

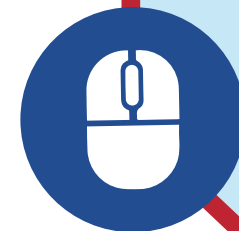
Validation of Formal, Non Formal and Informal Learning for Administration Personnel through Asynchronous Electronic Learning and Online Assessment

3rd Newsletter, March 2024

The Project

e-EUPA – “Validation of Formal, Non Formal and Informal Learning for Administration Personnel through Asynchronous Electronic Learning and Online Assessment” aims to deliver state-of-the-art asynchronous e-learning for the development of the knowledge, skills and competences identified in the qualification framework developed by EUPA_NEXT, the project on which e-EUPA builds. It is a project co-funded by the European Union through the Erasmus+ programme.

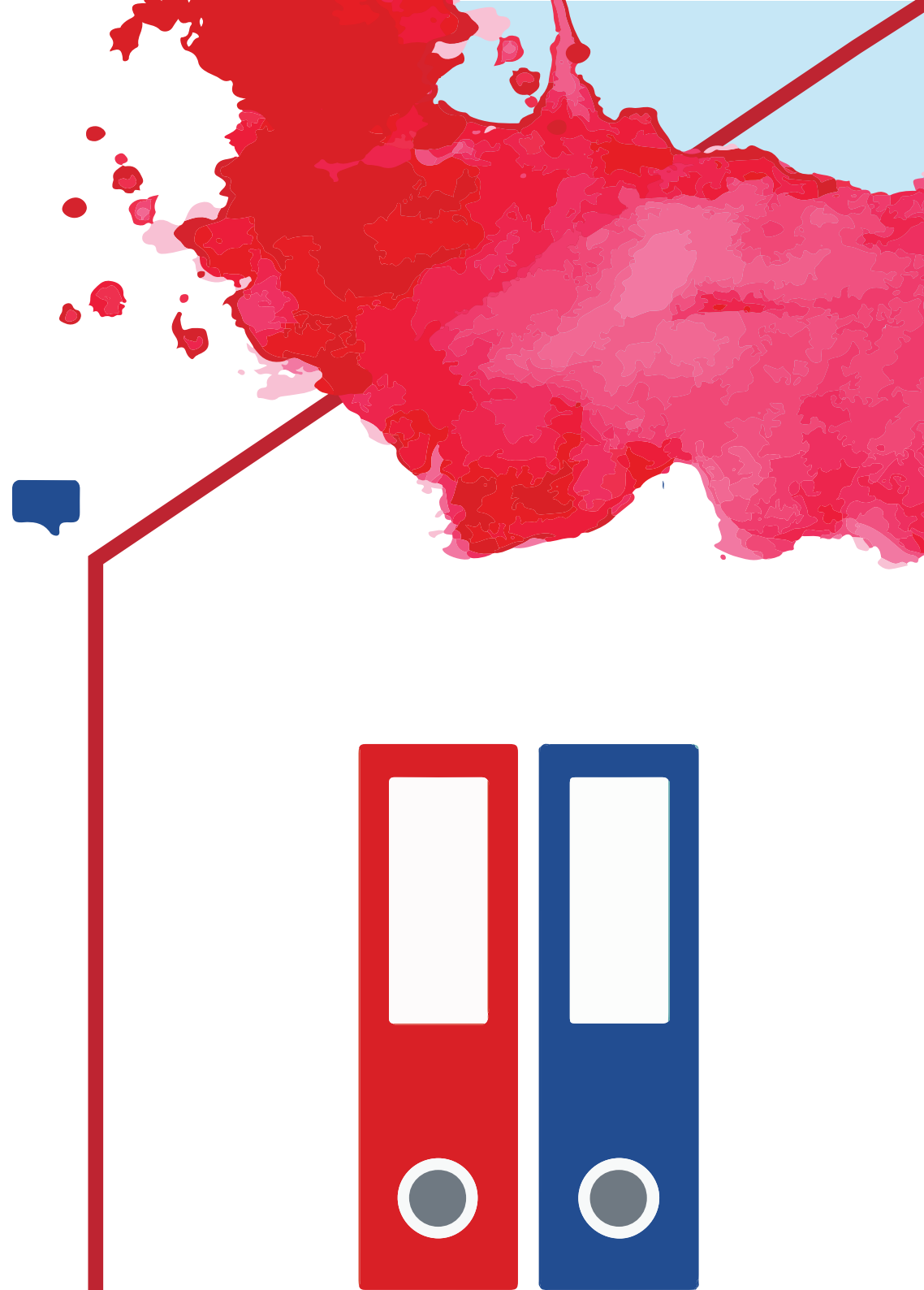
e-EUPA will provide an alternative method for learning and certification for administration personnel on four different EQF levels.



Objectives

The objectives of e-EUPA are the following:

1. To develop a methodology based on key success factors for the conversion of traditional classroom training materials into asynchronous e-learning;
2. To use this methodology to convert all the methodological tools of the previous EUPA projects (EUPA and EUPA_Next);
3. To develop state-of-the-art lectures that are not merely Power-Points in PDF but streamed with the video recording of the trainers;
4. To develop a platform to get trained on different e-EUPA levels;
5. To develop online assessments certified with ISO17024 on four different levels for the learners that want to be certified on e-EUPA;
6. To train the trainers on the use of the asynchronous electronic learning method;
7. To sensitize the trainers on the importance of digitalization in education;
8. To support the VET providers in their internationalization, recognizing that asynchronous e-learning provides huge opportunities for international offerings in vocational training;
9. To provide the e-EUPA offering to commonly used languages of Europe, so as to ensure great impact of the project results.



Events June 2022-February 2024

28 September 2023 – 2nd Transnational Project Meeting

All partners were happy to meet again in person in the 2nd Transnational Project Meeting in Malaga, Spain. In order to provide a basis for the following workshops, the partners gave an overview and reported on different topics, including the methodological tool framework and the conversion of the training presentations and methodological tools of EUPA_NEXT into materials suitable for asynchronous learning, the certification schemes, and the overall progress of the project.

28-29 September 2023 – 4th & 5th Partners' Workshop

The 4th Partners' Workshop aimed at reporting and showcasing the transformed presentations and methodological tools to be used in the e-EUPA training. The partners gave each other feedback and valuable advice on how to improve. In the 5th Partners' Workshop that followed, the structure and main functions of the e-EUPA learning platform were demonstrated and discussed.

13-15 February 2024 – 2nd Project Learning, Teaching and Training Activity

All partners convened for the 2nd Learning, Teaching, and Training Activity of the project in Cham, Germany. They focused on the methodological tools to enhance learners' understanding and practical application of new knowledge. Future trainers presented and evaluated course activities, exchanging valuable feedback. MMC offered insights on effectively utilizing the platform for online practical activities. Partners concluded by drafting an action plan for upcoming steps.



Updates and Work in Progress: The Project Products

e-Learning Materials

e-EUPA offers training materials for EQF Levels 2-5 on the following topics:

- Administration
- Communication and Marketing
- Filing System - Documentation
- Finance
- Business Administration
- Visitors/Customer Service
- ICT Skills
- Projects
- HR Issues
- Office Management
- Team and Self-Management
- Open Mindedness and Willingness to Change
- General Legislation
- Green Issues

e-Learning Platform

The e-EUPA learning platform will include:

- Video-recorded lectures
- Presentations
- Various exercises (quizzes, assignments, etc.)
- Interaction with the teacher and other learners
- Assessment tool

The platform is currently under construction. It will be tested by learners in the different partner countries at all levels. Languages: English, German, Greek, Italian, Spanish.

Upcoming Activities

- Pilot testing of the e-learning materials and the e-learning platform
- Online Meetings
- Final transnational project meeting and conference: September 2024, Cyprus

Stay tuned!

For more information about the project, visit the [e-EUPA website](#) or follow the partnership on **social media**.



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educational organization



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