



## DRIVES Framework – Training Provider Guidelines

Marek Spányik  
[marek.spanyik@vsb.cz](mailto:marek.spanyik@vsb.cz)  
07 12 2021

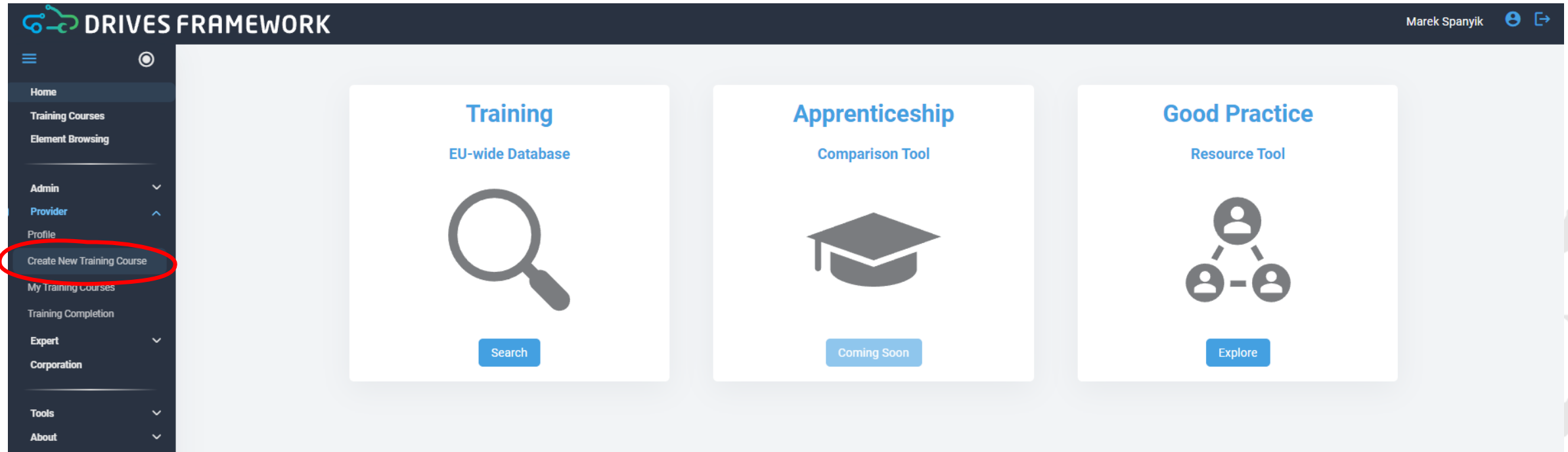
- **Training Provider is a User who registered as a Training Provider**
- Training Provider can create trainings, manage them and issue digital badges
- For more information on registration, please follow the [Registration Guide](#)



# Training Creation



- **Training Creation** can be accessed through the navigation menu
- Mandatory and optional information is specified as well as delivery methods and competence mapping
- After the training is created, it is visible in the system to all users – additionally the digital badges can be issued



# Training Creation – Mandatory Fields

- **Mandatory information specification** – (1) name; (2) link to enrollment (example: [Course: Introduction to Lean Six Sigma \(drives-compass.eu\)](https://learn.drives-compass.eu/course/view.php?id=49)); (3) contact person – could be specified in “Set” or the logged user is chosen by selecting “Me” – email and name is filled; and (4) description

1

2

3

Training info

Training delivery methods

Skills & Knowledge

1

Use English to fill in the fields

Name \*

Introduction to Lean Six Sigma

1

Link \*

https://learn.drives-compass.eu/course/view.php?id=49

2

Description \*

This training offers a brief introduction to continuous improvement and how improvement methods like Lean and Six Sigma are supporting companies in the automotive industry to improve their processes and guarantee quality. After following this introduction training you can subscribe for full Lean Six Sigma training at the level of Yellow, Green or Black Belt offered through the DRIVES Project network.

4

3097 characters remaining

Contact person

Me

Set

Name \*

DRIVES Project

3

Email \*

info@project-drives.cz

# Training Creation – Optional Fields II

- **Additional information specification (optional)** – (1) duration of the course (weeks and hours a week or combination); (2) prerequisites; (3) multiple organization areas; (4) training proof – this could be “None”; “Select” – where the certification is selected from the list and “Custom” where custom certification can be written and created (name and ISO17024 is specified); (5) Image; (6) EQF Levels - multiple; (7) Price – default price of the training, further prices can be specified within the next step in regards to different delivery methods – price range is showcased after the training is published; (8) Target Groups

Additional Information

Weeks

2

Hours a week

0

1

Prerequisites

1000 characters remaining

2

Target group

None

8

Organisation Area

Selected 0

3

ECTS / ECVET

None

ECTS

ECVET

EQF

EQF Level

6

Price

Free

Fee

7

Price(EUR)

0

Training proof

None

Select

Custom

4

Image

+ Choose

5

Training proof

None

Select

Custom

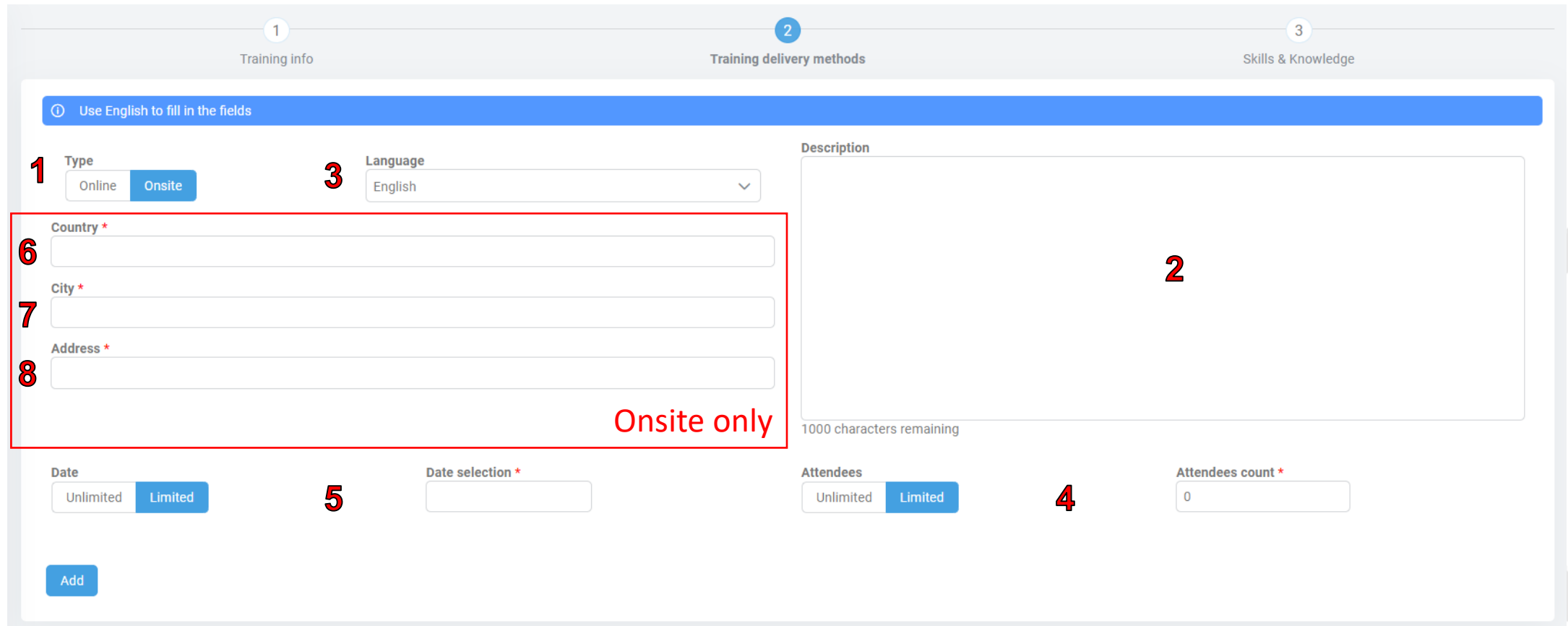
None

Name \*

ISO/IEC 17024

# Training Creation – Delivery Methods

- **Delivery Method** specifies the training delivery – (1) Online/Onsite; (2) Description of the delivery; (3) language; (4) attendee limit; (5) Date; or in a case of **Onsite** – (6) country, (7) city and (8) address is specified.



The screenshot shows a web form for creating training delivery methods. It is divided into three tabs: 'Training info' (1), 'Training delivery methods' (2), and 'Skills & Knowledge' (3). The 'Training delivery methods' tab is active. A blue banner at the top says 'Use English to fill in the fields'. The form contains several fields and buttons:

- Type:** Radio buttons for 'Online' and 'Onsite'. 'Onsite' is selected.
- Language:** A dropdown menu showing 'English'.
- Description:** A large text area for describing the delivery method.
- Country, City, Address:** Three text input fields, all marked with an asterisk (\*). These fields are grouped within a red box labeled 'Onsite only'.
- Date:** Radio buttons for 'Unlimited' and 'Limited'. 'Limited' is selected.
- Date selection:** A text input field for specifying a date.
- Attendees:** Radio buttons for 'Unlimited' and 'Limited'. 'Limited' is selected.
- Attendees count:** A text input field showing the number '0'.
- Add:** A blue button at the bottom left.



Numbered annotations (1-8) are placed on the form to correspond with the list in the text above:

- 1: Training info tab
- 2: Description text area
- 3: Language dropdown
- 4: Attendees Limited button
- 5: Date Limited button
- 6: Country input field
- 7: City input field
- 8: Address input field

# Training Creation – Delivery Methods

- Multiple delivery methods can be added – showcased within the table

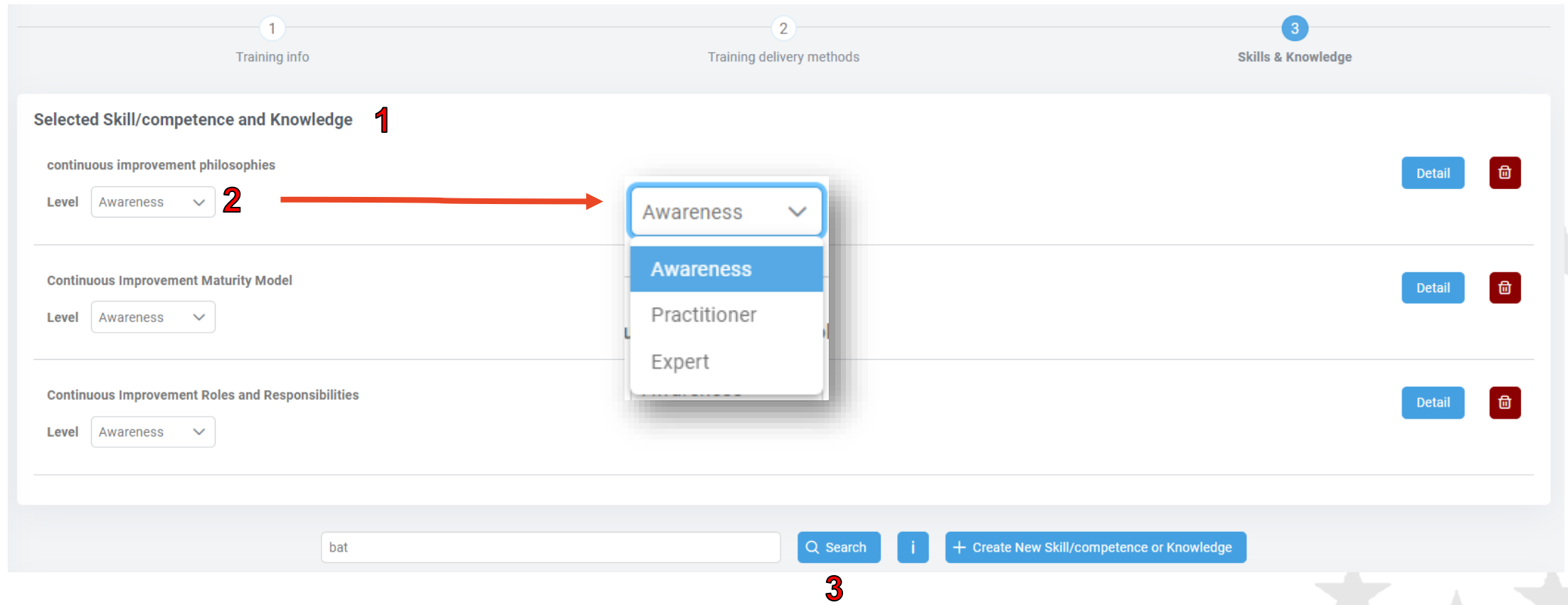
## Selected training delivery methods

Type ↑↓	Country ↑↓	City	Address	Start date ↑↓	End date ↑↓	Language ↑↓	Attendants	Price(EUR) ↑↓	Remove
Online						English	Unlimited	0	
Onsite	Czechia	Ostrava	Jedelska 123	08.12.2021	09.12.2021	German	3	0	



# Training Creation – Competence Mapping

- (1) **Skills/competence and knowledge** is mapped to the training outcomes – (2) **maturity level** ([Structure - Drives Compass \(drives-compass.eu\)](https://drives-compass.eu)) is selected
  - (3) **Database** search is done for the selection of skills concepts;



1 Training info

2 Training delivery methods

3 Skills & Knowledge

Selected Skill/competence and Knowledge 1

continuous improvement philosophies

Level Awareness 2

Continuous Improvement Maturity Model

Level Awareness

Continuous Improvement Roles and Responsibilities

Level Awareness

bat

Search

+

Create New Skill/competence or Knowledge

3

# Training Creation – Competence Mapping

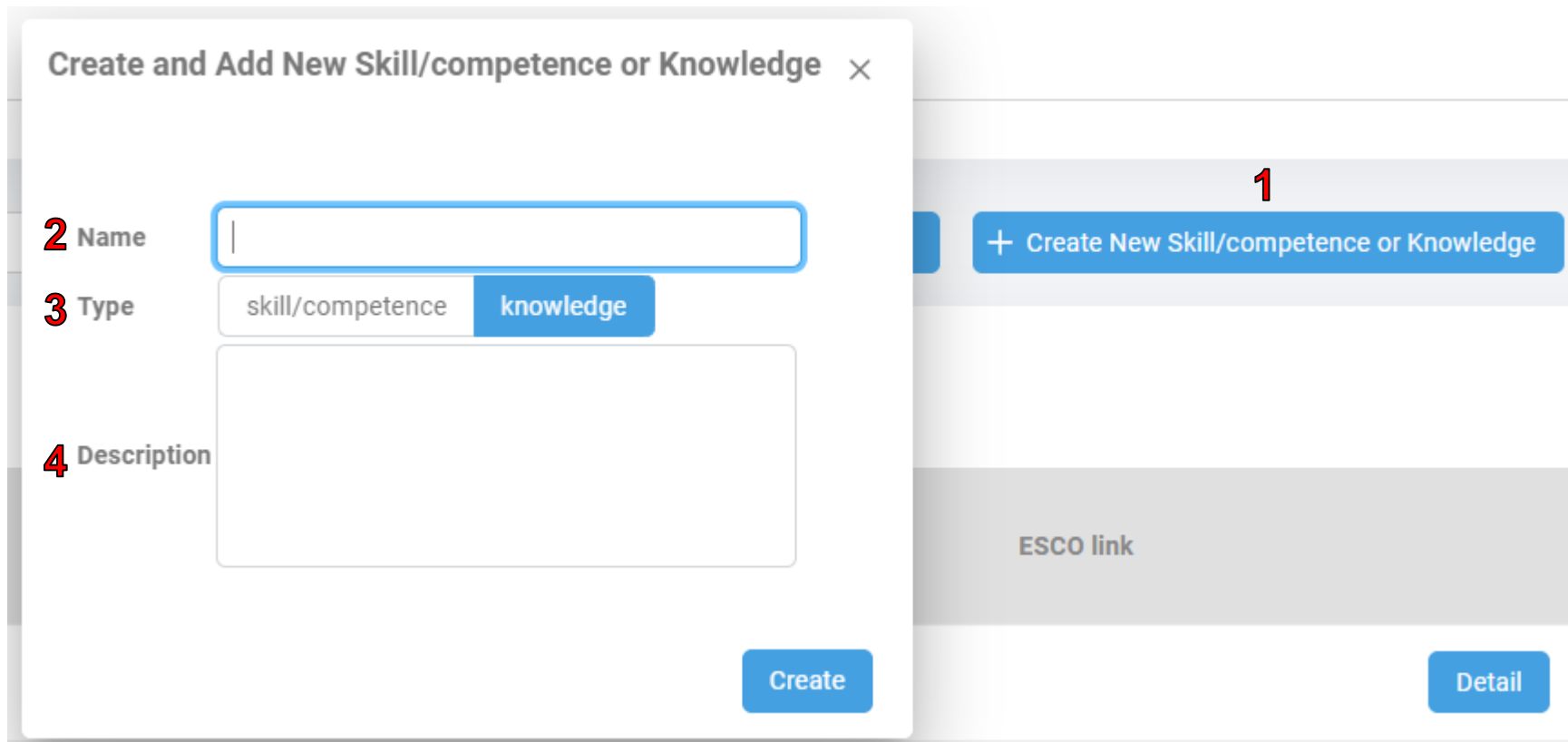
- **Database Search** can be filtered based on the (1) **database type** (ESCO or DRIVES Framework Database) and based on the (2) **Working Group**
- Skills concepts can be **mapped to the training** by clicking the (3) **plus sign** or **more information is displayed** by clicking the (4) **“Detail” button**

1
2

Name ↑↓	Type ↑↓	1 DB	Working Group	2 ESCO link	
batteries	knowledge	DRIVES Framework	Not Specified		<div style="display: flex; align-items: center; gap: 10px;"> <div style="color: red; font-weight: bold; font-size: 1.2em;">4</div> <input type="button" value="Detail"/> <div style="color: red; font-weight: bold; font-size: 1.2em;">3</div> </div>
battery recycling	knowledge	DRIVES Framework	Not Specified		<div style="display: flex; align-items: center; gap: 10px;"> <input type="button" value="Detail"/> <input type="button" value="+"/> </div>
Battery Outlook	knowledge	DRIVES Framework	DRIVES Project		<div style="display: flex; align-items: center; gap: 10px;"> <input type="button" value="Detail"/> <input type="button" value="+"/> </div>
Battery Systems and Integration	knowledge	DRIVES Framework	DRIVES Project		<div style="display: flex; align-items: center; gap: 10px;"> <input type="button" value="Detail"/> <input type="button" value="+"/> </div>
Battery Body Integration	skill/competence	DRIVES Framework	DRIVES Project		<div style="display: flex; align-items: center; gap: 10px;"> <input type="button" value="Detail"/> <input type="button" value="+"/> </div>
Battery Management Systems	knowledge	DRIVES Framework	Not Specified		<div style="display: flex; align-items: center; gap: 10px;"> <input type="button" value="Detail"/> <input type="button" value="+"/> </div>

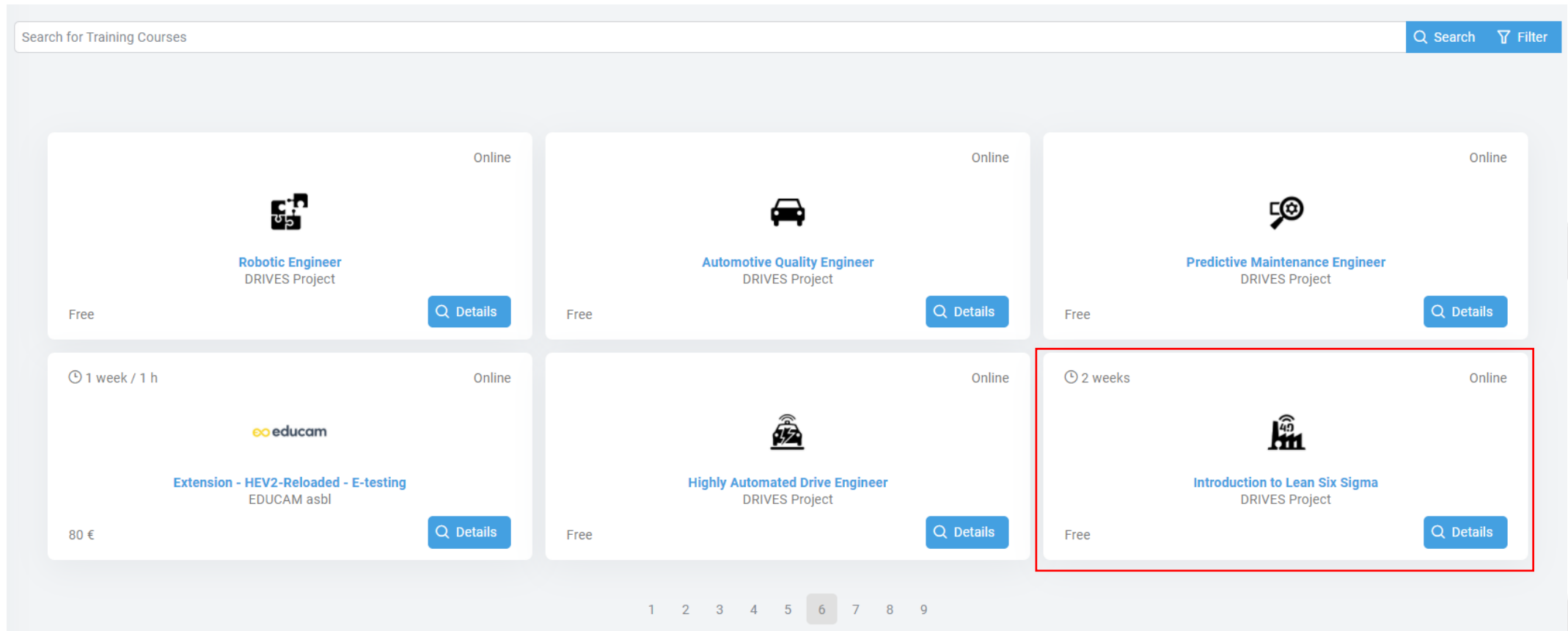
# Training Creation – Competence Mapping

- New skills concepts can be created by clicking the respective (1) button – (2) name, (3) type and (4) description is specified.
- Concept is then automatically mapped to the training and added to the skills list



The image shows a user interface for creating a new skill or competence. A modal dialog box is open, titled "Create and Add New Skill/competence or Knowledge". Inside the dialog, there are four numbered fields: (2) Name, (3) Type, and (4) Description. The "Name" field is a text input. The "Type" field has two buttons: "skill/competence" and "knowledge", with "knowledge" currently selected. The "Description" field is a larger text area. A "Create" button is at the bottom right of the dialog. In the background, a button labeled "+ Create New Skill/competence or Knowledge" is visible, marked with a red "1". Below it, there is a section for "ESCO link" and a "Detail" button. The background also features a faint pattern of stars.

- After clicking the save buttons, provider is referred either to the training management or he can create a new training
- Training is automatically published - [Training Courses - Drives Compass \(drives-compass.eu\)](https://drives-compass.eu)



The screenshot shows the 'Search for Training Courses' interface on the Drives Compass platform. It features a search bar at the top with 'Search' and 'Filter' buttons. Below the search bar, there are six course cards arranged in a 2x3 grid. Each card displays an icon, the course title, the project name, the duration, and a 'Details' button. The courses are:

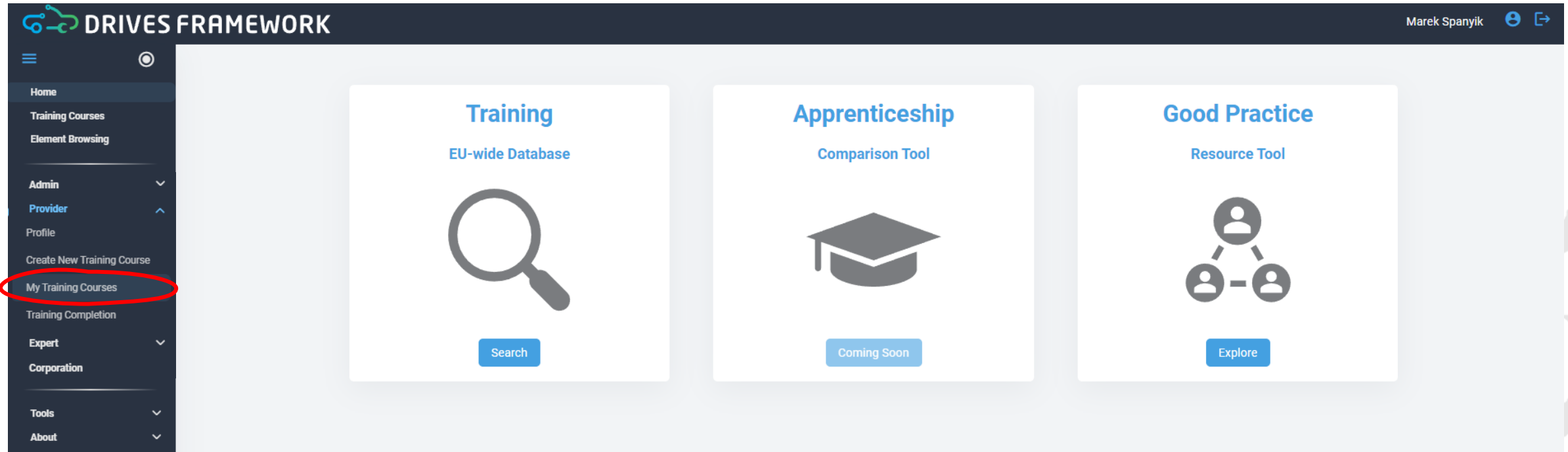
- Robotic Engineer** (DRIVES Project): Free, Online, 1 week / 1 h.
- Automotive Quality Engineer** (DRIVES Project): Free, Online.
- Predictive Maintenance Engineer** (DRIVES Project): Free, Online.
- Extension - HEV2-Reloaded - E-testing** (EDUCAM asbl): 80 €, Online, 1 week / 1 h.
- Highly Automated Drive Engineer** (DRIVES Project): Free, Online.
- Introduction to Lean Six Sigma** (DRIVES Project): Free, Online, 2 weeks.

The 'Introduction to Lean Six Sigma' course card is highlighted with a red border. At the bottom of the interface, there is a pagination bar showing numbers 1 through 9, with '6' being the active page.

# Training Management



- **Training Management** can be accessed through the navigation menu
- You can manage your trainings that you have in the system



- You can view, edit, change status of the training or edit delivery methods
- **Status** – draft – is not visible to users; public – visible to users

## My Training Courses



Upload from .XLSX









Create Training

[create new course](#)

Sort by name

1 2 3

Name ↑↓	Filter by name	Status ↑↓	Sort by status
>	<a href="#">Introduction to Automotive SPICE</a>	DRAFT	 <div>             Action             <div> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Edit Delivery Methods</a> <a href="#">Public/Draft</a> </div> </div>
>	<a href="#">Introduction to Lean Six Sigma</a>	PUBLIC	
>	<a href="#">Functional Safety Manager - Strategic Level</a>	PUBLIC	
>	<a href="#">testing</a>	DRAFT	
>	<a href="#">Connected Vehicles - Technician</a>	DRAFT	 <div>             Action             <div> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Edit Delivery Methods</a> <a href="#">Public/Draft</a> </div> </div>
>	<a href="#">pogchamp</a>	DRAFT	 <div>             Action             <div> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Edit Delivery Methods</a> <a href="#">Public/Draft</a> </div> </div>

[see training detail](#)


[edit the course \(from page 5\)](#)


[Edit delivery methods \(page 8-9\)](#)

[change the status active or deleted](#)






- **Delivery methods** can be seen by clicking the toggle arrow for each training
- **API Key** can be showcased by clicking the key button

## My Training Courses

 Upload from .XLSX
 

 Create Training

1 2 3

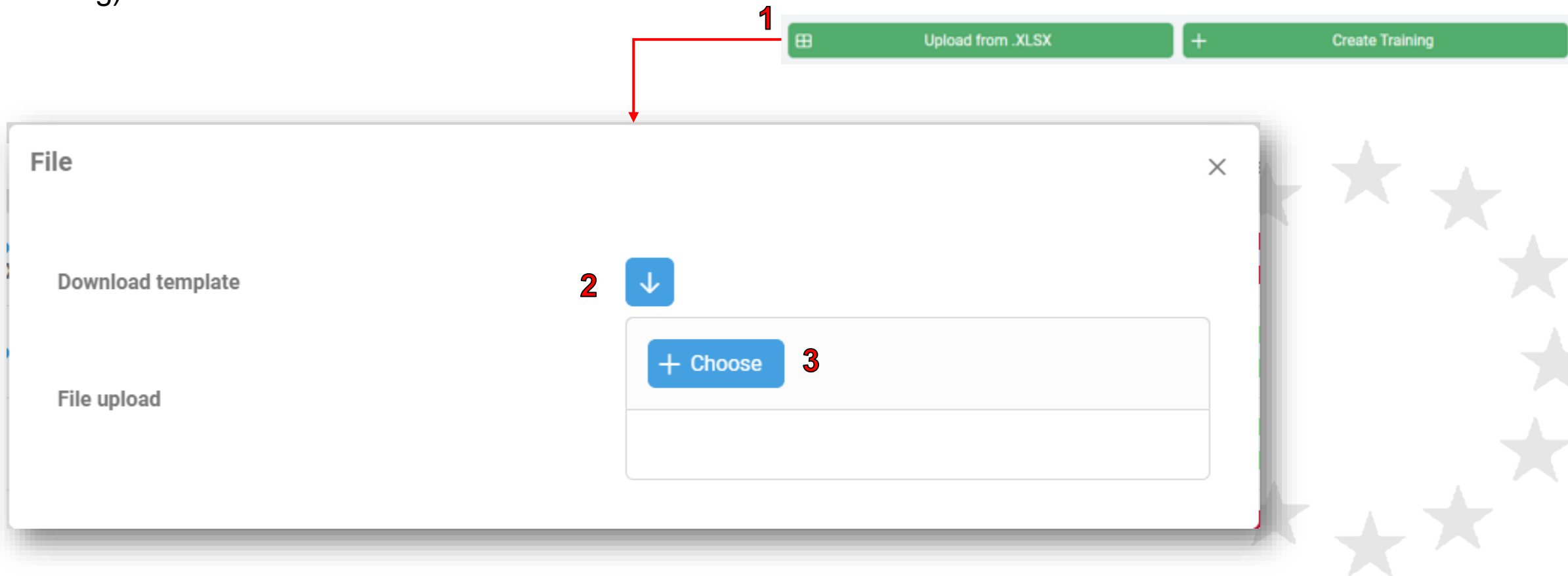
Name ↑↓		Status ↑↓		
> Introduction to Automotive SPICE ID: M3ZoZXV5Vis1eTRhbDIVS3ljTjZIZz09	API Key	DRAFT		<div> <div>Action</div> <div> View Edit Edit Delivery Methods Public/Draft </div> </div>
> Introduction to Lean Six Sigma		PUBLIC		
> Functional Safety Manager - Strategic Level		PUBLIC		
<div>  </div> Innovation Agent	See delivery methods	DRAFT		<div> <div>Action</div> </div>

1

Training Delivery Method	From (DMY) ↑↓	To (DMY) ↑↓	Attendee	Price
Online			0	Free



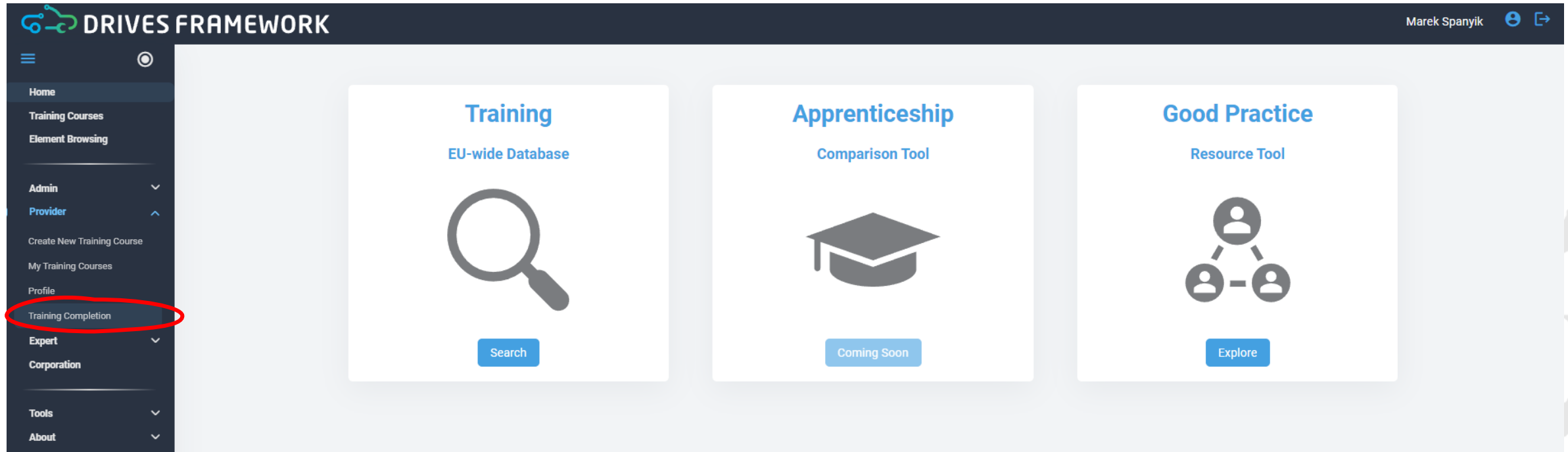
- Training information can be **uploaded** in the **.XLSX** format by clicking the **(1) upload button**.
- Template can be **(2) downloaded**, filled and then **(3) uploaded** in order to create training/s. Provider needs to do additional mapping of the skills concepts since this cannot be automatized easily (by **editing** the training).



# Training Verification



- **Training verification** can be accessed through the navigation menu
- You can verify the training completion of the trainee and issue digital badges





- **Training completion type** – attendance – trainee completed the training by attendance; exam – trainee completed the training by exam – outcome of the verification is shown on the top of the page
  - Badges are issued for each skills concept mapped to the training, more information about the badges can be found here: [Badges Guide](#)

## Verification of Training Completion

Training

Computer Vision Expert

select training ▼

☒ Attendance ☐ Exam

Select training completion type – completed by exam or attendance

Verify Training

Enter emails separated by new line

enter the emails as shown below, each on individual line

Example  
john.doe@example.com  
monna.doe@example.com

If training is verified, badges are issued to the users for each skills/competence or knowledge mapped to training



Follow DRIVES project at:



Register for Newsletter:

Newsletter subscription

Active participation as stakeholder:

Stakeholder registration

More information at:

[www.project-drives.eu](http://www.project-drives.eu)

# Thank you for your attention!

DRIVES is a project under **The Blueprint for Sectoral Cooperation on Skills in Automotive Sector**, as part of New Skills Agenda.

The aim of the Blueprint is **to support an overall sectoral strategy and to develop concrete actions to address short and medium term skills needs.**



Co-funded by the  
Erasmus+ Programme  
of the European Union