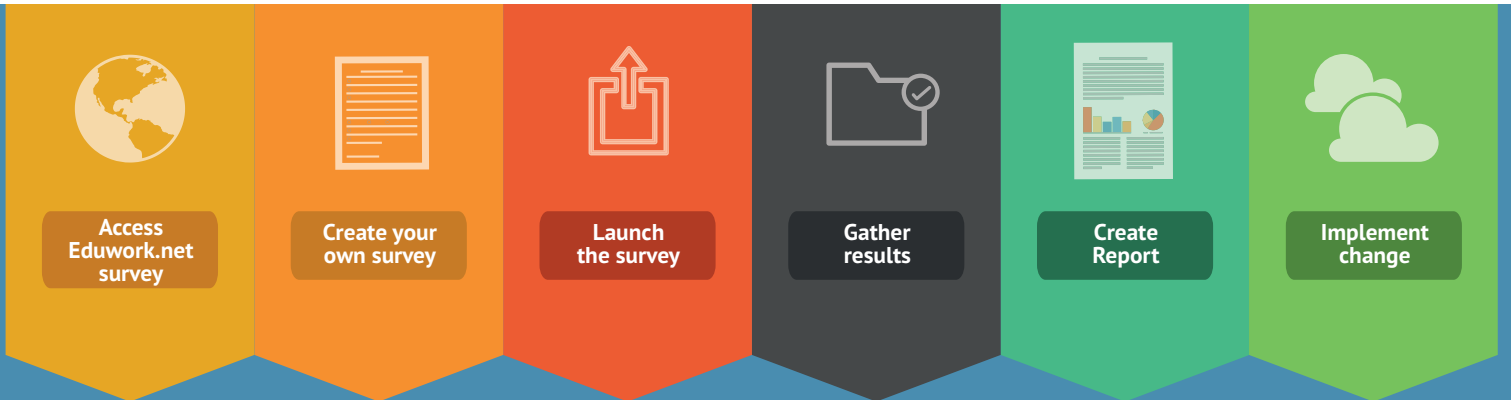


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Work Based Learning



WBL Tracking Mechanism

Guidelines

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Tracking Mechanism for WBL experiences

The Eduwork.net partnership developed a tracking mechanism to be used by VET providers to track their VET students that have undertaken periods of work-based learning in companies in the same country or abroad. This tool allows VET providers to acquire necessary information for the quality improvement of their training provision and the remodelling of it in order to better reflect the needs of the VET students and employers. At the core of the tracking mechanism is a survey addressed to VET graduates that gathered data related to further education, employment, career paths, skills and competences required in the labour market and the relevance of the skills acquired during the apprenticeship. Apart from the tracking survey, the tracking mechanism includes methodologies and mechanisms for preparing, managing and monitoring survey, evaluating the results and feed the results into the quality assurance system of the VET providers.

Tracking Process

To implement your WBL tracking mechanism, we suggest to follow the following 6 steps



a. Access Eduwork.net survey:

The survey has been developed in Google Forms, to enable an easier integration into the IT systems of the VET provider.

You can request access to the survey template by filling-in a little questionnaire at the following [link](#).

A PDF version of the questionnaire's template is also available in Appendix 1 of this document.

b. Create your own survey

In order to use the survey's model, you must generate a copy that you can edit and modify or keep in the designed format. It is an essential requirement to have a Google account to be able to save the survey form in your Google Drive space.

The survey has been defined as the core of the tracking system for improving the quality of Work-based learning experiences and its impact on VET provision and access to the labour market.

The survey, which takes less than 20 minutes and can be really helpful for designing future WBL experiences, is structured, with open-end questions and multiple rating systems, in 3 sections, designed to collect data on different aspects of WBL

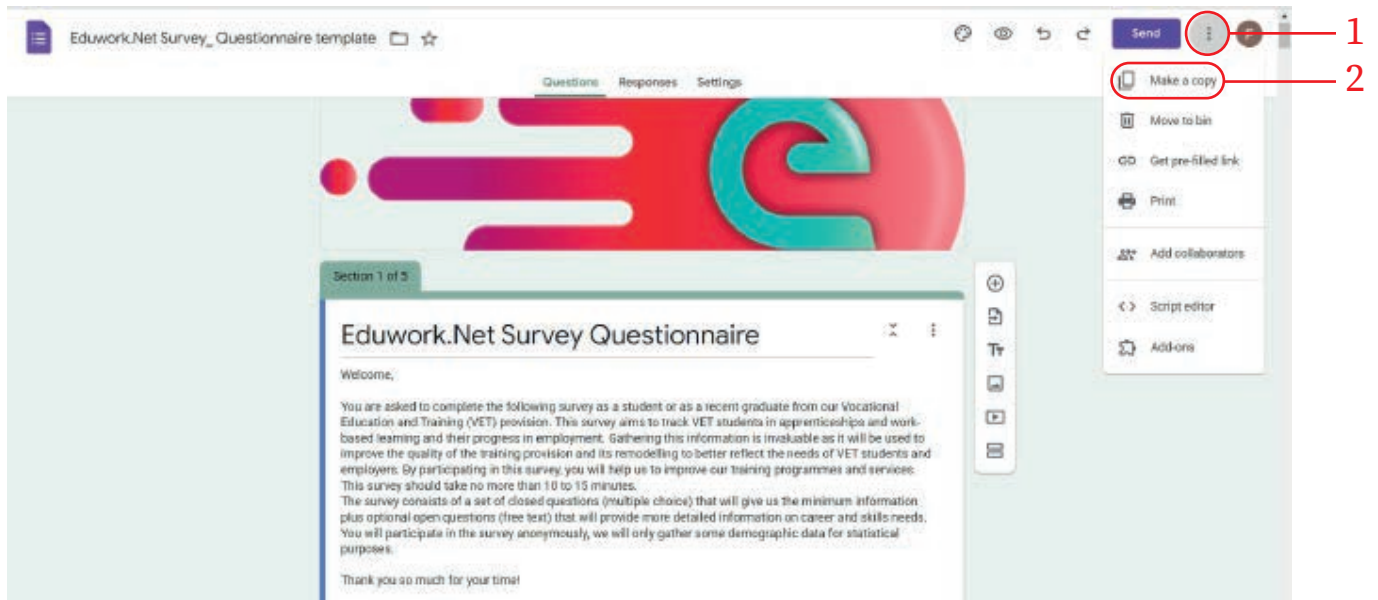
- SECTION I: EDUCATION AND WORK-BASED LEARNING
- SECTION II: EMPLOYMENT STATUS
- SECTION III. DEMOGRAPHICS

The questionnaire was translated into the five project languages (English, Italian, Spanish, Greek and Lithuanian), with adaptations to local characteristics and needs.

It has been developed in Google Forms, to enable an easier integration into the IT systems of the VET provider.

Once the link has been received, carry out the following operations.

1. You make a copy of the google form for your version.
You click on the three dots on the top and you chose “Create a copy”.



2. You insert the national version of the questionnaire in the copy (that you have created and saved) by replacing the context. You can make amendments in order to fit the national needs, but you can keep the format and structure.

Attention: Please do not amend the first question «The questionnaire targets students or graduates that have undergone periods of apprenticeship or other type of work-based learning, during their studies. Before you start, please confirm that you have participated in work-based learning», as it is a conditional question and if the answer is no, the participant cannot take part in the survey.

3. If you are going to make the survey under the umbrella of the association you can send the link to the VET schools after completing the fields of study. In that case you will add a question, where the participants will indicate the school that they have studied or graduated at **SECTION III. DEMOGRAPHICS**.

c. Launch the survey

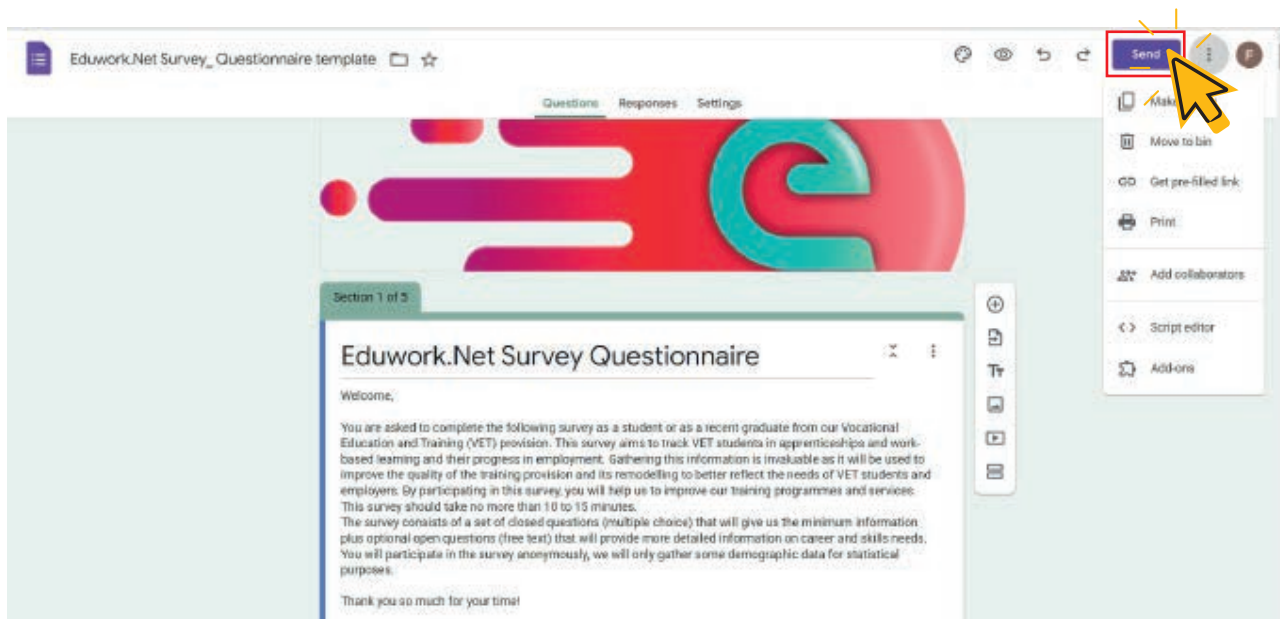
Here below you can find the guidelines to create and circulate the questionnaire among your survey's participants.

The advice we give, drawn from the experience of the Eduwork.Net project, is to organize collective fill-in sessions, guided and managed by the trainers or IAG practitioners of your organization.

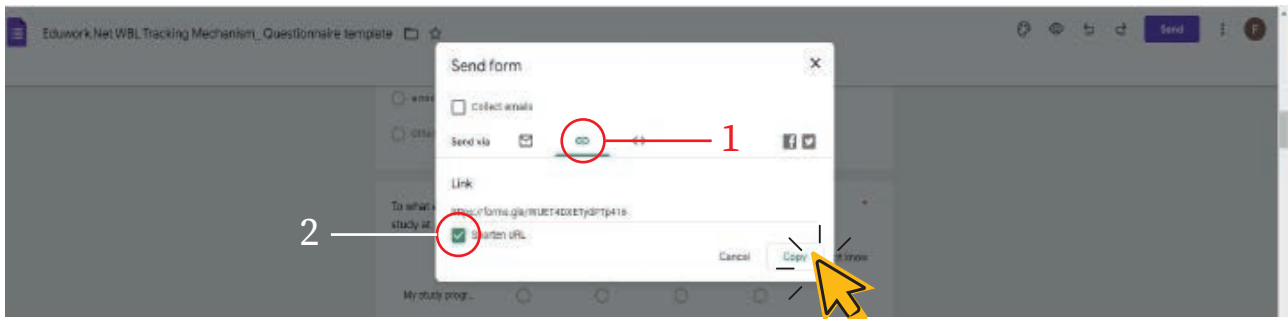
In fact, the questionnaire can be long and sometimes a bit complex for the students, with the risk that they drop out of the survey before its completion.

The tutor, will be responsible to check that the questionnaire is actually completed and submitted and can answer or clarify any potential questions and doubts.

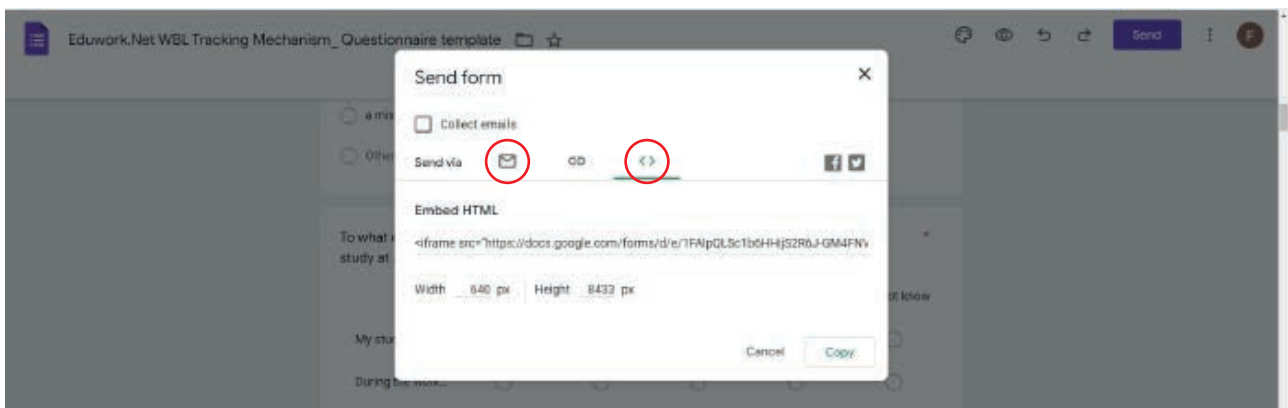
1. Click on Send



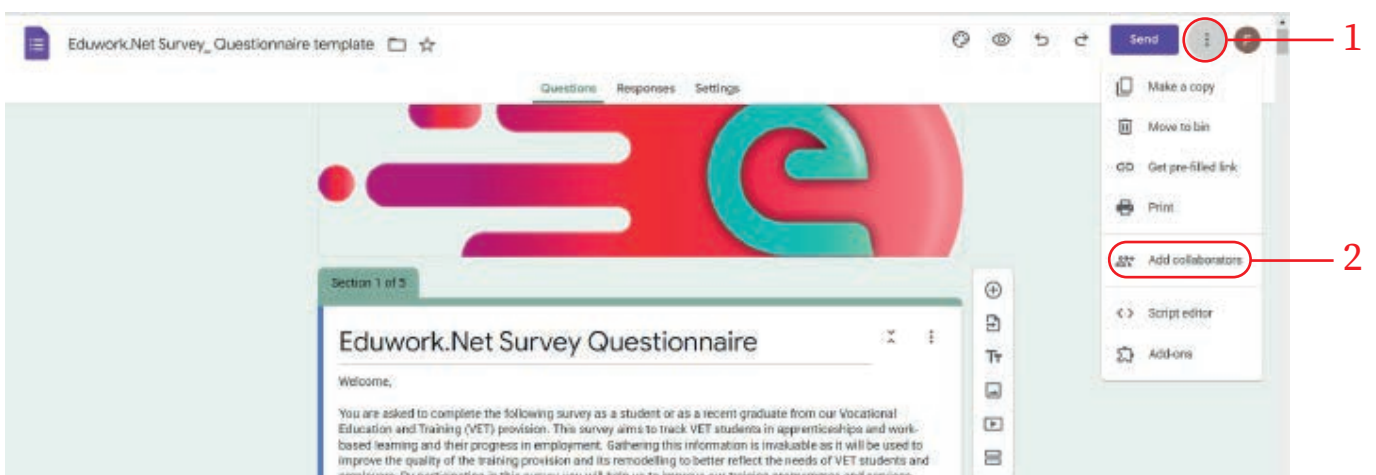
2. Click on the icon “link” and check shorten URL. Then click copy. You have the link to the questionnaire!



3. You can also embed the form as HTML or send by email:







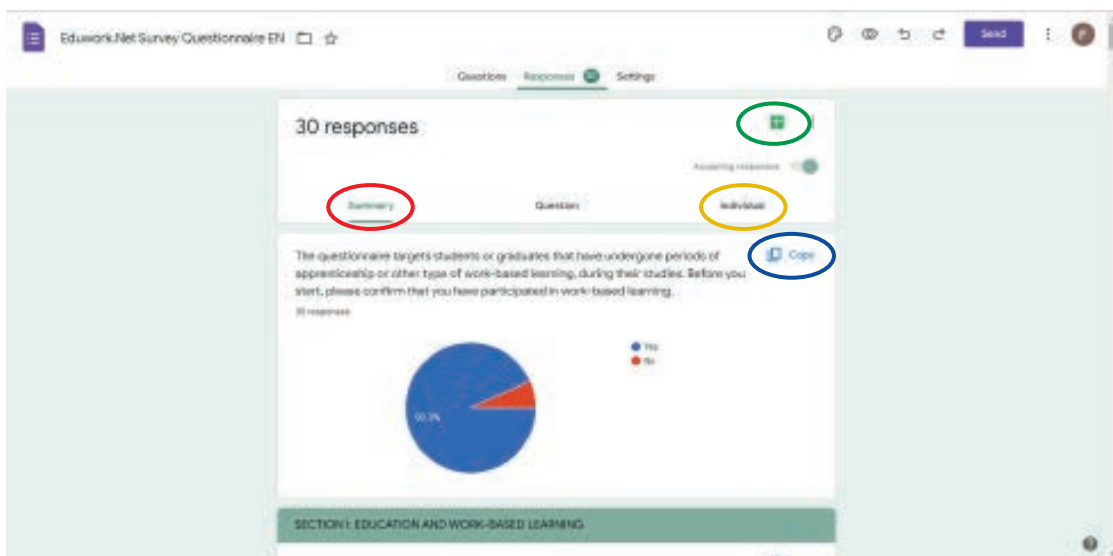
4. If you are going to run the survey individually for each VET institution you should make a copy for each VET institution (see point 1) and give to the responsible staff of each school rights to edit (see below). Do not forget to enter in the questions required the name of the VET Institute and the fields of study that the VET institute provides.



d. Gather results and create report

In the Responses section of the google form you will be able to:

- Display data summary graphs in aggregate form (red circle in the table below) — 
- Copy the graphs as an image (blue circle in the table below) — 
- View individual answers to the questionnaire (yellow circle in the table below) — 
- Save the data in disaggregated form, creating a sheet in Google sheets, which can then be downloaded in various formats (green circle in the table below) — 



These functions are adequate, especially when a single questionnaire collects all the answers for your organisation.

Nevertheless, to collect the results from many VET centers which managed different versions of the survey, could be useful develop a more refined Reporting System.

To this end, the Eduwork.Net partnership developed a reporting questionnaire in Survey Monkey. The template for this questionnaire is included as Annex n.2 in these guidelines and can be freely reused or adapted to your local purposes and needs.

Here, some questions have been added for the trainers who facilitated the implementation of the survey and the collective submission process. Our intent was to collect feedback and suggestions for a progressive improvement of the questionnaire and the whole WBL tracking mechanism.

Data Protection Policy

When collecting data from students or other organisations interested in creating their own version of the questionnaire, be sure to communicate how the data will be processed and stored, in compliance with local privacy legislation.

