



MAINTAINANCE OF THE “COMINTER” PROFILE

A METHODOLOGY FOR UPDATING THE COMINTER PROFILE AT EUROPEAN LEVEL



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INTRODUCTION AND APPROACH

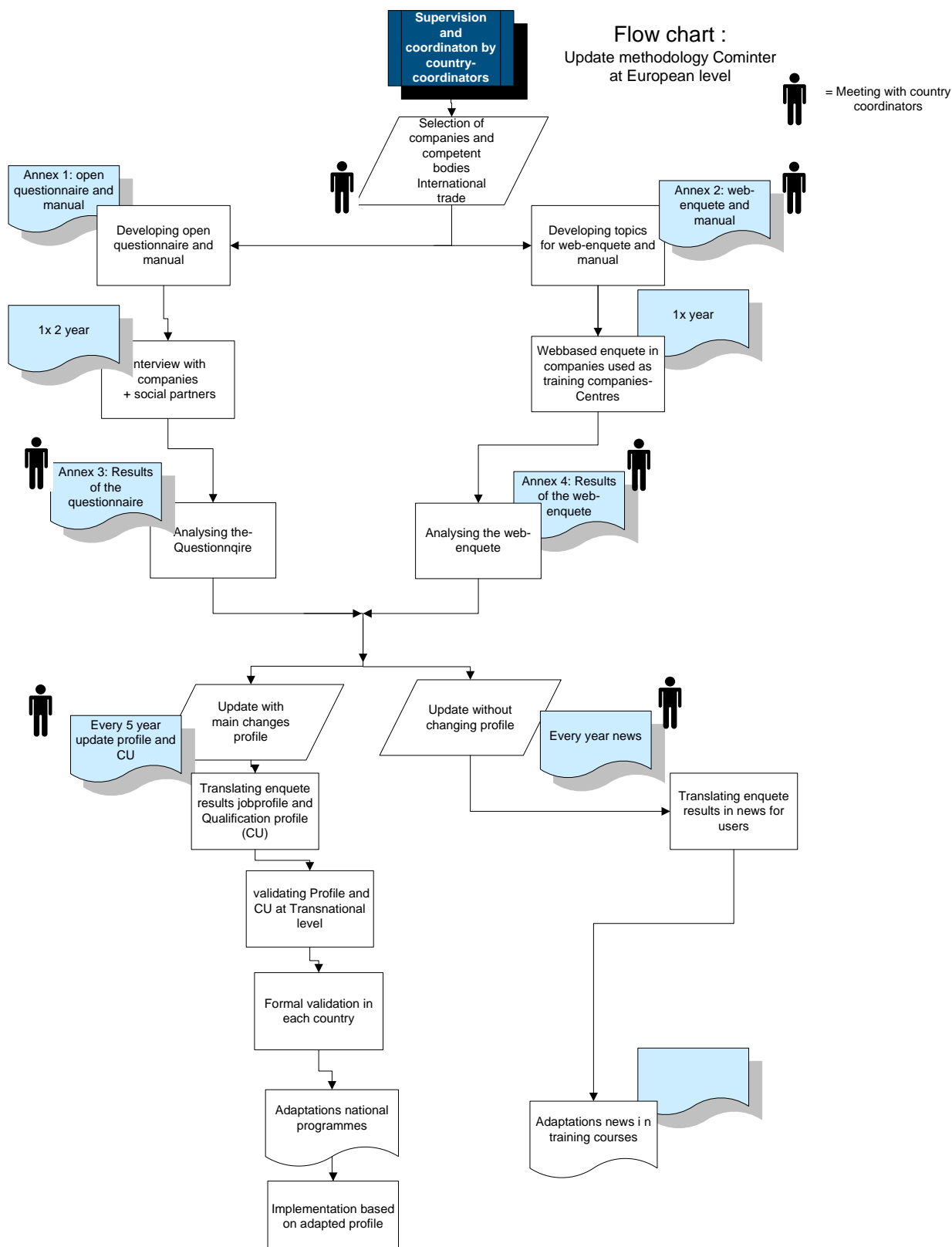
For the update methodology of the COMINTER profile, the following issues have to be taken into account:

- All the relevant parties have to be involved (i.e social partners, training companies, training centres, national bodies etc.);
- The update methodology has to include a procedure for changes with major impact and “news and trends” with minor impact on the competence profile;
- The methodology has to foresee a procedure of feedback of the national results to the transnational COMINTER team;

In the update methodology for the COMINTER profile an approach is used in order to cover all the three items above.

The general approach is the following:

- In order to make sure that the update procedure will be carried out and the results will be collected at European level, the current national project leaders of the COMINTER project will be determined as the country coordinators. These coordinators have the responsibility to set up the procedures for updating at national level, collect the results at national level and bring them in the COMINTER project team at European level.
- A two way approach is used in order to involve the companies and social partners on one hand and users like training centres, trainers etc. on the other hand. Each year with the users an online questionnaire will be carried out. Once in two years the social partners and training companies will be involved in a more thorough interview. This two-way approach allows us to get, at least every year, practical feedback at user level in a very efficient and effective way.
- Every year there will be input from all the participating countries. In concrete terms this means that the COMINTER profile will be updated every year with the latest news, recommendations and tips. With the results of the questionnaires and interviews which will have a major and/ or sustainable impact on the COMINTER profile, the COMINTER profile will be updated once in 5 years. The reason for not updating the profile officially more often is that a formal update of the COMINTER profile will have impact on the certification units, curricula and training and certification methodologies.



THE UPDATE: A 10 STEP METHODOLOGY

1. The country coordinators will participate in a transnational meeting in order to set up the procedure for updating the COMINTER profile. For the updating procedure, companies, training centres and social partners have to be selected. During the meeting the country coordinators take care of the development of the online questionnaire and the topics for the interviews;
2. A two-way approach is used:
 - a. Once a year via an online questionnaire with the users (training centres);
 - b. Once in two years via an interview with the companies and social partners;
3. Results of the questionnaire and/ or the interviews have to be analysed, translated and discussed during a second transnational meeting;
4. During the transnational meeting the country coordinators decide whether the trends and developments of the analysis will lead to a significant change of the COMINTER competence profile or not;
5. The information of the analysis which will NOT lead to significant changes in the COMINTER profile, will be selected and compiled as practical news and information for the users, applicable in training courses;
6. The trends and developments which will lead to significant changes have to be collected. Once in five years the trends and developments have to be translated and transferred to the COMINTER profile;
7. Validation and adaptation of the revised COMINTER profile by the COMINTER project team at European level;
8. Formal validation of the revised COMINTER profile at national level;
9. Adaptation of national programmes and methods;
10. Implementation of the revised COMINTER programme in the training centres and training companies.