

Tutorial

for the use of online platform by the Hosting Company in Welding Apprenticeships

Version 2. EN

June 2019



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The present tutorial was developed to instruct the Hosting companies on:

“How to use the platform to record and monitor the progress of the trainee during the apprenticeship?”

By the end of the tutorial, it is expected that the targeted users of the platform will be able to:

- **Use the main platform features and settings**
- **Define specific activities to be undertaken in line with the training programme (learning outcomes and competence units)**
- **Check, upload and edit training activities**
- **Consult the results regarding the end-point assessment**
- **Provide feedback regarding the triangle cooperation between VET – Trainee – Company, through the final assessment**

If by the end of this tutorial further clarification are required, please contact us by email:
ewf@ewf.be



How to Login?

The company user can't create accounts, but the user can edit his profile or account.

So, you will be able to login on WOW platform when you receive an email, with your credentials username and password.

If you have your credentials go to this link: www.ewf.be/wow



Now click on the lock, and login in the platform.

What to see in the Homepage?

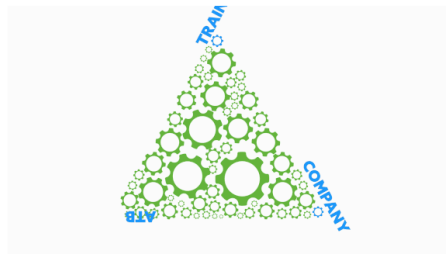
The **MENU** in the home page gives you access to all the platform functionalities

Home Page



Company
> Tutorial
> Network
> Library

Welcome to the European work-based learning platform.
Start now managing the on-job learning and evaluating the VET-Business cooperation.



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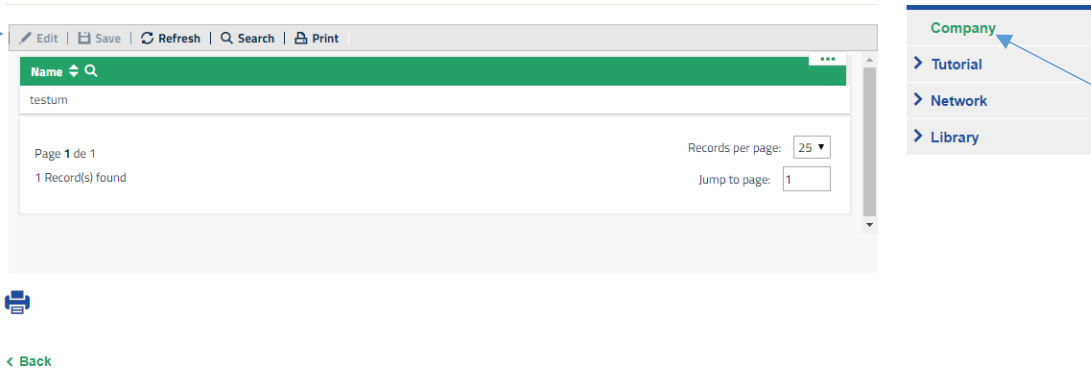
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How to manage your profile?

Click on company in the menu, to be able to manage your Company profile

WOW

Home Page » Company



[Edit](#) | [Save](#) | [Refresh](#) | [Search](#) | [Print](#)

Name
testum

Page 1 de 1
1 Record(s) found

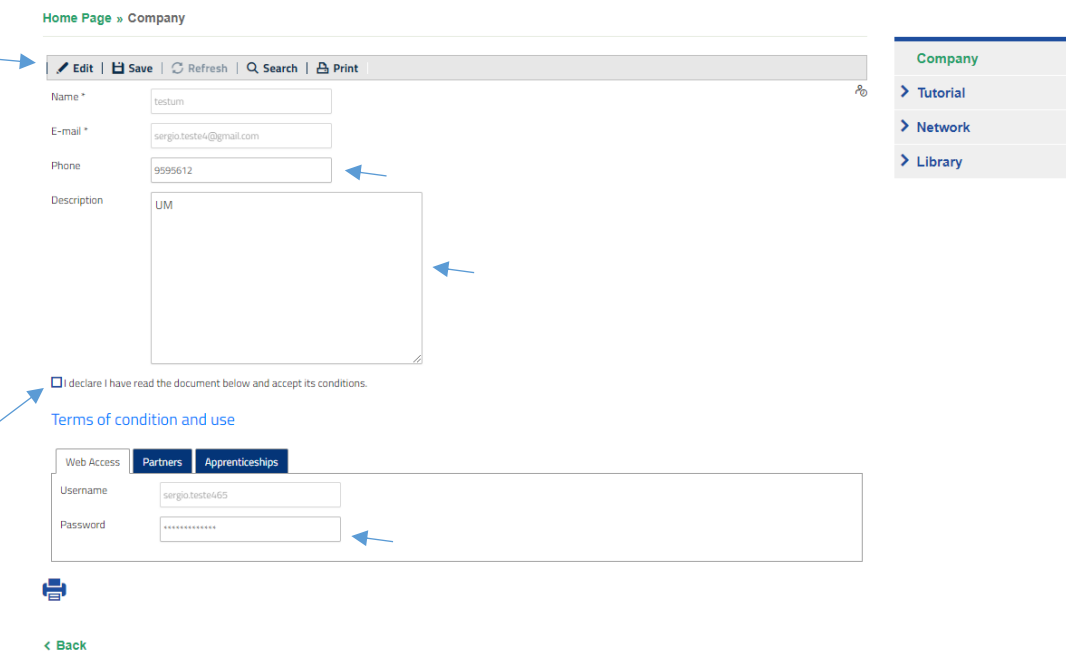
Records per page: 25
Jump to page: 1

[Company](#)

- [Tutorial](#)
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[Back](#)

Select your Company profile, then click in **edit** to start fill in the information about your company



[Edit](#) | [Save](#) | [Refresh](#) | [Search](#) | [Print](#)

Name *
testum

E-mail *
sergio.teste4@gmail.com

Phone
9999612

Description
UM

☐ I declare I have read the document below and accept its conditions.

[Terms of condition and use](#)

Web Access | **Partners** | Apprenticeships

Username
sergio.teste465

Password

[Back](#)

You can change the phone number, the description and your password, when you finished click on the **SAVE** button

Click on the **check button** to I declare that you have read the document below and accept its conditions.

Then Click on **Partners** tab to view your ATB partner

Home Page » Company

[Edit](#) | [Save](#) | [Refresh](#) | [Search](#) | [Print](#)

Name *

E-mail *

Phone

Description

☒ I declare I have read the document below and accept its conditions.

[Terms of condition and use](#)

Web Access | **Partners** | **Apprenticeships**

ATB

[Print](#)

[Back](#)

Company

- [Tutorial](#)
- [Network](#)
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Now Click on the **APPRENTICESHIPS** tab, to indicate if you are available or not to receive the trainee in your organisation for an Apprenticeship

After the ATB has created the apprenticeship, select the **APPRENTICESHIP** and click on edit

☒ I declare I have read the document below and accept its conditions.

[Terms of condition and use](#)

Web Access | **Partners** | **Apprenticeships**

☒ We are available to receive Apprenticeship.

opestagionovo

[Edit](#) | [Save](#) | [View](#) | [Refresh](#) | [Search](#) | [Print](#) | [History](#)

Apprenticeship ID	ATB
seteEW1312	EWF
seteEW1312	EWF

Page 1 de 1

2 Record(s) found 1 record(s) selected

Records per page:

Jump to page:

[Print](#)

Click on edit, and then click on the **CHECK** button to validate that you accept the apprenticeship



☒ I declare I have read the document below and accept its conditions.

Terms of condition and use

Web Access Partners Apprenticeships

☒ We are available to receive Apprenticeship.

opestagionovo

Edit Save View Refresh Search Print History

☐ We accept this Apprenticeship

Apprenticeship ID seteEW1312

Status On Approval

Course European Welding Practitioner

Then click on **SAVE**

Web Access Partners Apprenticeships

☒ We are available to receive Apprenticeship.

opestagionovo

Edit Save View Refresh Search Print History

☒ We accept this Apprenticeship

Apprenticeship ID seteEW1312

Status On Approval

Course European Welding Practitioner

Now go to Apprenticeship **Ongoing**.



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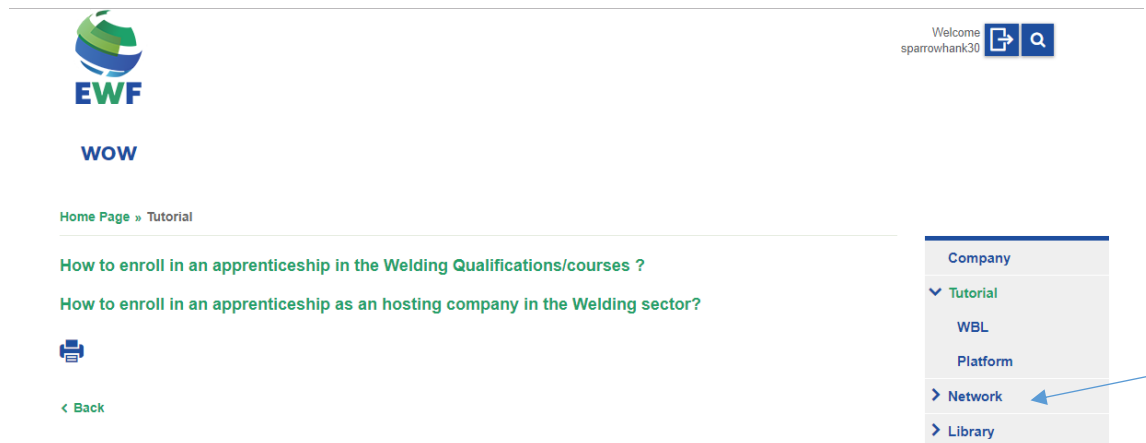
This project has been co-funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Which Tutorials are available?

View Tutorials

Click on TUTORIAL in the menu, to view the type of tutorial available.

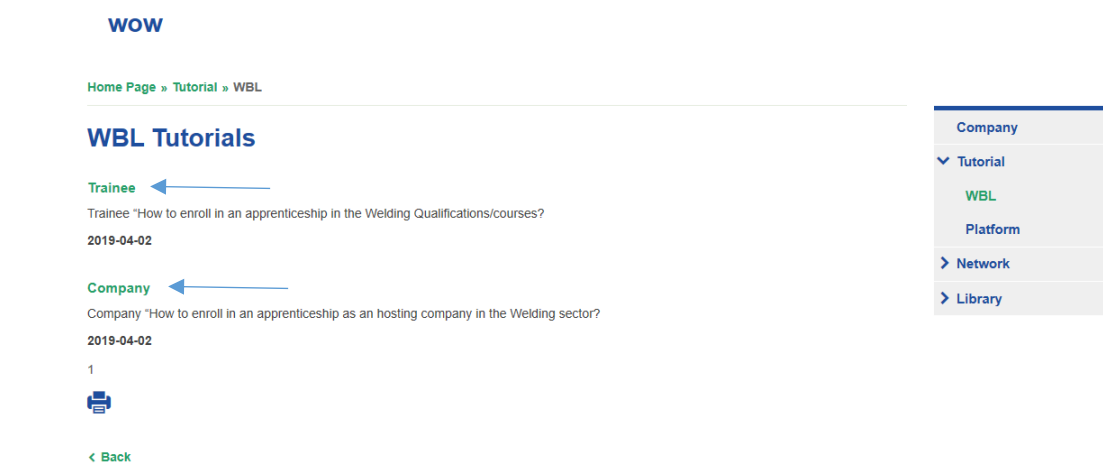
There are two types of tutorials: one on work-based learning (WBL) and another in the platform use.



The screenshot shows the WOW platform interface. At the top left is the EWF logo. Below it is the WOW logo. A breadcrumb trail reads "Home Page » Tutorial". The main content area displays two links: "How to enroll in an apprenticeship in the Welding Qualifications/courses ?" and "How to enroll in an apprenticeship as an hosting company in the Welding sector?". Below these links is a printer icon and a "< Back" link. On the right side, there is a vertical menu with the following items: "Company", "Tutorial" (expanded), "WBL", "Platform", "> Network", and "> Library". A blue arrow points to the "> Network" item in the menu.

Select the tutorial you want to watch, you will be redirected to the YOUTUBE channel to watch the video.

Click on WBL in the dropdown menu to select the tutorial to watch.



The screenshot shows the WOW platform interface for the "WBL Tutorials" page. The breadcrumb trail reads "Home Page » Tutorial » WBL". The main heading is "WBL Tutorials". Below this, there are two sections: "Trainee" and "Company". Each section has a left-pointing arrow. The "Trainee" section shows the title "Trainee *How to enroll in an apprenticeship in the Welding Qualifications/courses?" and the date "2019-04-02". The "Company" section shows the title "Company *How to enroll in an apprenticeship as an hosting company in the Welding sector?" and the date "2019-04-02". Below the "Company" section, there is a printer icon and a "< Back" link. On the right side, there is a vertical menu with the following items: "Company", "Tutorial" (expanded), "WBL" (highlighted in green), "Platform", "> Network", and "> Library".

How to use the Network?

The **NETWORK** tab enables to view information on the Apprenticeship, including details about the training programme, progress within the activities and enables you to provide feedback regarding the quality of the overall apprenticeship /cooperation and practical arrangements.

WOW

Home Page » Network » Apprenticeship » Ongoing

[Edit](#) | [Save](#) | [View](#) | [Refresh](#) | [Search](#) | [Print](#) | [History](#)

No records found



[Back](#)

- Company
- > Tutorial
- > Network
 - > Apprenticeship
 - Ongoing
 - On Evaluation
 - Finished
 - > Evaluation
 - > Feedback
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- > Library

Apprenticeship

Here you can check the status of your apprenticeship and select one to display.

Ongoing

Click on the **NETWORK** tab to see the dropdown menu, which include details on the **Apprenticeship** status: **Ongoing**, **On Evaluation** and **Finished**.

Click on the **APPRENTICESHIP** tab.

Click two times on your apprenticeshipID to edit the activities and see the selected learning outcomes and competence units for each training programme.

WOW

Home Page » Network » Apprenticeship » Ongoing

Apprenticeship ID	Trainee	Company
seteEW1312	sergio	testum

Page 1 de 1
 1 Record(s) found

Records per page: 25
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This will be the view of details available.

Home Page » Network » Apprenticeship » Ongoing

☒ Send for Company and Trainee Approval
☒ We accept this Apprenticeship
☒ I accept this Apprenticeship

Apprenticeship ID:
 Status:
 Course:

Apprenticeship Mentor

Name:
 E-mail:

Apprenticeship Tutor

Name:
 E-mail:

Duration (in hours):
 Start date:
 Due Date:
 Trainee:

Company

> Tutorial

> Network

> Apprenticeship

Ongoing

On Evaluation

Finished

> Evaluation

> Feedback

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> Library

Now scroll down the page to view the training programme

ATB

On going **Competence Unit on Approval**

OPtrainingprogram

COMPETENCE UNIT 11 - Tests used for the Quality Control of Welded Joints

Page 1 de 1

1 Record(s) found 1 record(s) selected

Records per page:

Jump to page:

[< Back](#)

Select the competence unit to view and edit the learning outcomes by writing the activity.

ATB →

EWIF

On going **Competence Unit on Approval**

OPtrainingprogram

+ New | Edit | Save | Delete | View | Refresh | Search | Print | ...

Competence Unit

COMPETENCE UNIT 11 - Tests used for the ...


Learning Outcomes

Add new learning outcome

Learning Outcome Recognise the safety requirements for the main NDT methods ...

Activity description daasd

☐ I confirm I have done this activity (Trainee)



[< Back](#)

When you finish don't forget to **SAVE**

NOTE: An intermediate step is required before the Trainee checks the completion of the full WBL training programme activities (view action below and read **LOGBOOK** in the **EVALUATION** section).

When the Trainee selects the check button, confirming that he/she has finished the activities /learning outcomes, you will open the tab "Competence unit on Approval" to confirm that the trainee has completed all learning outcomes of this CU.

You will receive an email that notify you of the completed activities by the trainee.

Then the Company can confirm this information by selecting the check box (I confirm the trainee...)

On going **Competence Unit on Approval**

On Approval

+ New | Edit | Save | Delete | View | Refresh | Search | Print | ...

Competence Unit

COMPETENCE UNIT 11 - Tests used for the ...

☐ I confirm the Trainee have done this activities (Company)

Learning Outcomes

Add new learning outcome

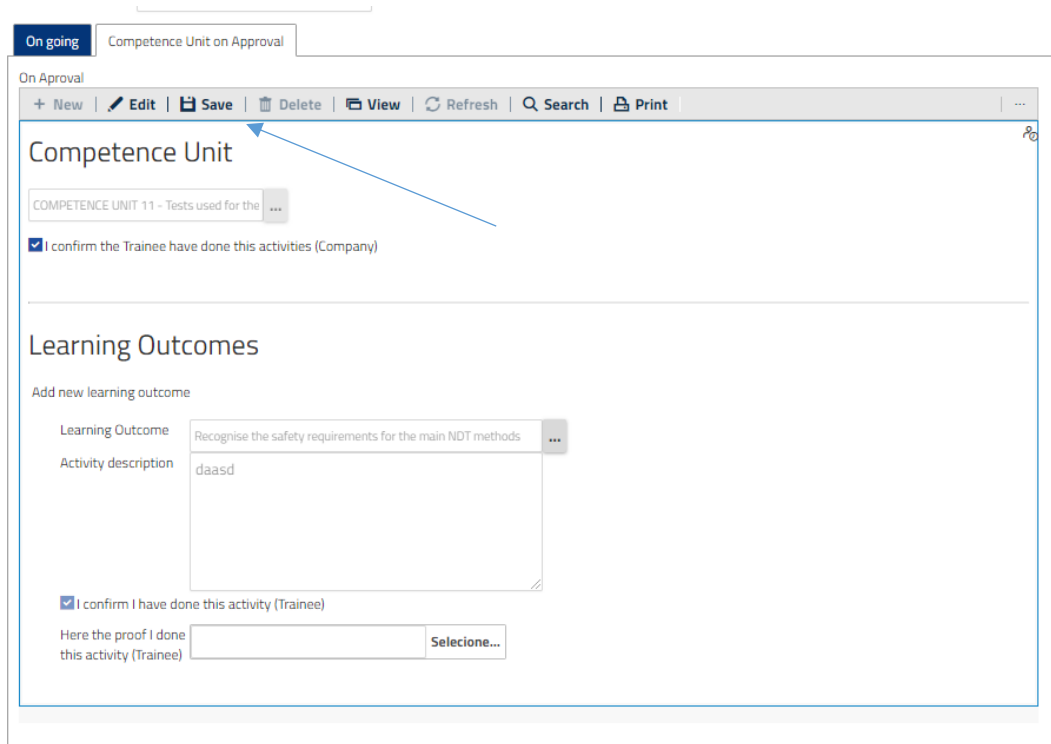
Learning Outcome Recognise the safety requirements for the main NDT methods ...

Activity description daasd

☒ I confirm I have done this activity (Trainee)

Here the proof I done this activity (Trainee) **Selezione...**

Click on **EDIT**, select the check box and **SAVE**



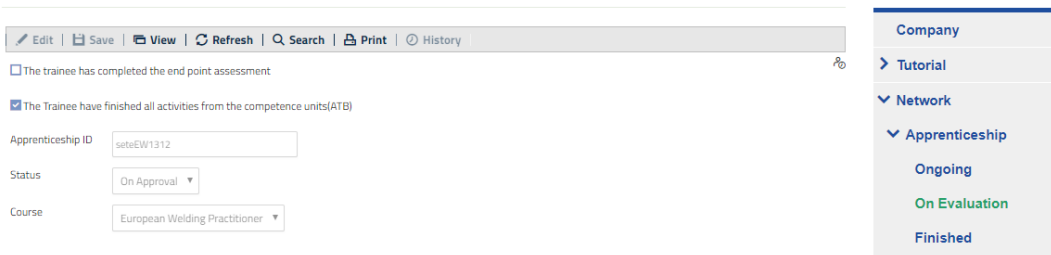
Now you will have to wait for the ATB final validation regarding the achieved learning outcomes and Competence Units, before the apprenticeship is considered **On evaluation**.

On Evaluation

In this tab, you will be able to know if trainee is undertaken the end-point assessment (which will take place in the ATB facilities).

WOW

Home Page » Network » Apprenticeship » On Evaluation




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Finished

Click on **Finished** in the dropdown menu to see the list of trainees which have completed WBL in your company.

WOW

Home Page » Network » Apprenticeship » Finished

Save | Delete | View | Refresh | Search | Print | History

Apprenticeship ID + Q

seteEW1312

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1 Record(s) found

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Here you can view all the information details about the apprenticeship completion, scroll down the page to view the competence units and the activities

WOW

Home Page » Network » Apprenticeship » Finished

Save | Delete | View | Refresh | Search | Print | History

☒ Send for Company and Trainee Approval

☒ We accept this Apprenticeship

☒ I accept this Apprenticeship

Apprenticeship ID: seteEW1312

Status: On Approval

Course: European Welding Practitioner

Apprenticeship Mentor

Name: Sergio

E-mail:

Apprenticeship Tutor

- Company
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Evaluation

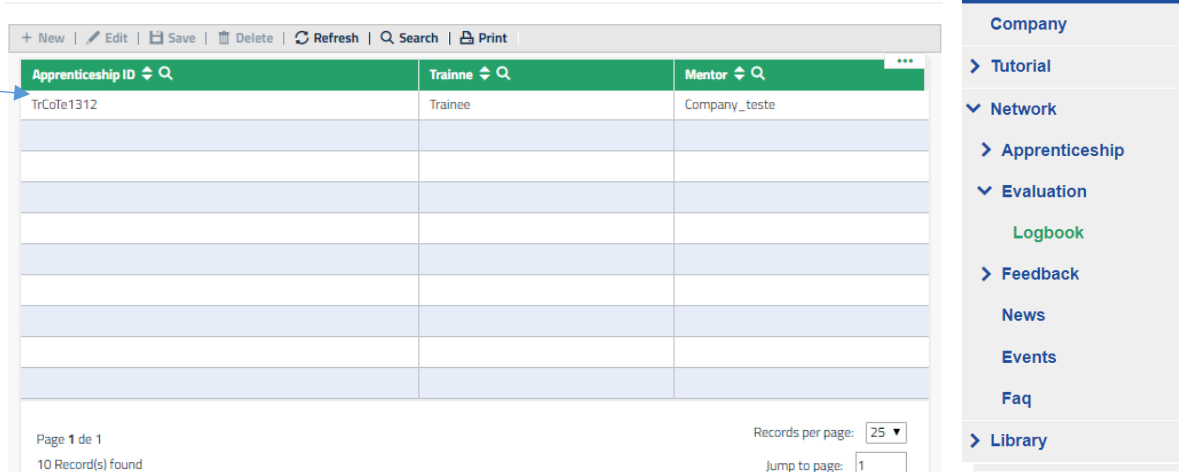
The EVALUATION tab enables to view details regarding the apprenticeship progress (*Logbook*), including the piece of proof regarding the performed activities.

Logbook

In this section you can look for the apprenticeships ongoing in your company. Here you can check if the trainee has completed their Learning Outcomes (only after the trainee check).

WOW

Home Page » Network » Evaluation » Logbook



Apprenticeship ID	Trainee	Mentor
TrCofe1312	Trainee	Company_teste

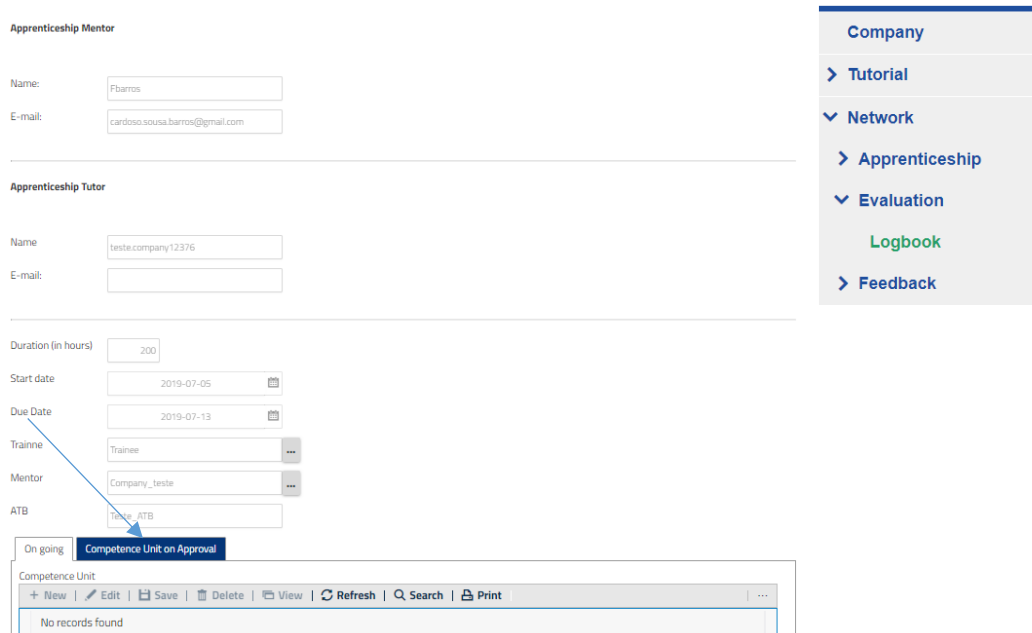
Page 1 de 1
10 Record(s) found

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Choose an Apprenticeship and you will have the following:

Scroll down the page and look for the tab Competence Unit on Approval



Apprenticeship Mentor

Name: Fbarros
E-mail: cardoso.sousa.barros@gmail.com

Apprenticeship Tutor

Name: teste.company12376
E-mail:

Duration (in hours): 200
Start date: 2019-07-05
Due Date: 2019-07-13

Trainee: Trainee
Mentor: Company_teste
ATB: Trainee_ATB

On going: **Competence Unit on Approval**

Competence Unit

+ New | Edit | Save | Delete | View | Refresh | Search | Print

No records found

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Click on Competence Unit on Approval



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Trainee:

Mentor:

ATB:

On going | Competence Unit on Approval


Competence Unit

+ New | Edit | Save | Delete | View | Refresh | Search | Print

COMPETENCE UNIT 8 - Design for Welding & Brasing

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1 Record(s) found

Records per page: 25
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Then choose a Competence Unit from a specific apprenticeship. You will have the following picture.

Trainee:

On going | Competence Unit on Approval

Competence Unit

+ New | Edit | Save | Delete | View | Refresh | Search | Print

COMPETENCE UNIT 8 - Design for Welding

☐ I confirm the Trainee have done this activities (Company)

Learning Outcomes

Add new learning outcome

Learning Outcome:

Activity description:

☒ I confirm I have done this activity (Trainee)

Here the proof I done this activity (Trainee): [Selecione...](#)

Learning Outcome:

Activity description:

Afterwards you can stick a box confirming the trainee has done the activities he/she is saying. To do that press edit and stick the box has the arrows suggest. Don't forget saving at the end of the process.

Feedback

Click on the **FEEDBACK** tab in the menu, and then click on Mentor to see the satisfaction questionnaire on the overall work-based learning experience.

WOW

Home Page » Network » Feedback » Mentor (company)

Apprenticeship ID ...

ATB

Company

Trainee

Language ☒ English ☐ Hungarian ☐ Italian ☐ Romanian ☐ Español ☐ Português

This questionnaire aims to evaluate the overall work-based learning experience, including the effectiveness of the established cooperation and methods used. For each topic below, please, indicate your degree of satisfaction. Thank you in advance for your collaboration.

Legend:

0- Not applicable
1- Strongly Disagree
2- Disagree
3- Neither Agree / Disagree
4- Agree
5- Strongly Agree

If the score is below 2, please explain why in the comment box.

▼ FACILITIES

In your opinion, did the facilities respect the Health and Safety regulation? * ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Were the facilities clean? * ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Was there a consistent number of equipment for welding training? * ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Did you had access and used all the equipment required during the training? * ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

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Select the apprenticeship on the “...” button

Give your feedback regarding each category, by rating (from 1 to 5) each topic of the survey by clicking on check-list buttons.

Select the apprenticeship

WOW

Home Page » Network » Feedback » Mentor (company)

Completed

+ New | Edit | Save | Delete | View | Select | Close | Refresh

Apprenticeship ID ...

seteEW1312

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1 Record(s) found 1 record(s) selected

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Then it will display the ATB, company and trainee names, which have enrolled in a specific WBL

WOW

Home Page » Network » Feedback » Mentor (company)

Apprenticeship ID: ...

ATB:

Company:

Trainee:

Language: ☒ English ☐ Hungarian ☐ Italian ☐ Romanian ☐ Español ☐ Português

This questionnaire aims to evaluate the overall work-based learning experience, including the effectiveness of the established cooperation and methods used. For each topic below, please, indicate your degree of satisfaction. Thank you in advance for your collaboration.

Legend:

0- Not applicable
1- Strongly Disagree

Company
> Tutorial
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Mentor (company)
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Use the comment box to add additional feedback.

PLEASE USE THESE COMMENTS TO PROVIDE FEEDBACK FROM COMPANY:

INDUSTRY NEEDS

Do you consider that this WBL scheme aligned with the needs of the welding industry? *

☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Do you consider that the implementation / monitoring of the apprenticeship scheme in your country was an easy process? *

☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Do you consider that the WBL scheme enable to reduce induction time into the manufacturing process by the trainee?*

☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

GENERAL APPRECIATION

Would you be open to further engage in extended/another WBL arrangement with these organisations? *

☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Would you recommend this partnership for WBL to others? *

☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

B *I* U **S** ^{X²} _{X₂} 12 **A**

Send



< Back

Click on the **SEND** button to send the questionnaire once you have finished



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News

Click on the **NEWS** tab in the menu to read all news

WOW

[Home Page](#) » [Network](#) » [News](#)

WOW project conferences will take place from May to July 2019 in Italy, Hungary, Portugal Spain, England and Romania.

WOW project partners', which are implementing work-based learning opportunities (Apprenticeships) for the European Welding Coordination Qualifications – EWP (Practitioner) and EWS (Specialist) - in Spain (CESOL), ...

2019-04-08

AWARDS for VET (Vocational Education and Training) Excellence

AWARDS for VET (Vocational Education and Training) ExcellenceFind out more here: https://ec.europa.eu/social/vocational-skills-week/awards-vet-excellence-2019_en

2019-04-10

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Events

Click on the **EVENTS** tab in the menu to view the upcoming and past events

WOW

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Wow Conferences

WOW project conferences will take place from May to July 2019 in Genova (Italy), Budapest (Hungary), Porto Salvo (Portugal), Madrid (Spain), ...

2019-04-08

European skills week

European Skills Week, 14th-18thOctober 2019, Helsinki (Finland)

2019-04-09

wow final conference

WOW final Conference – 30thOctober 2019, Porto Salvo (Portugal)

2019-04-09

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FAQ

Click on the **FAQ** tab in the menu to view the most common questions and answers addressed to the Company profile

WOW


Home Page » Network » Faq

Question: Can I candidate to an apprenticeship with a different ATB than the one that created my account?

 Answer No. To have an apprenticeship with another ATB you will have to ask the new ATB to create another account for your Company (related to that ATB).

2019-04-09

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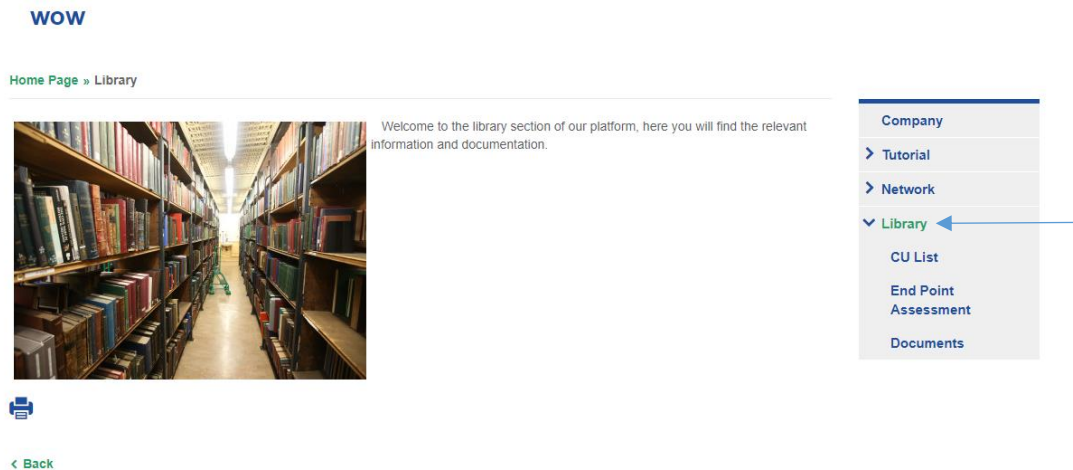
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How to use the Library?

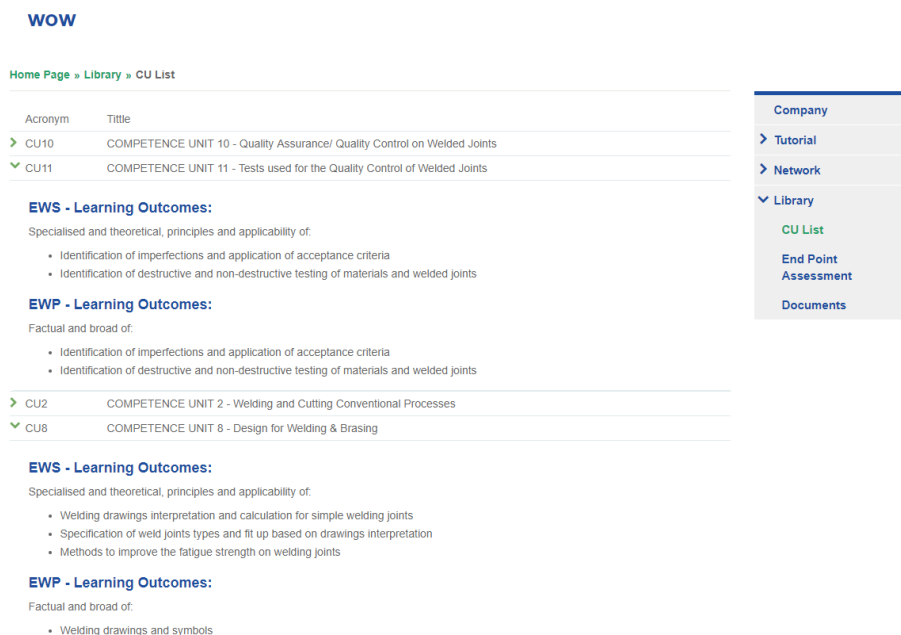
The **LIBRARY** tab enables a repository of the main supporting documentation to the apprenticeship. Here you can find list of Competence Units, Guidelines on WBL, Glossary and useful templates (attendance list, individual training programme, contract agreement), among others.

Click on the LIBRARY tab to see the dropdown menu.



CU List

Click on **CU list** in the menu to view the list of competence units available for the welding apprenticeship



If you click in the competence unit you can read the full description of the competence unit



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Documents

Click on the DOCUMENTS tab, to see the dropdown menu of the available documentation

WOW

Home Page » Library » Documents

- Platform glossary - EN
- Platform glossary - IT
- Platform glossary - ES
- Platform glossary - RO
- Platform glossary - PT
- Apprenticeship timesheet - EN
- Apprenticeship timesheet- RO
- Apprenticeship timesheet - HU
- Training programme template - EN
- Training programme template - IT
- Training programme template - ES
- Training programme template - RO
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- Terms of condition and use - EN

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Documents

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Deliverable 1.2

Guideline on the mutual learning outcomes



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Log of Changes

Document Version	Details	Date	Leading organisation
V1	Initial proposal	30 April 2019	EWf
V2	All functionalities covered	30 June 2019	EWf

