TeBeVAT 2 Interview Guide

Validation of the Lifelong Learning Document Tool

For better readability the male form was chosen in the text. Nevertheless, all information in this document refers to members of all genders on equal terms.

Validation of the Lifelong Learning Document Tool

Documents for the candidate

☐ TeBeVAT Process overview

☐ Declaration of Consent

☐ Data privacy Information

☐ Lifelong Learning Document Tool (Excel file)

Anonymity

All interviews will be anonymous. To be able to identify which interview belongs to which EXCEL file and which country please use the code below. Add the code at the top of the interview guideline and in the excel file of the candidate. Please do not save any personal information (e.g. name, date of birth etc.) of the candidate on your computer.

Candidate_No_Country

No = Number of candidate (if you do 5 interviews just label them 1,2,3,4,5 and so on)

GER = Germany

NL = Netherlands

IT = Italy

UK = UK

AT = Austria

Example:

Candidate number 1 from Italy	Candidate_1_IT
Candidate number 2 from Italy	Candidate_2_IT
Candidate number 5 from Germany	Candidate_5_GER
Candidate number 3 from Austria	Candidate_3_AT
Candidate 5 from UK	Candidate_5_UK

Additional Instructions

☐ Ask candidate to track the time that he needs to fill in his self-evaluation

☐ Ask candidate to track time how long it takes to gather all evidence

☐ Track time how long it takes to link evidence to the competences

☐ Note how many times you were in contact with candidate (phone, e-mail, personal meeting etc.)

☐ You can do the interviews either per phone, skype or in person whatever fits you best

Introduction

"*TeBeVAT is a pilot study about identification, recognition, assessment and validation of informal and non-formal competences and skills for occupations within the entertainment technology industry. The TeBeVAT-Process should eventually lead to partial certification within the examination requirements and specifications of vocational training and education certificates within the EU. Ultimately, an understanding of all certifications is the long-term goal to allow transparency and the freedom of movement for workers in the EU*

Almost every situation holds the potential for you to learn something. Learning is not restricted to formal situations like school, training, seminars, or vocational training. It does not always happen intentionally and with full awareness. Sometimes you have just done something so many times that your experiences tell you what works or not. This is called informal learning. Learning in general is a process that takes place lifelong.

The tool we are developing should help identify the competences of an event-technician that someone acquired informally through work experiences, hobbies, social engagement etc. "

Just an inspiration, what you could say to the candidates.

Interview Guideline

The red remarks behind the interview questions are hints for the interviewer. They should not be read out to the candidates. You can say everything in your own words to make it sound more natural, but please make sure the meaning of the questions remains the same.

Code (Candidate_No_Country)

_____

Name of the interviewer

_____

Role of the interview partner
(mentor or candidate)

_____

Date and place

_____

Tested set of competences
(e.g. sound, light, stage)

_____

Work situation of the candidate:

What is your current work situation (e.g. permanently employed, hours per week etc., skips from show to show)?

Answer:

In the past did, you work at an event/show/for an employer in another European country (other than your home country)?

☐ Yes   ☐ No

In what country did you work? _____

Think about a typical work day. Please explain to me shortly what you do, step by step from arrival until you go home.

Answer:

General Questions

Before you heard of TeBeVAT, was informal and lifelong learning something that you were aware of or ever thought about?

> Answer:

Did you understand the TeBeVAT process? Do you think it triggers awareness for informal learning and is it appropriate to test the results (test what someone has learned informally, on-the-job for example)?

> Answer:

Please explain where you experienced difficulties and what exactly you didn't understand. (only ask this question if he/she claimed to have not understood the process or its' intentions)

> Answer:

Can you imagine that the Lifelong Learning Document Tool will be implemented in an online-database solution where candidates can document their learning experiences and competences lifelong?

> Answer:

Questions only for the mentor (skip if you are interviewing the candidate):

Did you understand what you had to do? (Your job as mentor was to guide the TeBeVAT candidate and help him/her gain valuable insights into the competences he/she possesses or misses based on the self-evaluation and documents.)

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Answer:


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In the Lifelong Learning Document Tool, you had to do a skill gap analysis. The evidence (from the biography, documents like references, experiences etc.) should prove the competences of the candidate. If the quality is not sufficient, the candidate should be send back to find further evidence. If the candidate cannot provide proof for the competences indicated in the self-evaluation, the mentor should advise him/her on training and education.

   a) Do you think this is an appropriate approach to measure results of lifelong and informal learning?
   b) Do you think the records of a candidate (CV, biography, job references, other documents, described experiences) are sufficient as evidence to do this evaluation?

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Answer:


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How difficult was it for you to find evidence in the documents and information provided in the Lifelong Learning Document Tool that proves the candidates possess the claimed competence? Please explain to me what you did, how you proceeded.

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Answer:


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If you think about the competences in the Lifelong Learning Document Tool. Where they detailed enough, precise enough, to understand the meaning? Were the detailed enough to do an evaluation of the candidates' vocational qualifications?

Answer:

You were asked to measure the time you need for each step. How long did it take you to go through the self-evaluation of the candidate? How much time did you need to check the quality of the evidence that the candidate brought?

Answer:

Tell me more about the interaction with the candidate. How did it go?

Answer:

Questions only for the candidate (skip if you are interviewing the mentor):

Did you understand what you had to do? (You had to do a self-evaluation of the competences that you possess and gather records, e.g. from your biography, your experiences, hobbies, documents etc. that could prove what you have learned.)

Answer:

The Lifelong Learning Document Tool helps candidates gain better insights into their competences. Did you discovered competences that you have but just never thought about before? If yes, which ones?

Answer:

In the Lifelong Learning Document Tool, you had to evaluate your level of competence by indicating whether you "have never done this", "are uncertain do this this", "are able to do this" or "are more than able to do this". In your opinion, is this appropriate?

Answer:

You were asked to think about work experiences, internships, education, hobbies, social engagement etc that show what you have learned and prove the competences you have. How did this go and how did you proceed?

Answer:

You were asked to measure the time you need for each step. How long did it take you to go through the self-evaluation and think about each competence? How long did it take you to gather all other information, like documents, cv, references, etc. and fill them into the Lifelong Learning Document Tool?

Answer:

Please think about a typical day at your work. If you go through the things you do step by step, is there anything that you consider important that is not included in our list? Please explain what and why you believe it is an important competence. Be aware that maybe he only evaluated part of the competences (e.g. light, adapt the question if necessary and only ask about this category).

Answer:

In your opinion what is the advantage of TeBeVAT, why would you participate? Please explain.

Answer:

Questions for closing the interview

In general, how do you like the idea of TeBeVAT?

Answer:

Do you have any further questions that I can answer for you?

Answer:

To close this interview, is there anything you want to comment on or add that helps us to better understand?

Answer:

"Thank you for taking part in this interview and providing us valuable feedback on TeBeVAT." If no questions or comments are left.