



Trainer and Trainee Manuals for the Training System of Office ECO Consultant

The Office Eco Consultant training system is based on the current mainstream European tendencies and allows compatibility to existing structures or professional trainings. Proposed curriculum and Office Eco Consultant profile is based on European Framework of Qualification (EFQ) that exists in most European countries.

Interactive Office Eco Consultant E-learning platform is an online-based learning tool dedicated to E-learning activities in the field of resource and energy saving as well as promotion of the Green Growth concepts.

This learning tool will provide you with a wide variety of opportunities, resources, and new strategies for education and training. This output is meant to ensure high standards for office eco consultancy education and training and establishes a framework for e-Learning capacity.

The purpose of this document is to make potential users familiar with the created interactive learning platform and its basic functions in order to facilitate proper and smooth use of these e-learning tools.

In this course, you will find 6 modules, including:

- Theoretical content – available online through a specific online training page; also can be printed and distributed at partner organization centres.
- Self-evaluation questionnaires (quizzes) – specific for each module, with up to 10 multiple-choice questions each. Trainees can always contact the administrator of the web-page in case there is a need for any changes or updates to self-evaluation section. Up to 10 attempts are allowed.
- Assignment – specific tasks to be developed individually or in a group with other students.
- Resources – additional links, files, articles, etc. that will help you go deeper in the modules content.
- Review: this section is aimed to provide the users with an opportunity to leave replies and/or questions regarding the training course as well as communicate with each other and trainers.

Introduction of E-learning

E-learning is commonly used in various industries for general employee training. Due to the large number of trainees, the relatively high cost of E-learning can be justified, and the flexibility of E-learning is well suited to allowing the trainees to complete the training when they have the time available. Also, there are self-evaluation questionnaires that allow trainees who already understand the material to complete a pre-test, and if successful to avoid spending time on topics in which they are already competent.

Requirements for student and teacher

- A PC with an internet browser such as Mozilla Firefox, Microsoft Internet Explorer, Google Chrome, etc.;
- Cookies activated;
- A stable Internet connection;



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Interactive E-learning platform languages

Office Eco Consultant learning platform allows setting up a course structure in several languages as per additional request. Here are the available languages: English, French, German, Hungarian, Lithuanian, Norwegian, Polish.

Main parts of the E-learning platform

The main menu of the website is located in the upper right corner of the page. It includes the following parts:

- About the project
- Courses (contains the main output – the Office Eco Consultant training course that in turn consists of 6 modules and 6 self-evaluation questionnaires).
- Partnership (short description of project partner organizations)
- Manual
- Language selection

In the upper left corner of the webpage contact information is provided.

Certification

In Europe, a common credit system has been introduced. The European Credit Transfer and Accumulation System (ECTS) is in some European countries used as the principal credit and grading system.

Depending on the country, one ECTS credit point can equal on average between 25 and 30 study hours. Examples include: In Lithuania - 1 ECTS = 27 study hours; in Germany and Hungary - 1 ECTS = 30 study hours, etc. Proposed training course is has a workload of 60 study hours, which equals to 2 ECTS credit points. Credit points can only be given in case of integration of the training course into a learning program of an educational institution that can legally give credit points. Otherwise, if training is provided by an institution that legally cannot give credit point, participants are given a certificate proving the attendance of the training program, indicating the length of the course as well as successful completion of a final test.