



Annex I

Specifications for ReferNet work plan 2012

REFERNET WORK PLAN 2012

The ReferNet's annual work plan for 2012 ⁽¹⁾ will be the object of a specific grant agreement based on the framework partnership agreement concluded between Cedefop and the partner.

General and specific conditions are available in the framework partnership agreement.

1. Reporting on national VET systems and policy developments
 - 1.1. Policy reporting
 - 1.2. VET in Europe country report
 - 1.3. Short description of VET in the EU Presidency country
 - 1.4. National news on VET
 - 1.5. Bibliographical references
2. Raising the visibility of VET and online dissemination
 - 2.1. Maintaining and updating a national ReferNet website

⁽¹⁾ Start date of the annual work plan: January 2012 – end date: December 2012.

1. REPORTING ON NATIONAL VET SYSTEMS AND POLICY DEVELOPMENTS

1.1. Policy background

Europe 2020 ⁽²⁾ considers investment in education and training a prerequisite for smart, sustainable and inclusive growth. VET has a role to play in achieving (nearly) all of Europe's 2020 headline targets, in particular specific education and training benchmarks to reduce early school-leaving to less than 10 % and to increase the share of 30-34 year-olds with a higher education degree or equivalent to 40 %.

The *Education and Training 2020 framework* (ET 2020) ⁽³⁾ focuses European cooperation on the following objectives applying to all types and levels of education and training:

- (a) make lifelong learning and mobility for learning and working a reality;
- (b) improve quality and efficiency of education and training;
- (c) promote equity and social cohesion; and
- (d) foster creativity and innovation.

The European Commission, supported by Cedefop, will monitor and report on progress by countries in implementing the agreed priorities.

The Bruges communiqué and related Council conclusions ⁽⁴⁾ define the strategic objectives for European cooperation in VET between now and 2020. They also set out short-term deliverables (national measures and actions and support at EU-level) for the period 2011-14. Firm evidence, thorough analysis and policy learning opportunities support European cooperation in VET.

The Bruges Communiqué builds on the European Commission's communication *A new impetus for European cooperation in VET* ⁽⁵⁾ and on the findings of Cedefop's policy

⁽²⁾ European Commission (2011). *Europe 2020: A European strategy for smart, sustainable and inclusive growth* [website]. Available from Internet: http://ec.europa.eu/eu2020/index_en.htm [cited 2.4.2011] and *Europe 2020: a new European strategy for jobs and growth: European Council Presidency Conclusion 25-26 March 2010*. Available from Internet: <http://register.consilium.europa.eu/pdf/en/10/st00/st00007.en10.pdf> [cited 2.4.2011].

⁽³⁾ Council of the European Union (2009). Council conclusions of 12 May on a strategic framework for European cooperation in education and training ("ET 2020"). *Official Journal of the European Union*, C 119, 28.5.2009, p. 2-10. Available from Internet: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2009:119:0002:0010:en:PDF> [cited 2.4.2011].

⁽⁴⁾ Council of the European Union (2010). Conclusions on Priorities for enhanced European cooperation in vocational education and training for the period 2011-2020, Brussels, 18 and 19 November 2010. *Official Journal of the European Union*, C 324, 1.12.2010, p.5-15. Available from Internet: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:324:0005:0015:EN:PDF> [cited 2.4.2011].

⁽⁵⁾ European Commission (2010). *Communication on A new impetus for European cooperation in vocational education and training to support the Europe 2020 strategy* (COM(2010) 296, 9.6.2010). Available from Internet: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0296:FIN:EN:PDF> [cited 2.4.2011].

report *A bridge to the future* which reviews the achievements of European cooperation in VET since 2002 ⁽⁶⁾.

The Bruges Communiqué entrusts Cedefop with continuing to report on progress by countries towards the strategic objectives and the short-term deliverables. This acknowledges Cedefop's contribution in reporting on European cooperation over the period 2002-08 ⁽⁷⁾, to which ReferNet contributed substantially.

Cedefop's next report on European VET policy will feed into the European Commission's report on the achievements of ET 2020, which is due in mid-2014. Consistent follow-up will require continuous monitoring and thematic stock-taking at different points in time. It may also entail responding to ad-hoc requests.

1.2. Purpose of activity

Analysis and understanding of policy developments and achievements within and across countries requires thorough information on how VET works. Information on VET's role, purpose, outcomes, governance, structure and delivery provides the necessary context. But VET varies considerably between Member States. To understand countries' starting points and the progress they have made, VET needs to be considered in its specific socio-economic context.

Wide ranging expertise is required to capture VET's role as an interface between education, employment, economic and social policies. To support evidence-based decision-making in VET, research findings, key documents and statistical data need to underpin analyses.

ReferNet national partners are well placed to inform on their VET systems and the current situation regarding relevant policy developments. ReferNet national partners have first-hand information from different stakeholders. They can also pool knowledge and experience from policy-making, implementation, evaluation and research at central, regional, local and sectoral levels.

Therefore, Cedefop will require ReferNet national partners to:

- (a) report on VET policy in their country and on how the specific objectives of the European VET policy agenda are being met at national level;
- (b) provide up-to-date information on VET systems and developments in their country.

Expected deliverables, working methods and other arrangements for the activities are listed below.

⁽⁶⁾ Cedefop (2010). *A bridge to the future: European policy for vocational education and training 2002-10*. Luxembourg: Publications Office. Available from Internet: http://www.cedefop.europa.eu/EN/Files/3058_en.pdf [cited 2.4.2011].

⁽⁷⁾ See Cedefop's four reports on European VET policy published in 2004, 2006, 2008 and 2010.

1.3. Deliverables in 2012

All deliverables should be provided in English.

Deliverable 1: Policy reporting

In autumn 2012, relying on its research and systematic comparative analyses, and using quantitative and qualitative data, as well as in close collaboration with ReferNet, Cedefop will deliver a first intermediary review of progress in VET policy. To complete the review, Cedefop will collect in collaboration with ReferNet information on policy developments in the member countries and on actions at national level to reach the short-term deliverables defined in the Bruges communiqué.

Based on a set of guidelines and instructions provided by Cedefop, the ReferNet national partner will therefore report on the implementation of national measures and actions contributing to achieving the strategic objectives of European cooperation in VET. Policy initiatives, measures, actions will be described and analysed in relation to the main features of the national VET system and relevant socio-economic conditions.

To enable Cedefop to assess progress in implementing the European VET agenda, the ReferNet national partner may be required to support the Centre in validating its country's position against a mix of quantitative and qualitative indicators prepared by Cedefop.

Methods

Reporting on policies should draw on a wide range of sources, including policy papers, legislation, evaluation reports, research and policy analysis, case studies. Reporting also requires broad cooperation with various national stakeholders, to mobilise their expertise to prepare and validate reports.

Cedefop may also seek feedback on its own analysis of progress in European VET policy, in particular asking ReferNet to validate the information included.

Steps/Deadlines

Cedefop will provide ReferNet national partners with guidelines and instructions for the 2012 policy reporting exercise in January.

The ReferNet national partners will provide the required information by the end of May 2012.

Deliverable 2: VET in Europe country report

Cedefop will continue to prepare regular descriptions of national VET systems and developments, also enabling comparisons between Member States. The country-specific descriptions will be provided by ReferNet's VET in Europe country reports.

Based on a template and a set of guidelines provided by Cedefop, the ReferNet national partner will therefore provide a report (VET in Europe country report) describing the

main features of the national VET system in its country, both IVET⁽⁸⁾ and CVET⁽⁹⁾, their institutional and legal framework, policy developments, as well as a number of other topics such as financing, teachers and trainers, guidance and counselling, etc. On top of this core body of information, specific themes may be added to reflect ongoing policy development. The report will be published in pdf and html format and uploaded in the database on Cedefop's web portal⁽¹⁰⁾. Information can be retrieved from the database by country or by theme.

Methods

The ReferNet national partner will ensure the relevance, reliability, completeness and correctness of the report, which will be published under the name of its author by Cedefop. The information will be checked and validated by the national representative. Cedefop may request content revisions to further improve the report's clarity, readability and responsiveness to the template requirements.

The reference year for the 2012 country report will be the year 2011. The work will consist in updating the report of the previous year, according to Cedefop's revised template. Templates and guidelines are prepared in cooperation with ReferNet.

The national partner shall submit the VET in Europe country report electronically, in Word format.

Steps/Deadlines

Cedefop will provide to ReferNet national partners a template and instructions at the end of May.

ReferNet national partners will provide the required information by 1 November 2012.

Deliverable 3: Short description of VET in the EU Presidency country

To raise VET visibility in the two countries holding the EU Presidency in 2012 (Denmark and Cyprus), VET in Europe country reports will be used as a basis for hard-copy publications (*Short description* and *Spotlight*, which are published in at least three languages). *Short descriptions* and *Spotlights* will be prepared in close collaboration between ReferNet national partners and Cedefop. They will be distributed during Presidency conferences and events.

Deliverable 4: National news on VET

To inform on the latest national developments on VET and related labour market issues, the ReferNet national partner will provide short articles.

⁽⁸⁾ IVET: Initial vocational education and training.

⁽⁹⁾ CVET: Continuing vocational education and training.

⁽¹⁰⁾ <http://www.cedefop.europa.eu/EN/Information-services/browse-national-vet-systems.aspx>

Articles are published in Cedefop's newsletter and online on Cedefop's website. Each newsletter issue includes at least one article from each of the three ReferNet regional groups. Each group decides on individual contributions.

Articles may be used in Cedefop's contributions to biennial meetings of Directors-General for Vocational Education and Training (DGVT) and the Advisory Committee for Vocational Education and Training (ACVT).

The ReferNet national partner will deliver at least two articles (partners are welcome to submit more) focusing on topics that reflect the European VET policy agenda, in particular the Bruges Communiqué, and EU Presidency country priorities.

Methods

The ReferNet national partner is responsible for the relevance, reliability, completeness and correctness of the articles.

The ReferNet national partner shall submit articles electronically, as Word documents and based on guidelines by Cedefop. Considering the specificities of web readability, articles should not exceed 500 words but complementary information can be added as an attachment or links to related websites. Visual material (graphs, logos, photos, etc.) can also be presented.

In the newsletter and on the website, articles will be published under the ReferNet partner's name. Cedefop may request content revisions and additionally proceed to some editing and reserves the right to decide whether to publish.

Where a ReferNet partner's article is used for Cedefop's contribution to DGVT and ACVT meetings, Cedefop may request clarification and/or further information or revision. Cedefop may also seek feedback on its draft, in particular ask ReferNet to validate the information included.

Steps/Deadlines

To ensure that each newsletter includes new articles, ReferNet national partners should submit their contributions by the third week of each month. To organise this activity partners will agree on and select in which month they plan to submit their contributions.

Deliverable 5: Bibliographical references

As stated in Article 2(2) of Cedefop's founding Regulation ⁽¹¹⁾, one of the main tasks of the Centre shall be (...) 'to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure'.

(¹¹) Council of the European Union (1975). Council Regulation No 337/75 establishing a European Centre for the Development of Vocational Training. *Official Journal of the European Union* L39, 13.2.1975, p. 1-3. Available from Internet: http://libserver.cedefop.eu.int/vetelib/eu/leg/eurodoc/2004/0223_en.pdf [cited 16.5.2011].

ReferNet partners will contribute to this task by collecting and identifying recent documents published in the field, gathering evidence on recent VET policy developments.

The ReferNet partner will provide bibliographical information on the main publications and documents used in the context of reporting activities throughout the year, at least all recent references cited in the bibliography of each national report. This information will be used in Cedefop's bibliographical database (VET-Bib), making the most representative national documents accessible online.

Methods

ReferNet national partners will submit the bibliographical indexations through the dedicated application available on ReferNet extranet, following guidelines provided by Cedefop.

Steps/Deadlines

The bibliographical information will be delivered at the convenience of each ReferNet partners, if possible on a regular basis as the indexations provided will appear in the monthly newsletter VET-Alert and in Cedefop's newsletter.

2. RAISING THE VISIBILITY OF VET AND ONLINE DISSEMINATION

2.1. Background

ReferNet is expected to help raising the visibility of Cedefop, its products and more generally VET issues at national level. The ReferNet national partner acts as multiplier and dissemination channel in its country.

2.2. Purpose of activity

ReferNet national partners' online presence, through national ReferNet websites, can help in improving visibility and dissemination. The ReferNet national website will also support exchanges of information with Cedefop and other national ReferNet websites.

2.3. Deliverables in 2012

Regular maintenance and update of a national ReferNet website in the national language and also, if the ReferNet national partner so wishes, in English. The ReferNet website aims to disseminate information and raise visibility of VET and Cedefop's work nationally.

Other types of online presence are also recommended, for example participation in social media, blogging online, discussions in VET forums.

Methods

The national ReferNet website can be autonomously hosted on its own domain or a dedicated section in the ReferNet national partner's parent organization's website. Cedefop provides guidelines to prepare the national ReferNet website as well as technical advice and support for its setup and maintenance. Advice and support can take

the form of style guidelines, website libraries, web programming code samples, discussions for optimum solutions. Cedefop looks for solutions that have minimum maintenance effort and cost, for example exchange of content (news, events, publications) via automated RSS feeds.

The cross collaboration between ReferNet members will be both encouraged and facilitated by providing virtual collaboration spaces.

Reporting of the web statistics will allow Cedefop and the partners to evaluate the impact of the various efforts.

Cedefop will periodically review the national websites and report on their status and progress.

Steps/Deadlines

Continuous activity.

BUDGET AVAILABLE FOR THE IMPLEMENTATION OF THE REFERNET 2012 WORK PLAN

The total available budget for the 2012 ReferNet work plan in all participating countries is EUR 955.000.

The total available budget for the 2012 work plan is distributed as follows ⁽¹²⁾:

	Maximum grant amount
<u>Country group 1: Cyprus, Estonia, Latvia, Lithuania, Luxembourg, Malta, Slovenia and Iceland</u>	EUR 23.615
<u>Country group 2: Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, Greece, Hungary, Ireland, Netherlands, Portugal, Romania, Slovak Republic, Sweden and Norway</u>	EUR 33.625
<u>Country group 3: France, Germany, Italy, Poland, Spain, United Kingdom</u>	EUR 43.620

See also the call for proposals full text, general, specific and financial conditions of the framework partnership agreement. Cedefop reserves the right not to award the total budget available.

⁽¹²⁾ The allocated amount may not under any circumstances exceed the amounts indicated in this table.

TIMETABLE

Start date of the annual work plan: January 2012

End date of the annual work plan: December 2012

Duration of the annual work plan: 12 months

Activity	Deadline/Frequency
1. Policy reporting	31/5/2012
2. VET in Europe country report	1/11/2012
3. Short Description of VET in the EU Presidency country	To be agreed with Cedefop project manager
4. National news on VET	At least twice a year
5. Bibliographical references	Linked to reporting activities
6. Maintaining and updating a national ReferNet website	Continuous