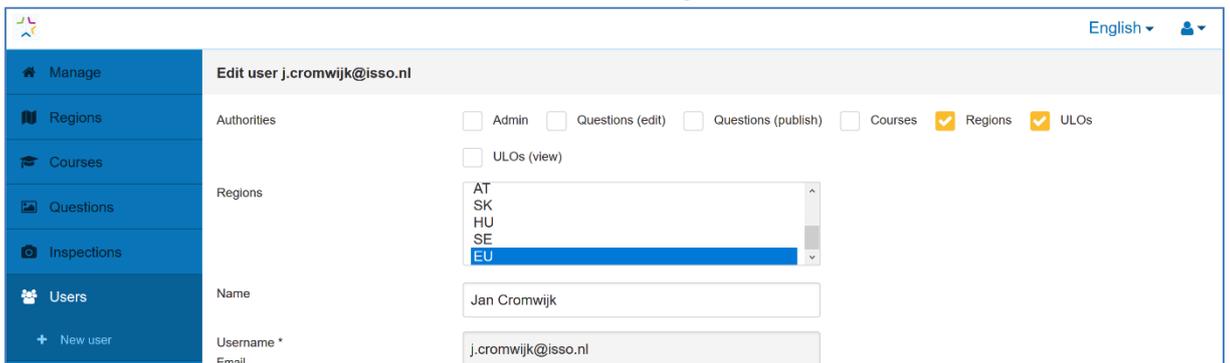
WORKED OUT example

1. Ask the BUS admin to create a new Region



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

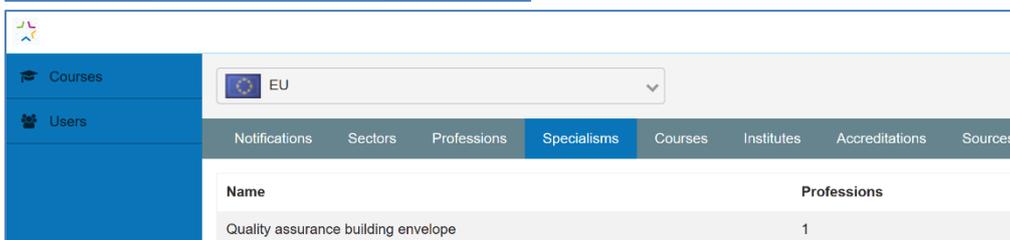
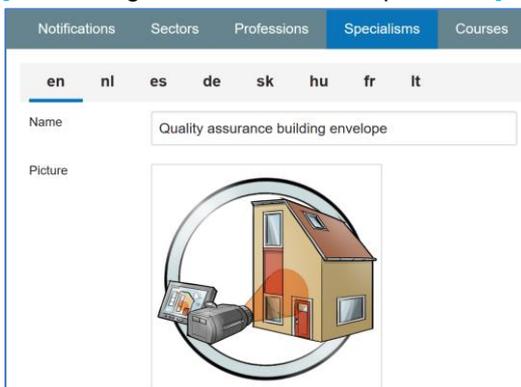
2. Ask the BUS admin to add a user to maintain the new Region



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

3. Regio admin: create a specialism you want to recognize

[\[4.24.2 Regio Admin: Create a specialism\]](#)



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

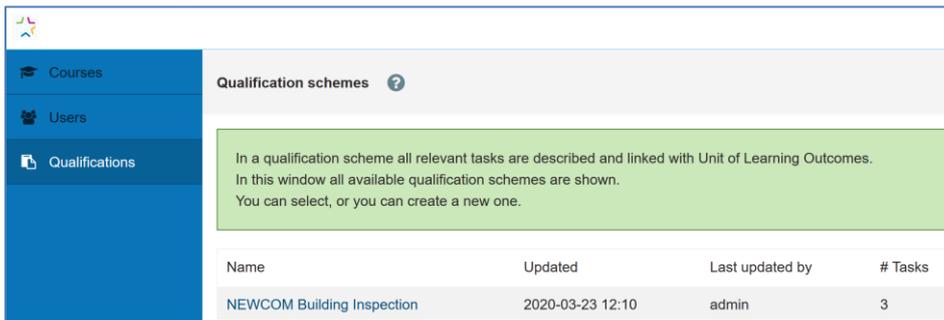
4. Regio admin: create or select a profession you want to recognize
[\[4.3 Regio Admin: Create a profession\]](#)

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

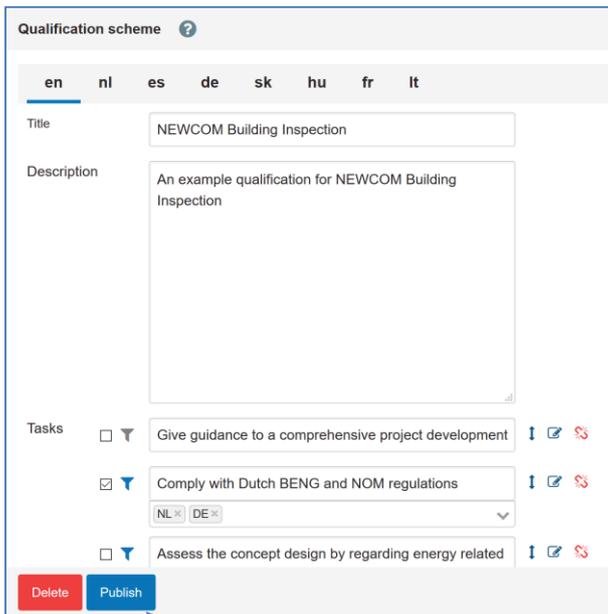
5. Regio admin: create a sector
[\[4.4 Regio Admin: Create a Sector\]](#)

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]



For this example the qualification for NEWCOM Building inspection is used. The Region admin needs to open this qualification by clicking on it.



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.

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
[\[7.9 Link published Qualification Scheme to an accreditation\]](#)

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 Region admin has created an exam institute for issuing NEWCOM recognitions

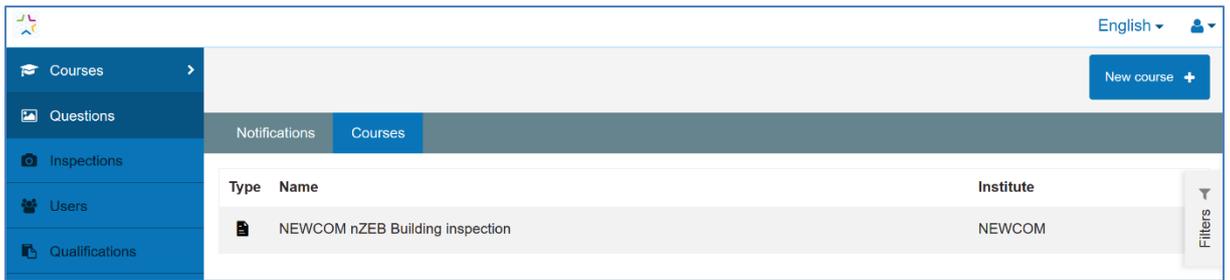
10. Regio admin: create a maintenance account for the created institute
[\[8.2 Regio admin & course providers: Creating users\]](#)

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

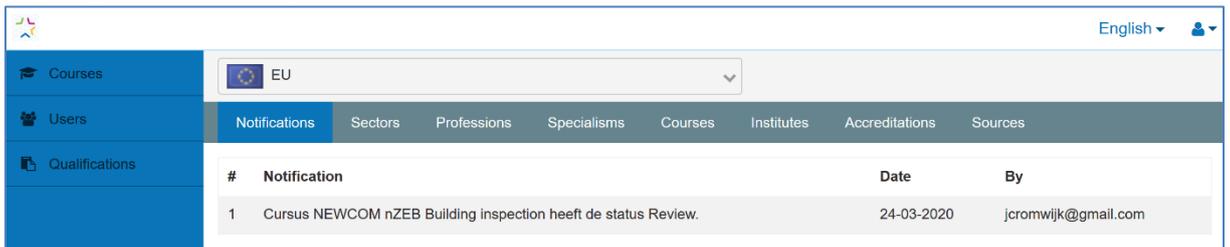
11. Regio admin / account maintaining an institute: create exam & publish it
[\[4.8 Regio Admin and Course provider: Create a 'course' or 'exam'\]](#)

The 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)



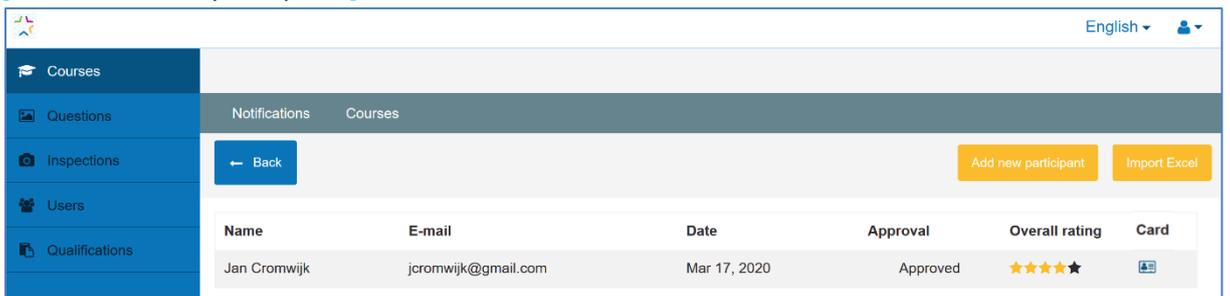
12. OPTIONAL: If a course/exam is created by a course provider the Regio Admin has to agree with publication of the new exam

[4.9 Region admin Accept a created or modified course]



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

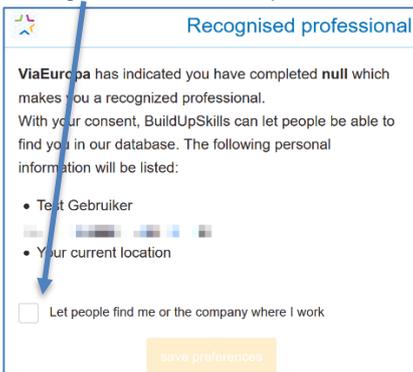
[4.11 Add course participants]



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



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>

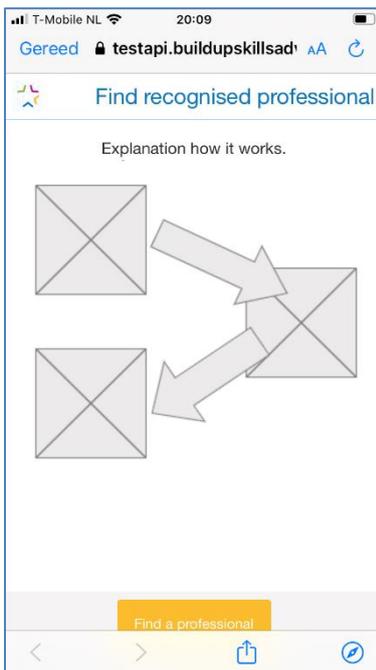
The region number of AT is 363197.

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

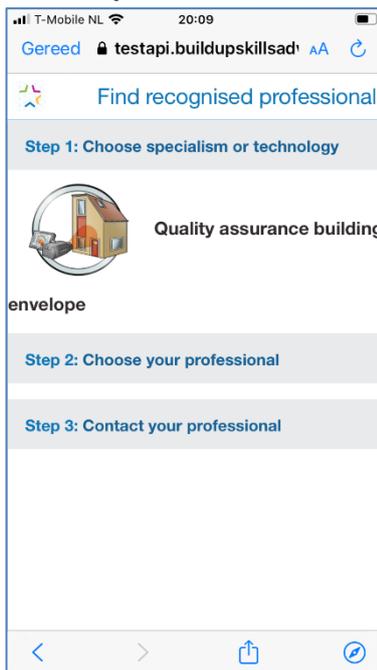
Other region numbers in the TEST environment are:

Ireland	314941
Slovakia	363342
Hungary	363354
The Netherlands	1
Spain	4

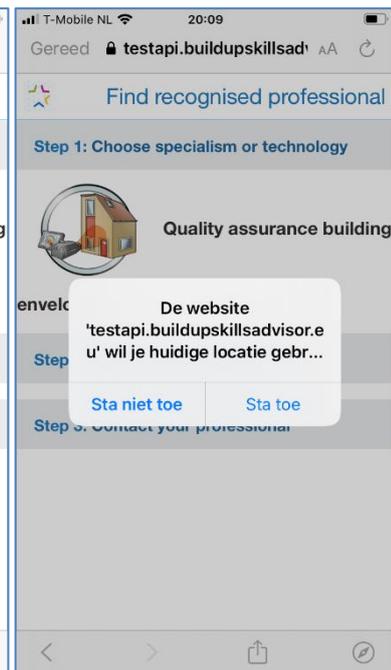
Home screen



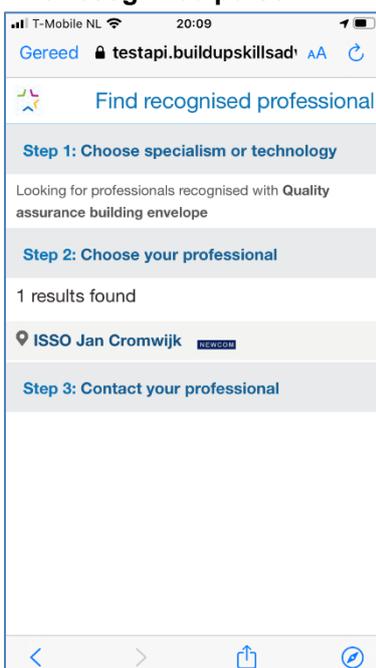
Select specialism



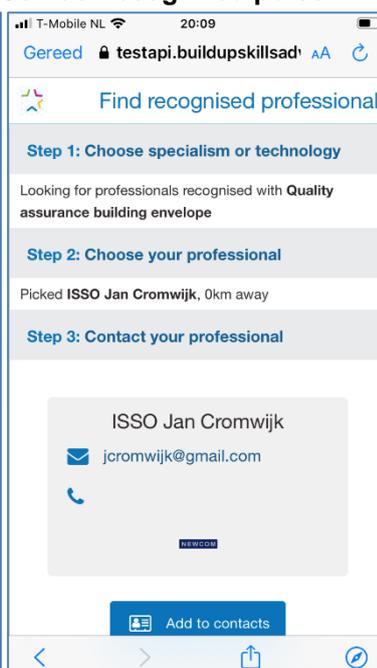
Give access to location



Find recognized person



Contact recognized person



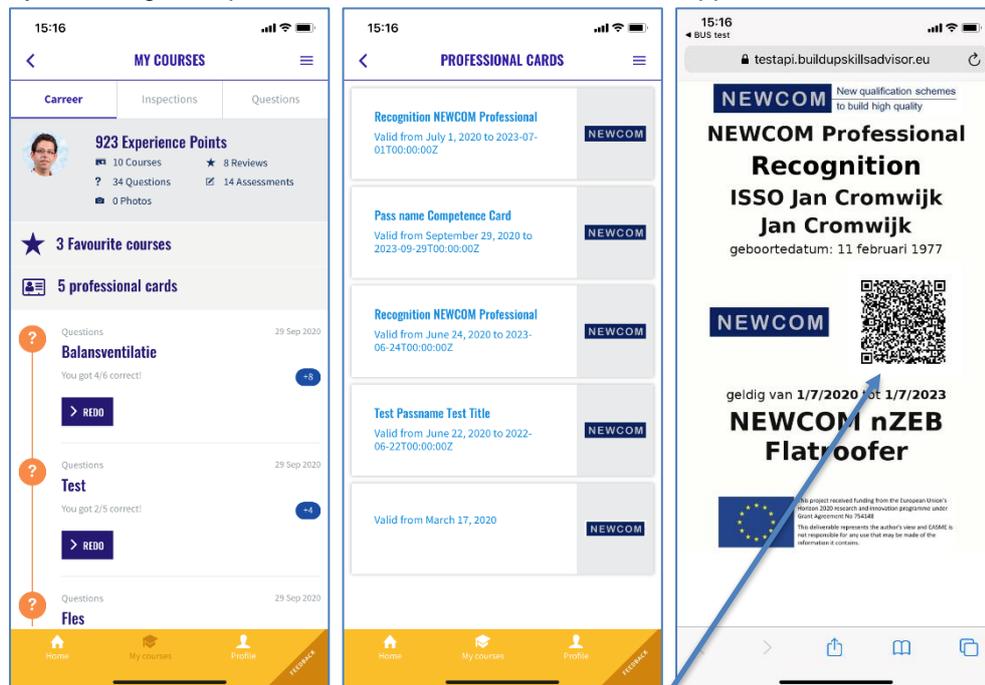
15. Access a professional card

A professional card can be accessed in three ways.

- a. 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			

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



- c. 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

11 SPECIALISMS & IMAGES OF SPECIALISM

To be added

Workplace with some IMAGES

