ECOPRISE

Future-oriented social entrepreneurship through Ecovillage Design

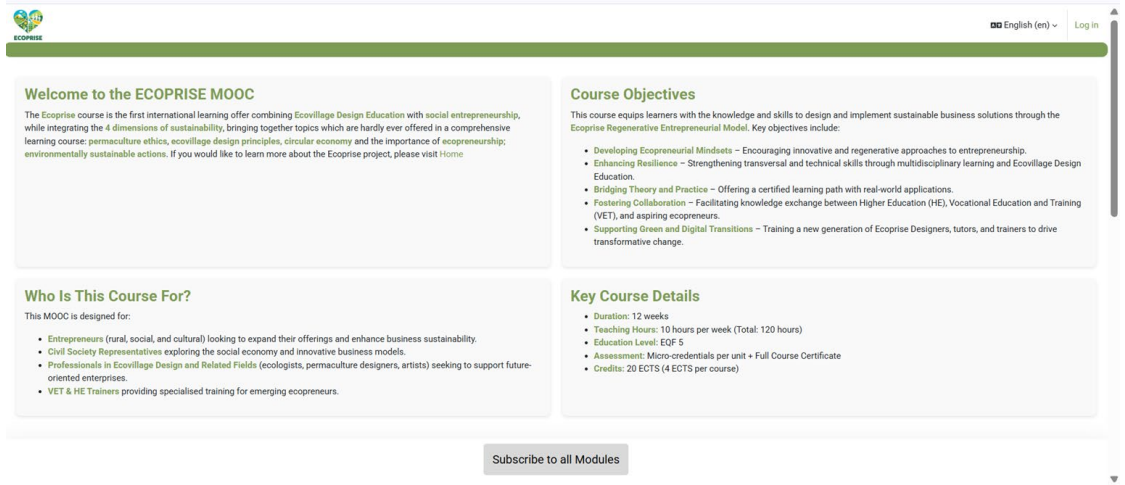
Co-funded by the European Union

Ecoprise Training Vademecums for Trainers

Developed by CESIE ETS, in collaboration with Readlab Brussels & ISCTE



Introduction to the Vademecum for Trainers



The Ecoprise MOOC homepage

- ✓ The ECOPRISE Training Vademecum for Trainers provides **practical guidance** to trainers who accompany learners throughout the ECOPRISE training course.
- ✓ The Vademecum is designed not only to explain how to use the ECOPRISE MOOC platform, but also to **support trainers** in facilitating the overall learning experience, monitoring learners' progress, identifying possible difficulties and supporting learners in the development of their final ECOPRISE project.
- ✓ The ECOPRISE training combines self-paced online learning through the MOOC with trainer support, practical activities, assessment and project development.
- ✓ The trainer therefore plays an important role in helping learners make **effective use of the MOOC** and successfully complete the learning pathway.

The Ecoprise MOOC- Main information

The Ecoprise MOOC is available here: https://elearning.ecoprise.eu/?lang=en

- An international **training course on Ecopreneurship**, i.e. future-oriented social entrepreneurship through Ecovillage Design, able to boost sustainability-driven entrepreneurial mindsets while promoting social innovation, inspired by the **4 dimensions of sustainable development:**

✓ society,
✓ environment,
✓ culture,
✓ economy.

Potential Users of the Course

- The ECOPRISE course is intended for a diverse range of participants interested in developing sustainable and socially valuable entrepreneurial initiatives.

- Potential participants include:

✓ **Social, rural and cultural entrepreneurs**, both established and aspiring, wishing to expand or diversify their offer;

✓ **Staff of Civil Society Organisations (CSOs), social organisations and cultural associations** interested in exploring new ways to provide socially valuable products, services or activities;

✓ **Professionals from disciplines relevant to the ECOPRISE approach**, such as ecology, design, arts and related fields, who are interested in acquiring the skills needed to become ECOPRISE designers.

- Trainers should take this diversity into account when introducing and facilitating the course.
- Learners may have very different professional backgrounds, levels of entrepreneurial experience and previous knowledge.
- The role of the trainer is therefore not to assume a common starting level, but to help learners connect the course contents with their own professional experience, interests and project ideas.

The Ecoprise MOOC- Main information

- The course is divided in **five modules** bringing together a variety of disciplines and each linked to specific skills, including theoretical contents, video-lessons, practical parts. These 5 modules are:

1. The Digital Dimension;
2. The Environmental Dimension;
3. The Social and Cultural Dimensions;
4. The Economic and Entrepreneurial Dimension;
5. The Practical Unit.

- **The first four modules** combine theoretical contents, video lessons, practical activities, self-assessment and a final theoretical assessment.
- **Module 5** foresees the development of four case study analysis, through which learners put the foundations of their **sustainable business idea** by integrating the knowledge and skills developed in the previous modules with additional knowledge, skills and tools that may be required to address the specific challenges of their cases.

Module 5- The Practical Unit

The four case studies of Module 5 are about:

1- Digital Skills for Sustainable Entrepreneurs

2- Environmental Dimension

3- Resilience Skills for Sustainable Entrepreneurs

4- The Business and Economic Dimension

Due to its complexity, specific support may be provided for case study of Module 4, specifically, to:

- market and needs analysis;
- target users and stakeholders;
- business model;
- financial planning;
- risk assessment and mitigation;
- implementation planning;
- social, environmental and economic impact.

Module 5- The Practical Unit

Important: trainers should introduce the case studies progressively rather than waiting until Module 5. Learners should be encouraged to develop their project idea while progressing through the course and to connect the different dimensions addressed in Modules 1–4 to their own sustainable business idea.

Suggested project development pathway:

Module 1	Module 2	Module 3	Module 4
Learners begin defining: •their project idea; •the problem or opportunity they want to address; •potential users and stakeholders; •relevant technological or network aspects.	Learners consider: •the environmental challenge addressed by the project; •environmental sustainability; •expected environmental benefits and impact.	Learners develop: •the target community; •users and stakeholders; •social and cultural value; •community needs.	Learners work on: •the business model; •market and competitor analysis; •resources and costs; •revenue and funding; •financial viability; •risks and mitigation; •implementation planning.

The Ecoprise MOOC- Main information

- **The course is free of charge and open** to all participants. Upon successful completion of each module, participants will be able to download the corresponding **digital badge**.
- To obtain the **micro-credential certificate**, participants must successfully complete the required examinations. To do so they need to register on the ECQA GmbH® platform using the same email address used to register for the MOOC.
- For information regarding examination fees, they can contact ECQA GmbH. ECQA GmbH platform – Home



How to Introduce the ECOPRISE Training to Learners

Before learners start working independently on the MOOC, trainers should organise an introductory session or provide a clear orientation to the course.

The introduction should explain:

- ✓ what ECOPRISE is and what learners can gain from the course;
- ✓ the structure of the five modules;
- ✓ the difference between theoretical learning and practical/project-based learning;
- ✓ the expected workload and time commitment;
- ✓ which activities and assessments are mandatory;
- ✓ which resources or activities can be used for further/optional learning;
- ✓ how assessment works;
- ✓ the possibility of obtaining micro-credentials;
- ✓ the training calendar and the deadlines agreed by the trainer;
- ✓ how and when learners can ask for support.

Before Learners Start: Make the Workload Explicit

Learners should be informed from the beginning that the course is expected to require approximately **10 hours per week**, for a total workload of approximately **120 hours**.

Learners' Assessment & Micro-credentials Certificate

- The **Ecoprise course assessment**- learners receive full certification for the course after successfully completing the assessment of modules 1 to 5. Alternatively, the learner can obtain individual **micro-credentials** for modules 1 to 4 if successfully pass the test for each of these modules. To receive the certificate and micro credentials, students need to apply for the certificate through the MOOC following the instructions there provided.
- **Pre-assessment (module 1 to 4)**: Each module has a pre-assessment for the trainee to assess their level of knowledge, conducted with multiple choice questions. The Introductory module and module 5 have no pre-assessment.
- **Theoretical assessment (module 1 to 4)**: Using the platform Bizexaminer, questions are formulated based on the EQF level of the matching learning objectives of each unit from the related module. **Important:** when a learner misses an assessment, the trainer should contact the learner, identify the reason and provide information about the next available opportunity to complete the assessment, where applicable. Upon learners' exam registration, ECQA provides the necessary guidelines for the examination.
- **Practical assessment (module 5)**: 4 case-study project works are necessary to assess learners' knowledge. The Module 5 also presents an assessment grid for the trainers to evaluate learners' case studies and a solution sheet to guide trainers in the assessment. The evaluation of the learners' case studies will be conducted by ECQA GmbH ® that will receive the signed assessment grids by the trainers per each case study. **Certification**: After the compilation of the final evaluation, learners will receive a micro-credentials certificate emitted by ECQA.

The Complementary Roles of the Trainer

Facilitator	Tutor	Project Mentor
-introduces the ECOPRISE training pathway; -explains the learning objectives and expected workload; -helps learners understand how the MOOC is structured; -explains what learners are expected to complete and when; -helps learners navigate the online learning environment; connects the online learning with practical activities and discussions.	-monitors learners' progress; -identifies possible difficulties at an early stage; -answers questions or directs learners to the appropriate source of support; -encourages learners to continue when they experience difficulties; -reminds learners about important deadlines and assessments; -follows up with learners who become inactive or miss an assessment.	-supports learners in progressively developing their ECOPRISE case studies on Module 5, with special attention to the case study of module 4- The business and economic dimension, specifically to: • market and needs analysis; • target users and stakeholders; • business model; • financial planning; • risk assessment and mitigation; • implementation planning; • social, environmental and economic impact.

The trainer should use the information available through the MOOC, including participation and grades, to identify learners who may need additional support.

Supporting Learners Before and During Module 2

Learners should be informed that **Module 2 is a core part** of the ECOPRISE learning pathway and may require more time and effort than the introductory stages of the course.

Before Module 2 trainers should:

- explain that Module 2 is a core module;
- prepare learners for a potentially higher level of difficulty compared with Module 1;
- clarify which learning activities are required;
- explain that additional homework and further readings should be considered optional unless explicitly identified as mandatory;
- encourage learners to plan their study time in advance.

During Module 2:

- organise a short check-in with learners;
- ask which topics they find difficult;
- encourage learners to use the self-assessment activities;
- direct learners towards the relevant course materials when they need additional clarification;
- monitor learner engagement through the MOOC platform;
- avoid adding additional local assignments that unnecessarily increase the workload.

Supporting Learners Throughout the MOOC

The MOOC provides learners with access to course contents, self-assessment activities, theoretical materials and assessments. A recommended approach is to organise:

✓ an initial orientation session;
✓ short progress check-ins;
✓ reminders before assessments;
✓ additional support when learners experience difficulties;
✓ project mentoring during the later stages of the course.

Monitoring Learners' Progress

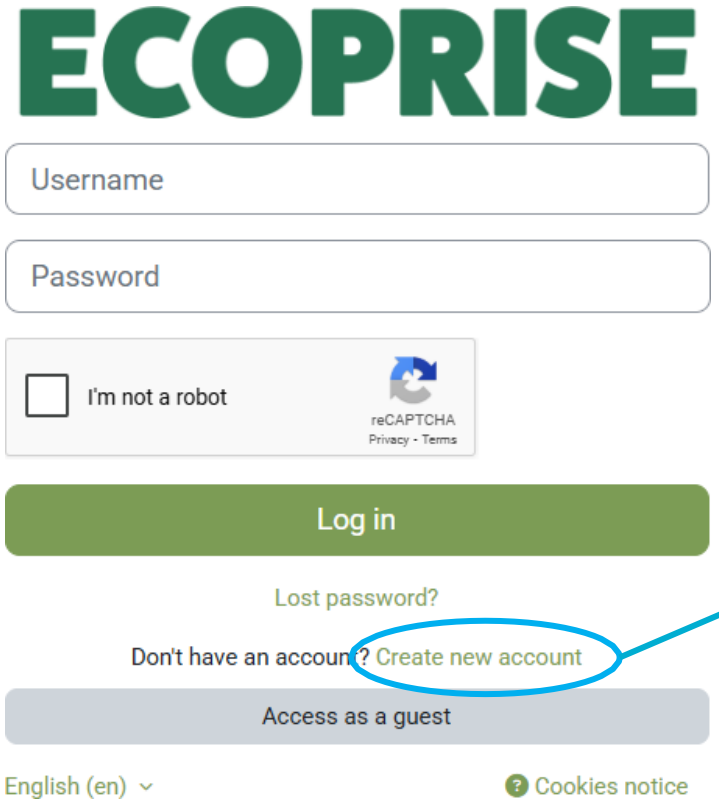
The **Participants** section allows trainers to view enrolled learners and relevant profile information.

The **Grades** section allows trainers to monitor learners' progress and view scores for self-assessment activities and overall course performance.

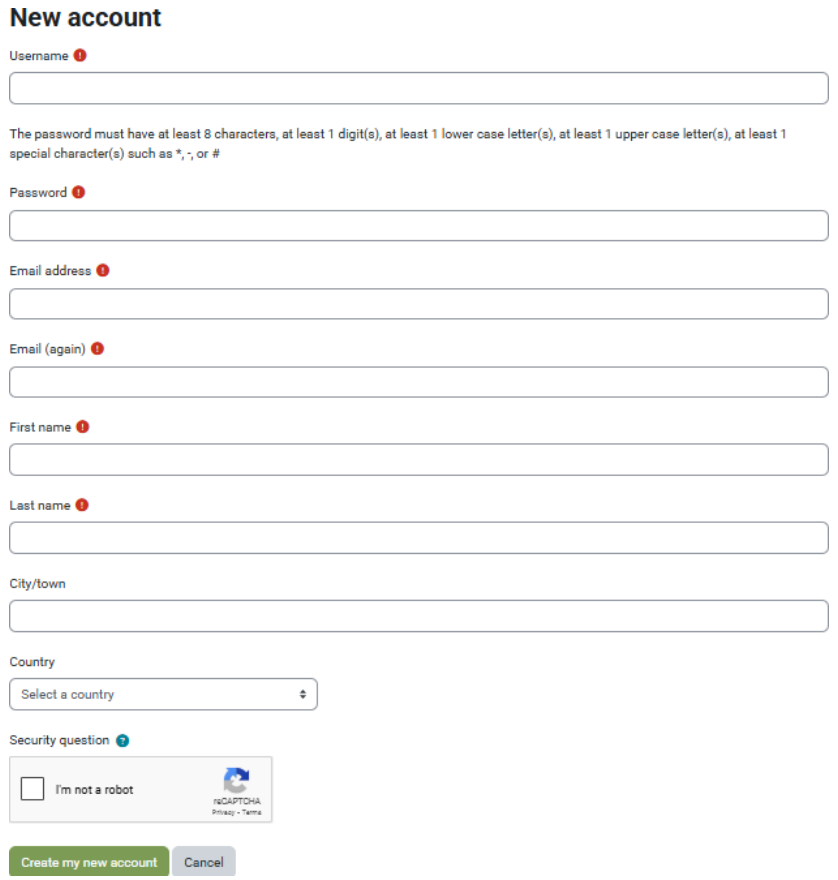
Trainers should use this information not only to identify learners who are successful, but also to identify learners who may require support. Monitoring should therefore combine:

- course activity;
- module completion;
- self-assessment results;
- assessment results.

Create a new account in Ecoprise MOOC

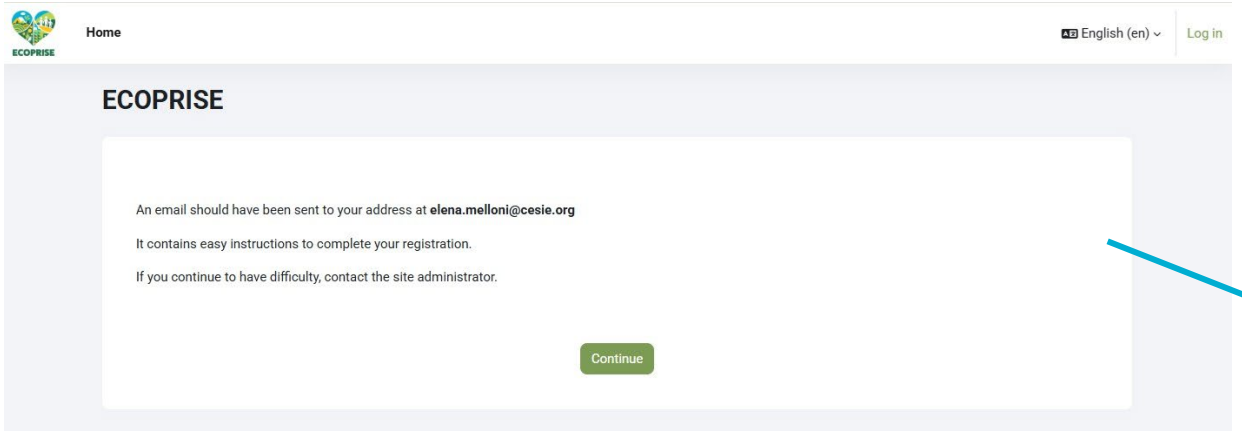


To register in the Ecoprise MOOC, you need to click **log in** and then **create a new account**.

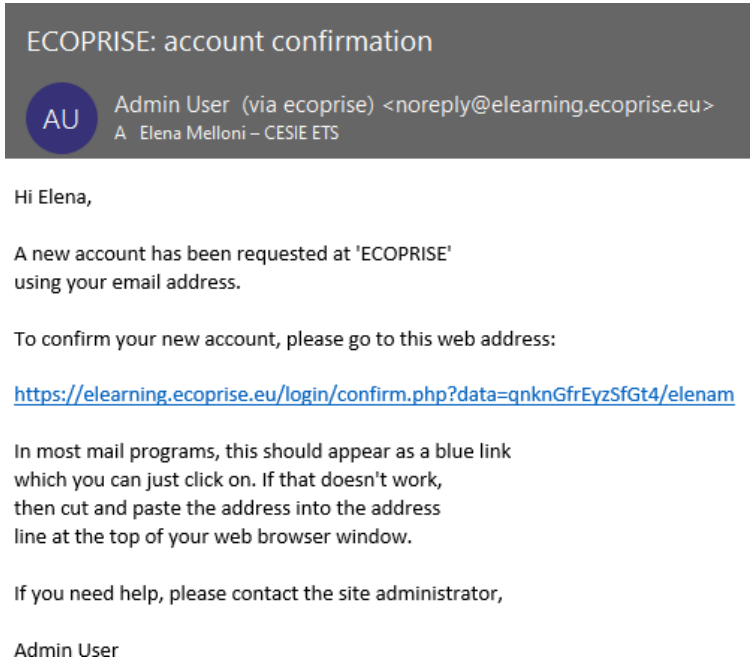


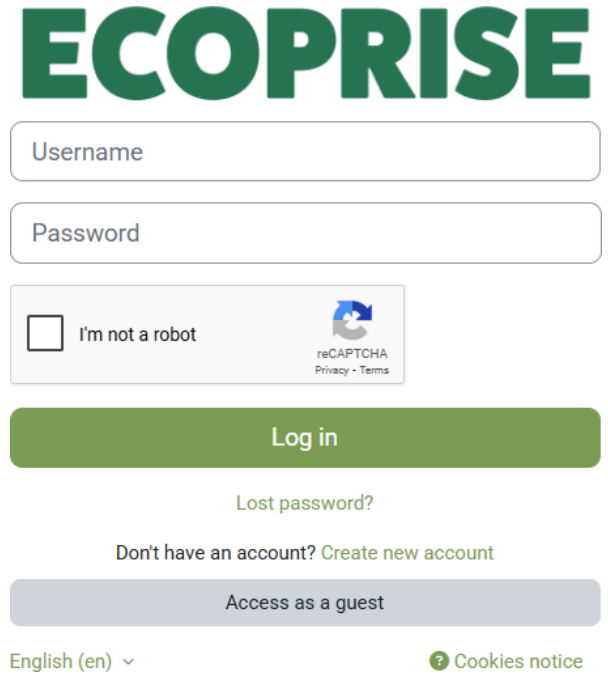
When creating a new account, you will be required to write down some simple information such as your **username**, **password**, **email address**, **first** and **last name**.

Create a new account in Ecoprise MOOC



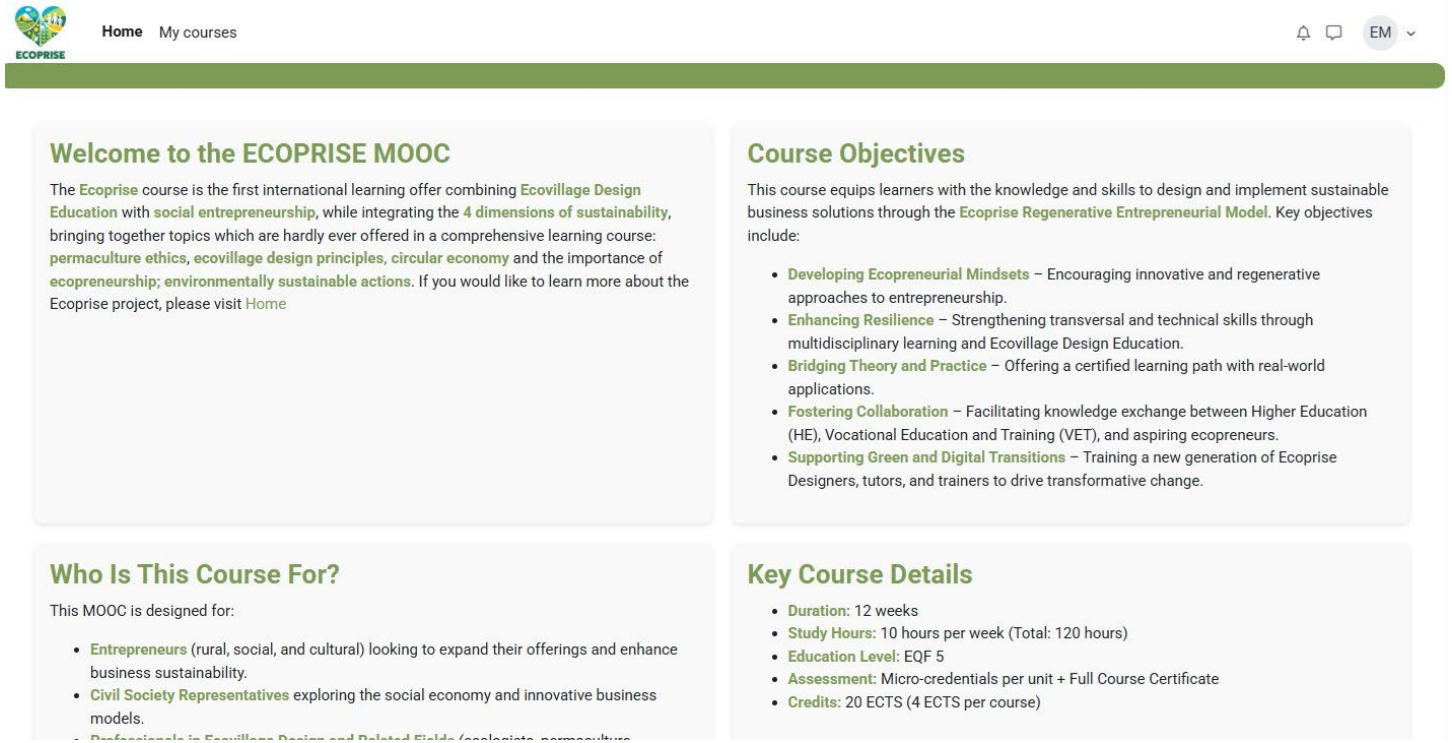
Once you created your account, you will receive an **e-mail of confirmation**.





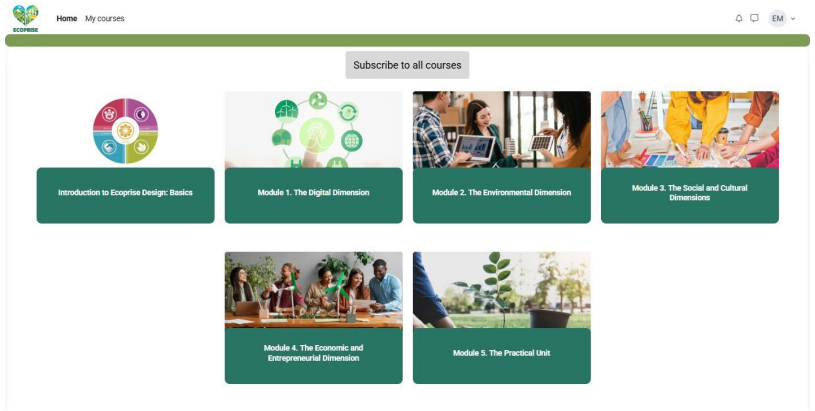
You can now enter your **credentials**, **log in** and land the **homepage**. The course admin will assign you the role of trainer.

Homepage

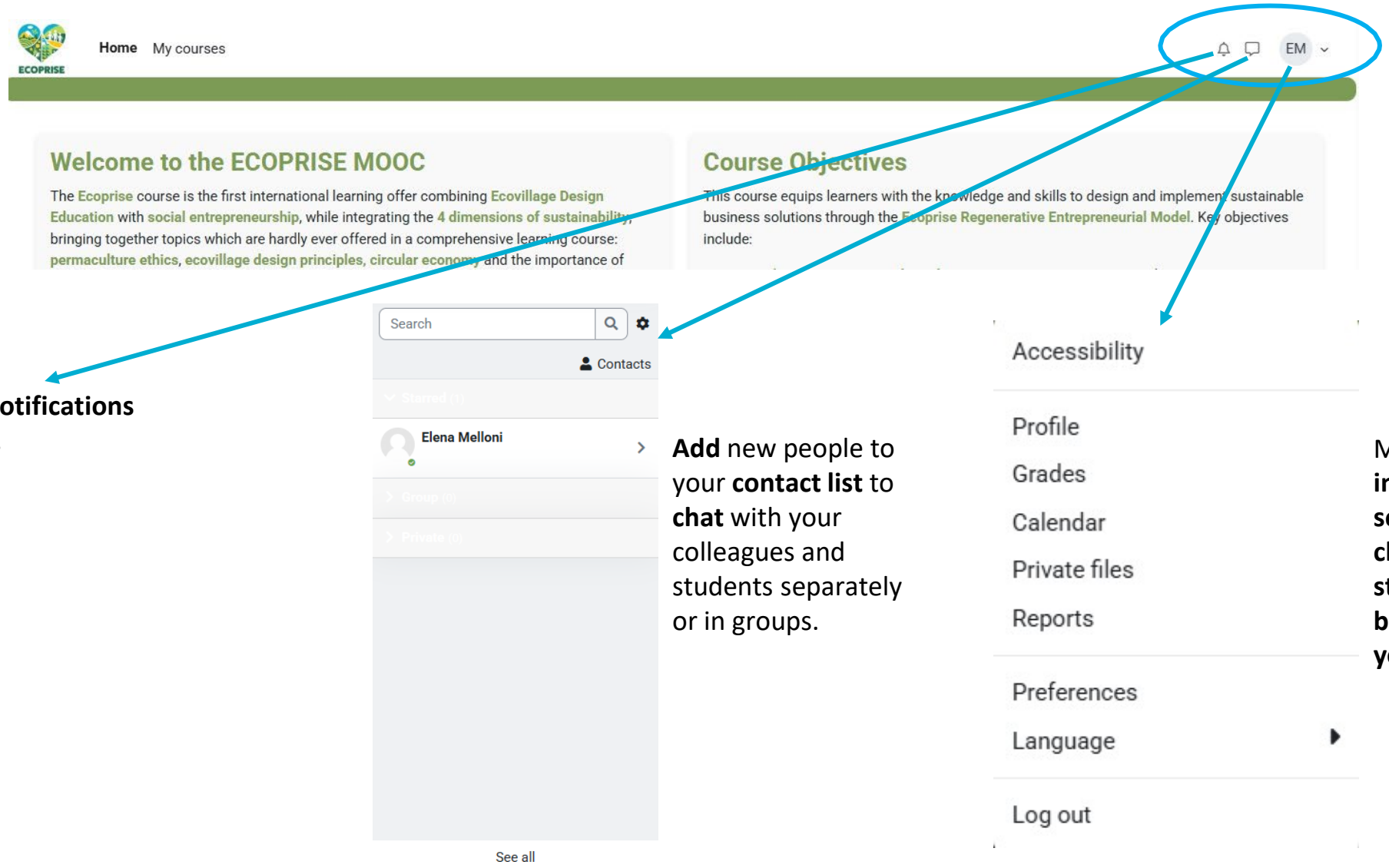


In the homepage, you can find information about the MOOC including **general course objectives** and **key details**.

Scroll down the homepage to view the **available courses**. Then **select a course** to see the general description and structure.



Layout



Check your **notifications** and **updates**.

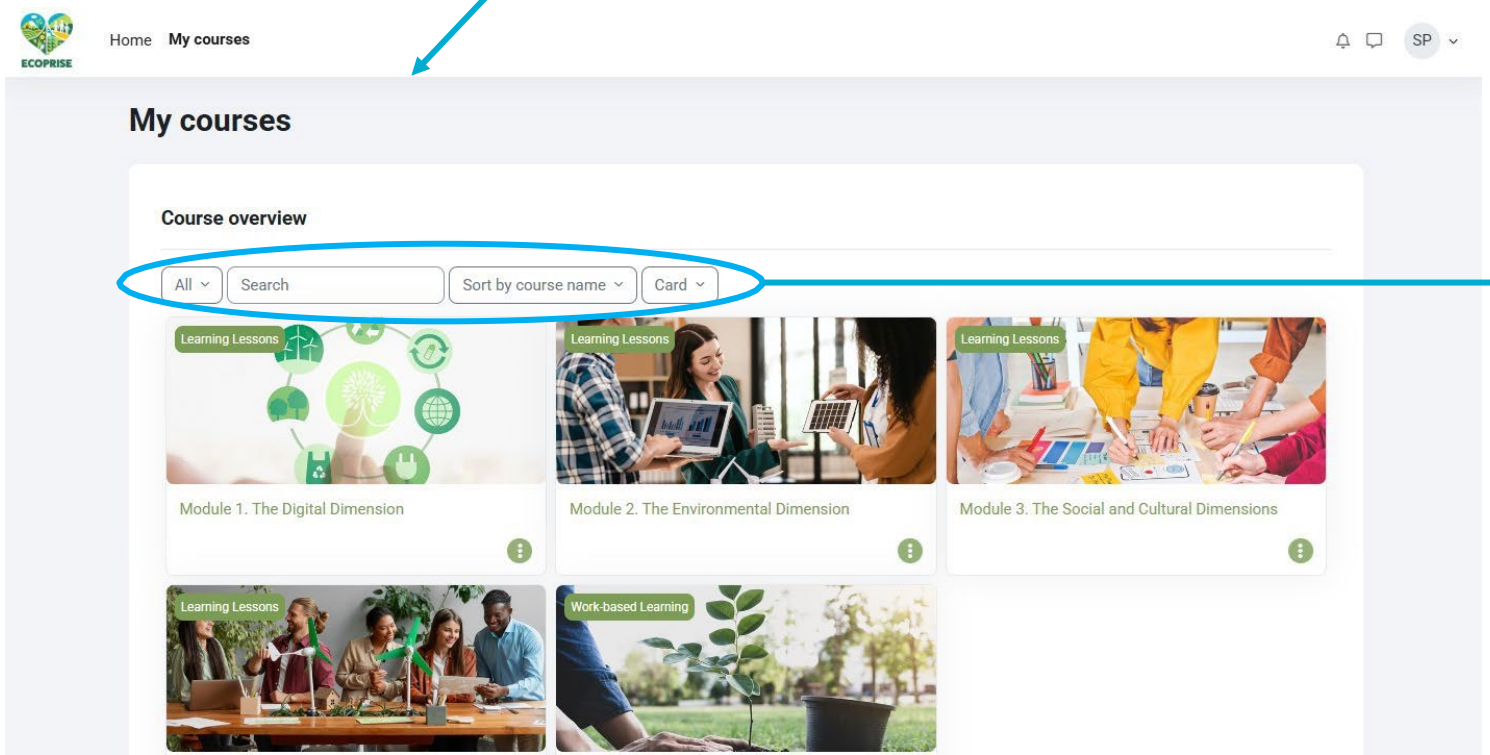
Add new people to your **contact list** to **chat** with your colleagues and students separately or in groups.

Modify your **profile information** and **settings, language, check your students' grades** or **browse through your files**.

Layout

When in the **homepage**, you can select **My courses** to access every course you registered to.





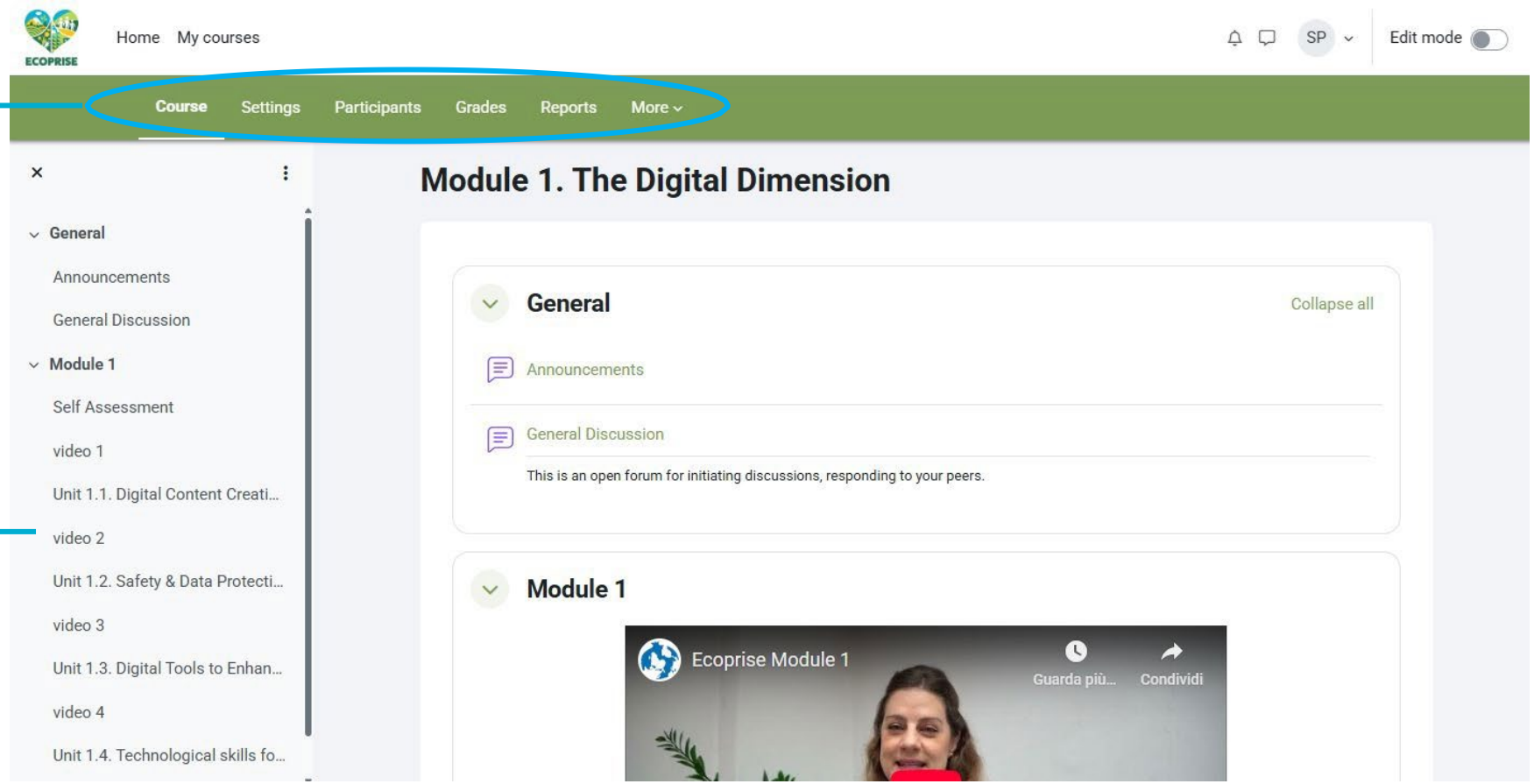
You can easily find the courses you need right away. If you are looking for a specific one, you can type the name in the **search bar**. To browse through the courses more comfortably, it is possible to **sort** them by **name** and **access**. The interface can also be changed: courses can be visualized as a **list**, as **cards** or in a **summary**.

Inside the courses

At the top of the screen, all of the **course options** are immediately available. When you select a course, you will be able to see the **course contents**, **settings**, l**earners' grades**, **reports** and more.

On the left side of the page, you can find the **course index**. It contains **announcement section,** a **forum,** a **self assessment**, **intro videos**, **theoretical knowledge in** the form of downloadable **PPTs**, a **final exam**. Learners need to complete the exam (**min 70% of correct answer**) to receive the certificate.

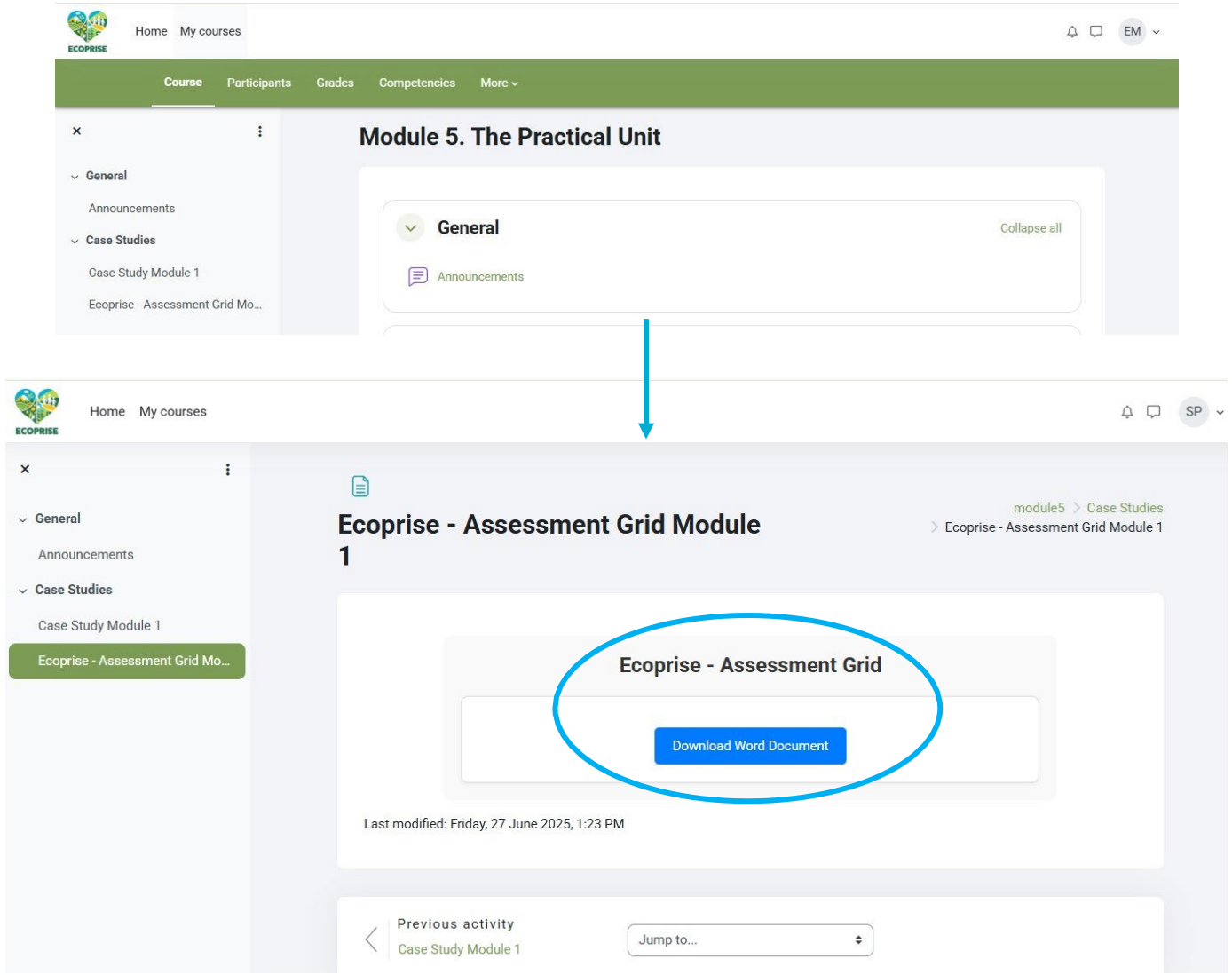
The learner needs to **mark the module as complete** to be able to move to the next one. Once the module is marked as complete, they can download their **digital badge** from their notifications.



You can move from a page to another by clicking on the voices of the index.

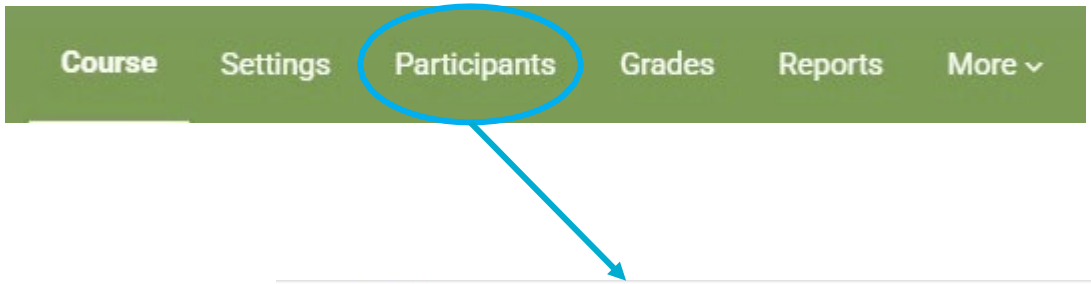
Inside the courses: Module 5

Module 5 is the **practical unit** of the course.

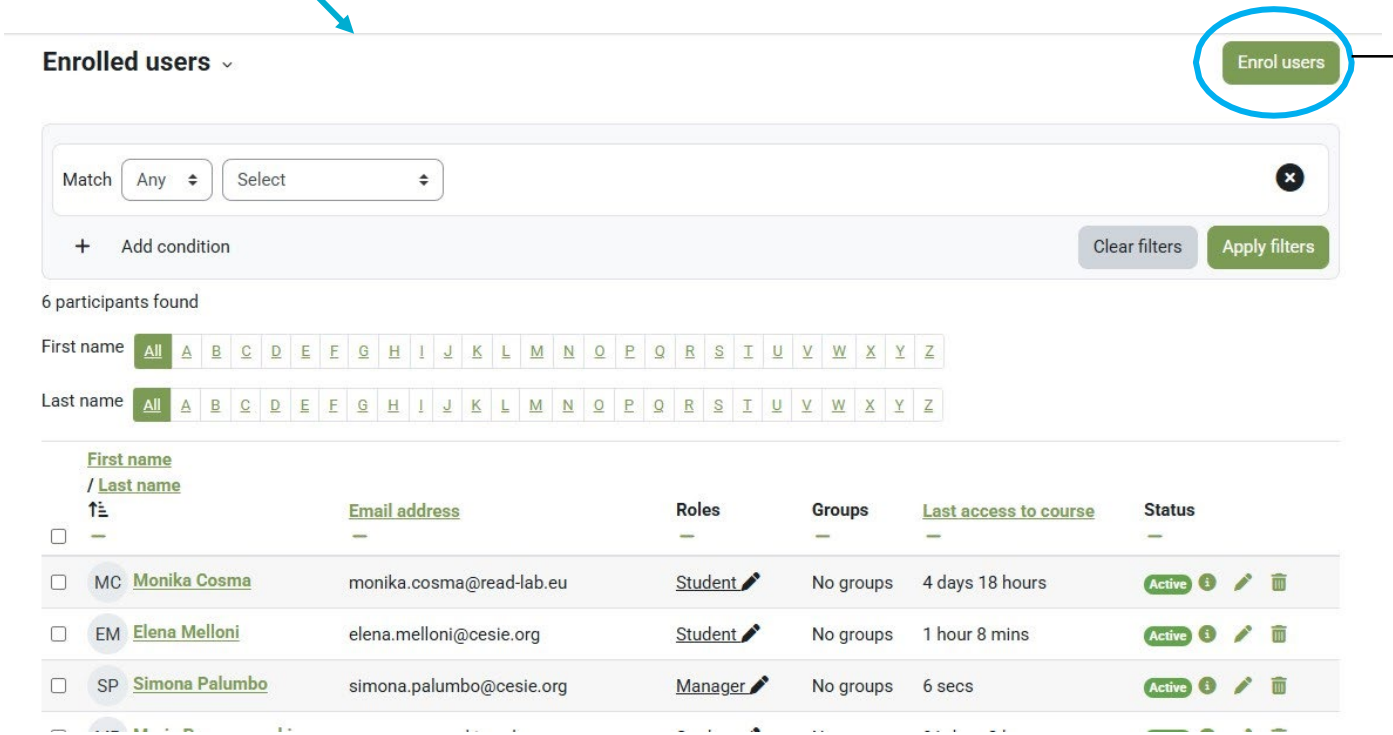


For each module there is a **case study template** for the learners, its own **assessment grid and solution sheet**, which can be both **downloaded.**Through the assessment grid, the trainer can assess learner's case studies. Once complete, the trainer needs to stamp and sign learners' assessment grid template and share it with the learners.

Course options: Participants



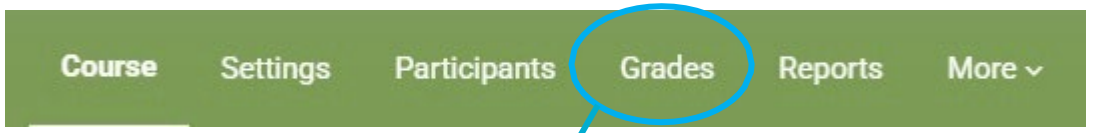
The Participants tab and module allows trainers to view the list of enrolled users along with some basic profile data (e.g., country, email).



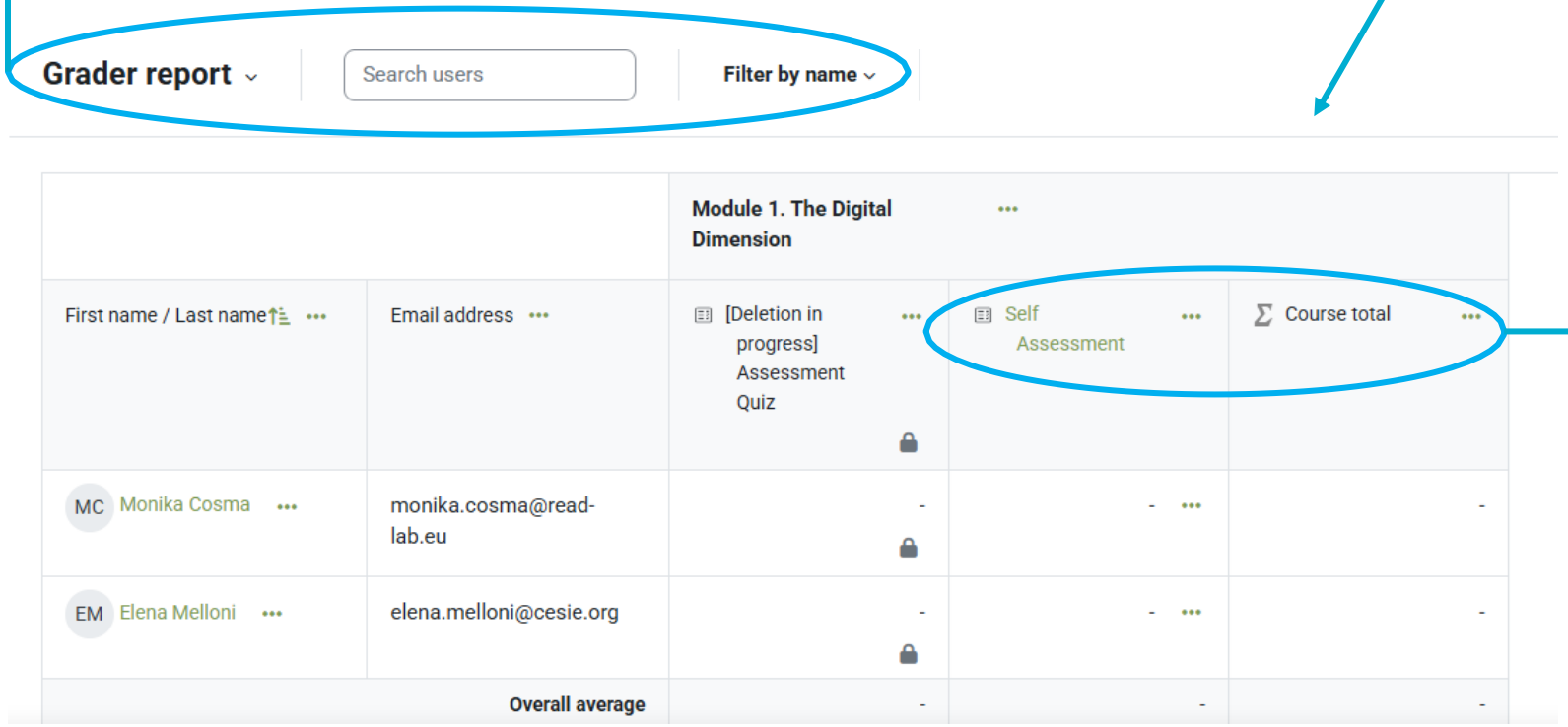
Although students can self-enrol in the courses, you can enrol them too, if necessary, using the button '**Enrol users**'.

Course options: Grades

You can easily find the users by typing the name in the **search bar**. Otherwise, it is possible to **filter** them by **name**.



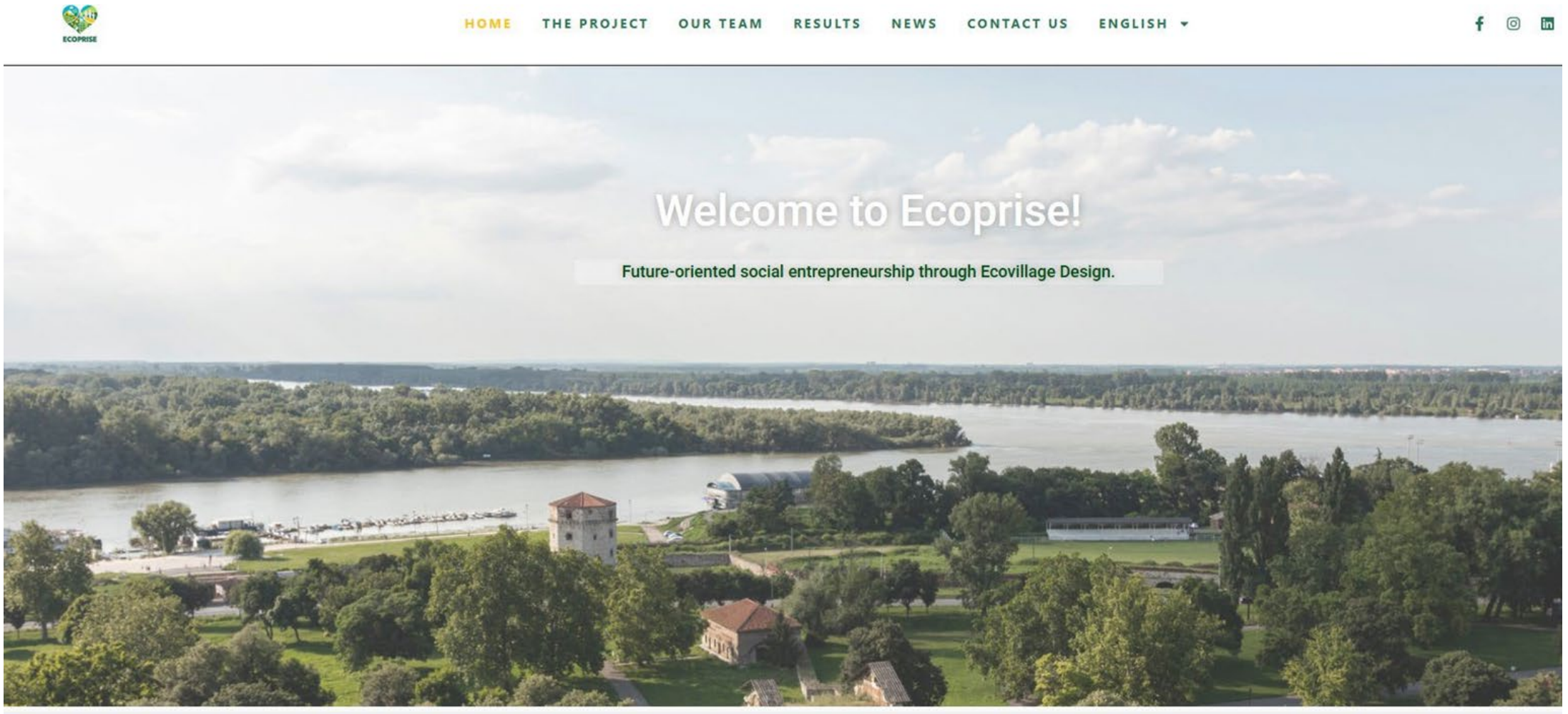
With the '**Grades**' option you can **monitor your leaners' progress** for the selected module.



You will be able to check simultaneously their **scores** for the **self-assessment quiz** inside the unit and their **overall performance** in the course.

The Ecoprise project

If you would like to learn more about the Ecoprise project and its results, please visit: https://ecoprise.eu/





ECOPRISE

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the world is only one creature

ReadLab
Brussels

Center for Social
Innovation

ECQA
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Learning actions
for natural development

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THE CRITICAL

RESEARCH
& DESIGN

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