

Tutorial

for the use of the online platform by the Trainee engaged in Welding Apprenticeships

Version 2. EN

June 2019



Co-funded by the
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of the European Union

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The present tutorial was developed to instruct Trainees engaged in Apprenticeships on:

“How to use the platform to monitor his/her performance and progress during the apprenticeship in the company?”

By the end of the tutorial, it is expected that the targeted user of the platform will be able to:

- **Use the main platform features and settings**
- **Follow up the individual training programme**
- **Upload and edit training activities**
- **Consult results regarding the end-point assessment**
- **Provide feedback regarding the triangle cooperation between VET – Trainee – Company, through the final assessment**

If by the end of this tutorial further clarification are required, please contact us by email:
ewf@ewf.be

How to Login?

The trainee can't create accounts, Trainee can edit his/her profile or account.

So you will be able to login on WOW platform when you receive an email, with your credentials username and password.

If you have your credentials go to this link: www.ewf.be/wow




Now click on the lock, and login in the platform.

What to see in the Homepage?

The **MENU** in the homepage gives you access to all the platform functionalities


WOW


Home Page



WORK BASED LEARNING OPPORTUNITIES IN WELDING

Welcome to the European work-based learning platform.
Start now managing the on-job learning and evaluating the VET-Business cooperation.



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Trainee
> Tutorial
> Network
> Library

How to Manage your Profile?

Click on **TRAINEE** in the menu, to be able to manage your Trainee profile

WOW

Home Page » Trainee

Edit | Save | Refresh | Search | Print

Name

Page 1 de 1
1 Record(s) found

Records per page: 25
Jump to page: 1

- Trainee
- > Tutorial
- > Network
- > Library



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WOW

Home Page » Trainee

Edit | Save | Refresh | Search | Print

Name

Page 1 de 1
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- > Tutorial
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Select your Name to be able to edit your profile and password, then click in the **EDIT** tab

WOW

Home Page » Trainee

Edit | Save | Refresh | Search | Print

Name

E-mail

Phone

Address

Description

ATB

Web

Username

Password

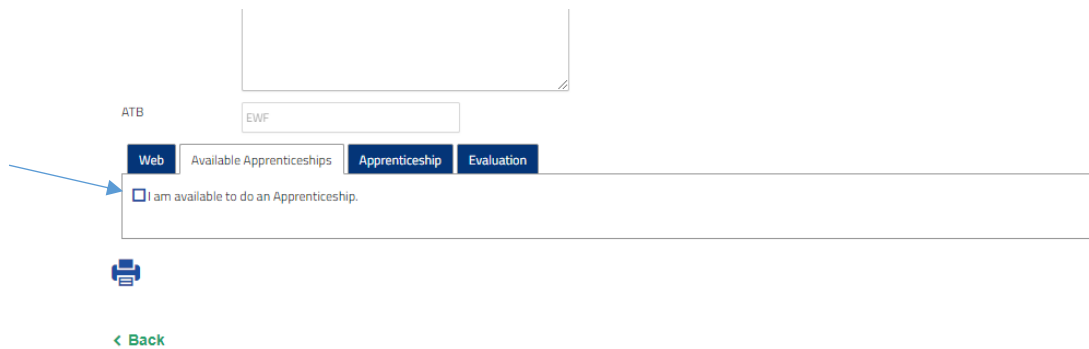
- Trainee
- > Tutorial
- > Network
- > Library



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Click on **Available Apprenticeships** tab, then click on the check button, to be available to do an Apprenticeship



ATB EWF

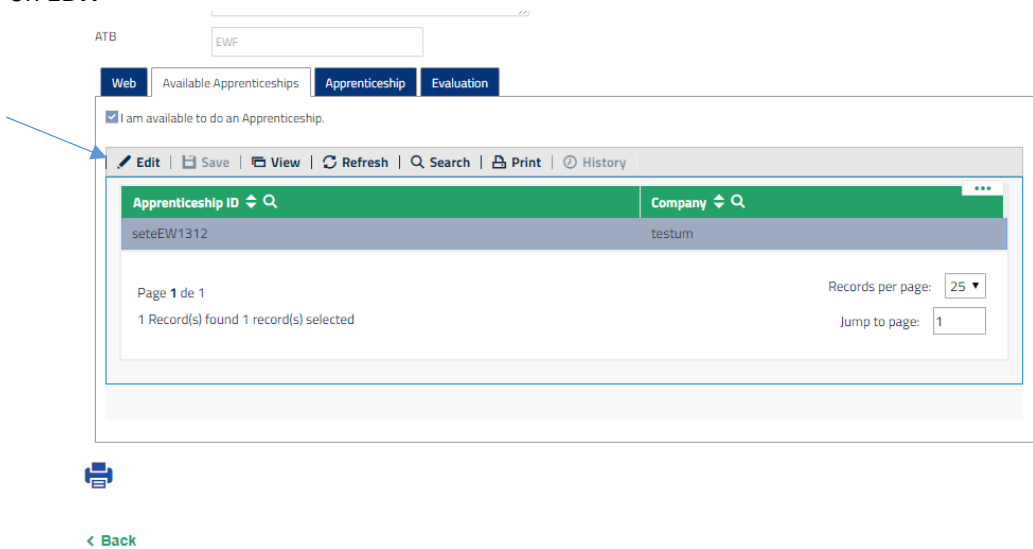
Web Available Apprenticeships Apprenticeship Evaluation

☐ I am available to do an Apprenticeship.



[< Back](#)








Once the company accepted the apprenticeship, you can select the apprenticeship, by clicking on **EDIT**



ATB EWF

Web Available Apprenticeships Apprenticeship Evaluation


☒ I am available to do an Apprenticeship.

Apprenticeship ID	Company
seteEW1312	testum

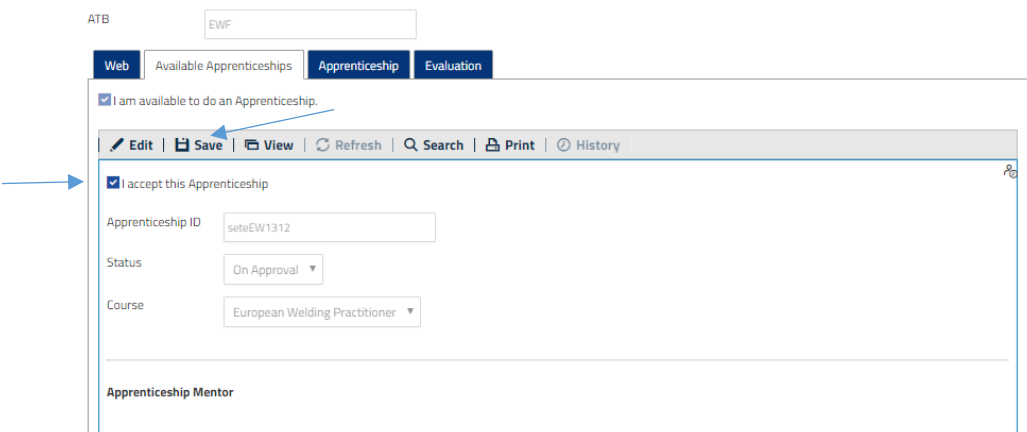
Page 1 de 1
1 Record(s) found 1 record(s) selected

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Now click on the check button to accept the apprenticeship. Don't forget to **SAVE**



ATB EWF

Web Available Apprenticeships Apprenticeship Evaluation








☒ I accept this Apprenticeship


Apprenticeship ID: seteEW1312

Status: On Approval

Course: European Welding Practitioner

Apprenticeship Mentor



ATB

[Web](#)
[Available Apprenticeships](#)
[Apprenticeship](#)
[Evaluation](#)

ongoigapp

[Edit](#) | [Save](#) | [Refresh](#) | [Search](#) | [Print](#)

Apprenticeship ID	Trainee	Company
seteEW1312	sergio	testum

Page 1 de 1
 Records per page:

1 Record(s) found
 Jump to page:



In the **APPRENTICESHIP** tab you can view the apprenticeship you are enrolled in.

Go to **NETWORK** tab, and click on Apprenticeship: **Ongoing**

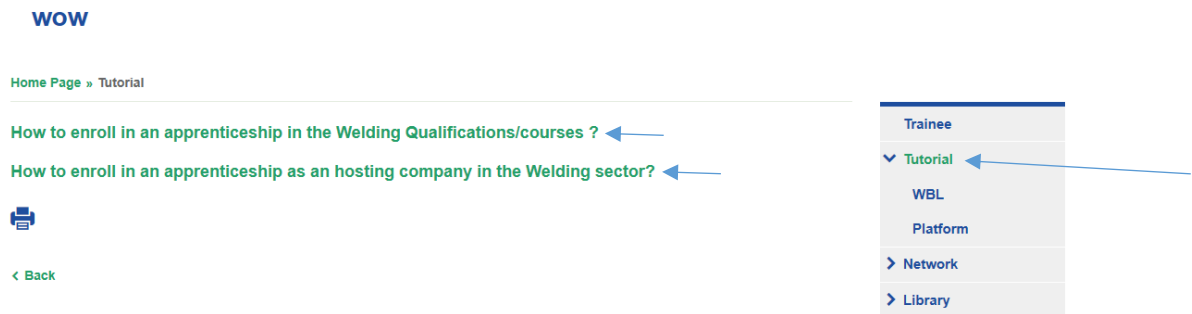


Which Tutorials are available?

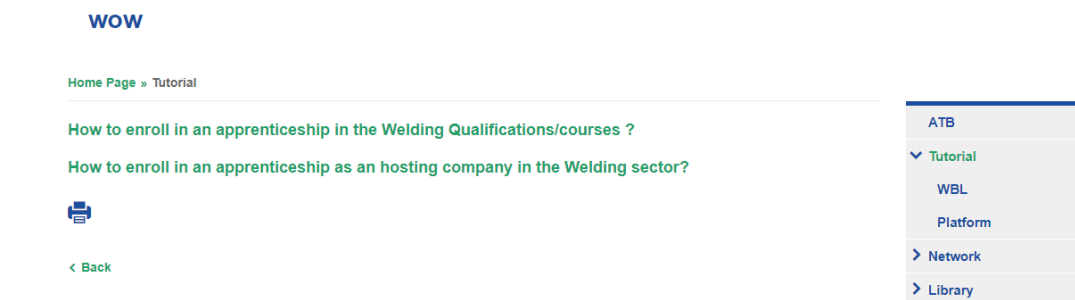
View Tutorials

Click on Tutorial in the menu, to view the type of tutorial available.

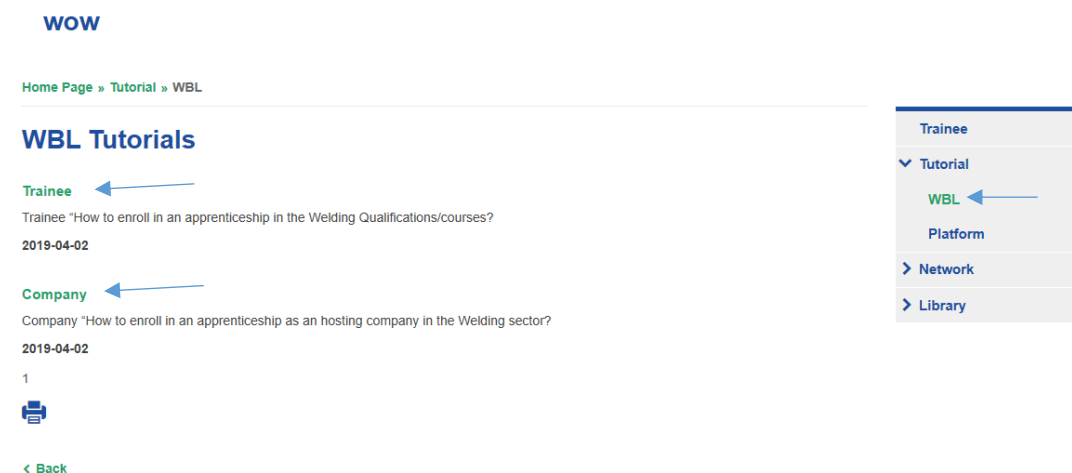
There are two types of tutorials: one for work-based learning (WBL) and another for the Platform use.



Select the tutorial you want to watch, you will be redirected to the YOUTUBE channel to watch the video.



Click on WBL in the dropdown menu to select the tutorial to watch.



How to use the Network?

The **NETWORK** tab enables to view information on the Apprenticeship, including details about the training programme, progress within the activities, end-point assessment results and enables you to give feedback regarding the quality of the overall apprenticeship /cooperation and practical arrangements.

Apprenticeship

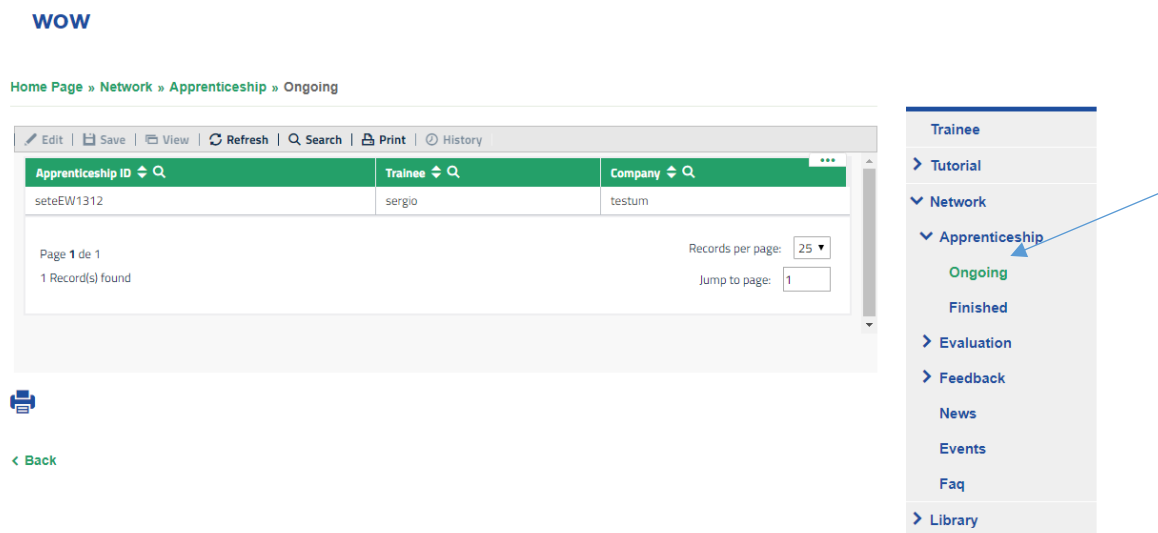
Here you can check the status of your apprenticeship and select one option to display.

Ongoing

Click on the **NETWORK** tab to see the dropdown menu, which include details on the Apprenticeship: **Ongoing**, **On Evaluation** and **Finished**.

WOW

Home Page » Network » Apprenticeship » Ongoing



Apprenticeship ID	Trainee	Company
seteEW1312	sergio	testum

Page 1 de 1
1 Record(s) found

Records per page: 25
Jump to page: 1

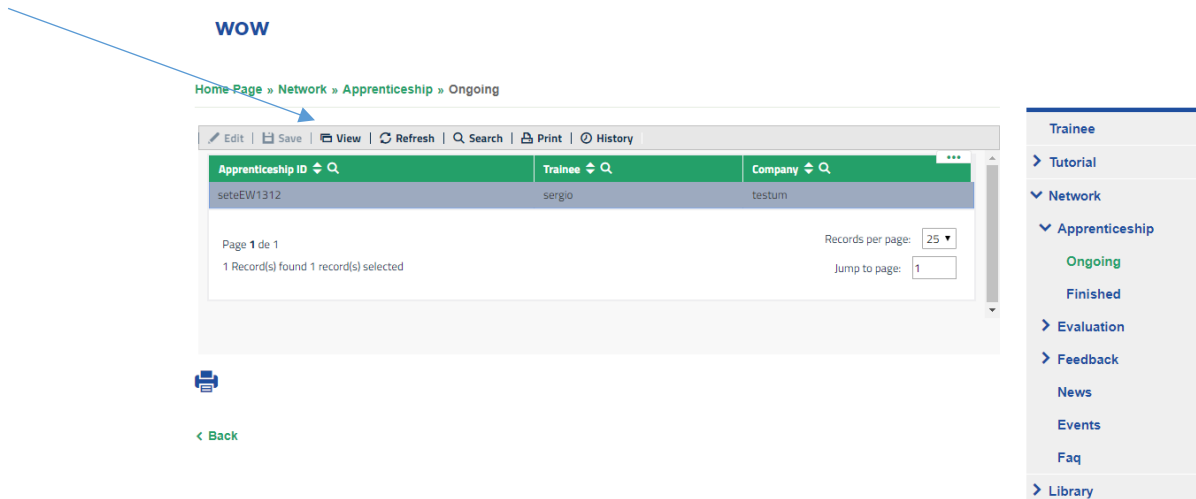
Trainee

- Tutorial
- Network
 - Apprenticeship
 - Ongoing
 - Finished
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 - Library

Click on the **APPRENTICESHIP** tab to see the dropdown menu and then select on **Ongoing**

WOW

Home Page » Network » Apprenticeship » Ongoing



Apprenticeship ID	Trainee	Company
seteEW1312	sergio	testum

Page 1 de 1
1 Record(s) found 1 record(s) selected

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Trainee

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Now select the apprenticeship to view the details on the Tutor (belonging to the ATB) and Mentor (belonging to the Company)

In the **Training Programme** tab, you can see the activities, learning outcomes and Competence units selected for your training programme.

WOW

Home Page » Network » Apprenticeship » Ongoing

[Edit](#) | [Save](#) | [View](#) | [Refresh](#) | [Search](#) | [Print](#) | [History](#)

☒ Send for Company and Trainee Approval

☒ We accept this Apprenticeship

☒ I accept this Apprenticeship

Apprenticeship ID:

Status:

Course:

Apprenticeship Mentor

Name:

E-mail:

Apprenticeship Tutor

Trainee

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Ongoing

Finished

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Scroll down the page to view the training programme

ATB:

On going: **Competence Unit on Approval**

OPtraining program

[New](#) | [Edit](#) | [Save](#) | [Delete](#) | [View](#) | [Refresh](#) | [Search](#) | [Print](#)


COMPETENCE UNIT 11 - Tests used for the Quality Control of Welded Joints

Page 1 de 1

1 Record(s) found 1 record(s) selected

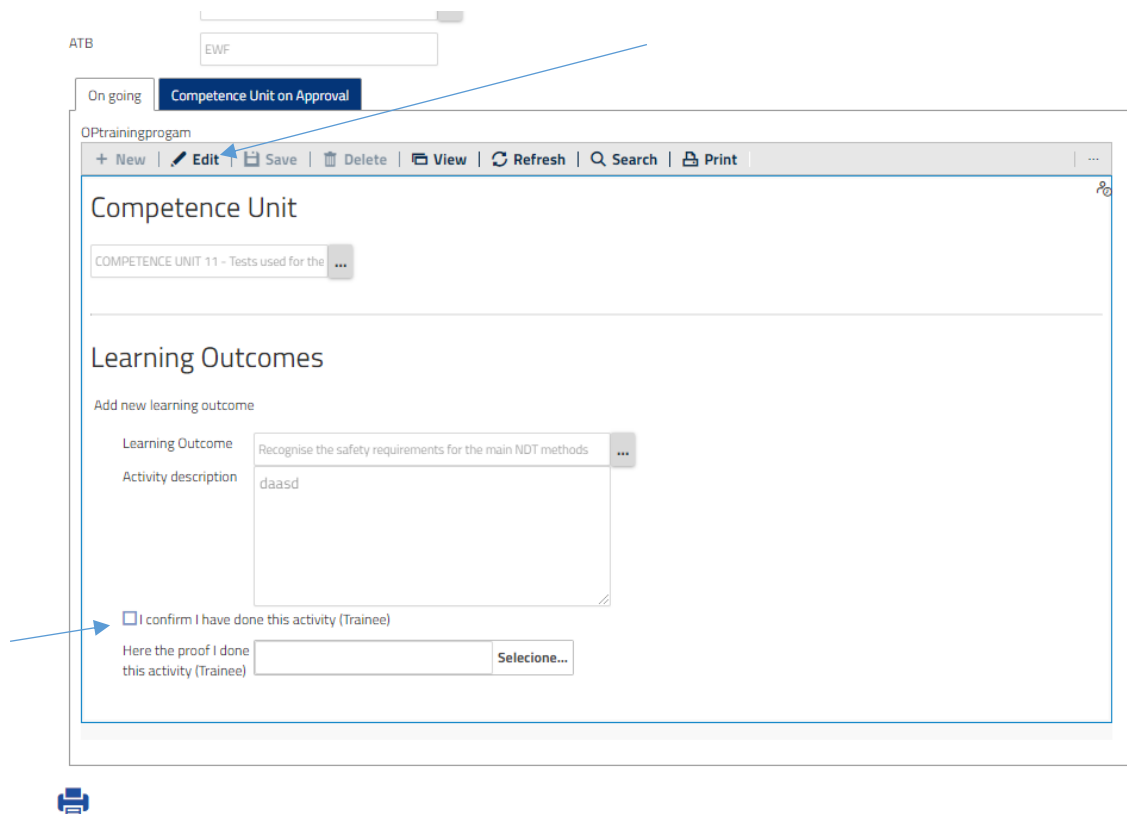
Records per page:

Jump to page:



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Select the competence unit to view the learning outcomes and the activities. Click on **EDIT**




Here you can view the learning outcomes and activity description.

NOTE: An intermediate step is required before you check the completion of the activities foreseen in the full WBL training programme (view action below and read **LOGBOOK** in the **EVALUATION** section).

Once you performed all the activities foreseen in your training programme (CU and learning outcomes), select the check button to confirm.

You can add a file to confirm that you have finish the activity /activities.

Recommendation: If you have more than 1 proof for the activity, you will need to combine all files in one and upload it.

Then click on **SAVE**

Now your activity is on approval, the company has to confirm that you really have finished the activities, Go to tab **Competence unit on Approval**

ATB

EWf

On going | Competence Unit on Approval

On Approval

View | Refresh | Search | Print | History

COMPETENCE UNIT 11 - Tests used for the Quality Control of Welded Joints

Page 1 de 1

1 Record(s) found

Records per page: 25

Jump to page: 1



Click on the competence unit and click on view

On going | Competence Unit on Approval

On Approval

View | Refresh | Search | Print | History

Competence Unit

COMPETENCE UNIT 11 - Tests used for the ...

☐ I confirm the Trainee have done this activities (Company)

Learning Outcomes

Add new learning outcome

Learning Outcome: Recognise the safety requirements for the main NDT methods ...

Activity description: daasd

☒ I confirm I have done this activity (Trainee)

Here the proof I done this activity (Trainee) Seleccione...



Here you can see the competence units on approval.

When the company confirms that you have finished all learning outcomes you will be able to do the "end point assessment" (which will take place in the ATB facilities).



On Evaluation

Here you can view the apprenticeship, and the status of it, namely which competence units the company has validated

Select the **APPRENTICESHIP** and click on view for further details on the WBL experience.

WOW

Home Page » Network » Apprenticeship » On Evaluation

Edit | Save | View | Refresh | Search | Print | History

Apprenticeship ID 🔍

seteEW1312

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1 Record(s) found

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Print

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Home Page » Network » Apprenticeship » On Evaluation

Edit | Save | View | Refresh | Search | Print | History

☐ The trainee has completed the end point assessment

☒ The Trainee have finished all activities from the competence units(ATB)

Apprenticeship ID: seteEW1312

Status: On Approval

Course: European Welding Practitioner

Apprenticeship Mentor

Name:

Trainee

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 - Ongoing
 - On Evaluation**
 - Finished
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Scroll down the page to view the competence unit, select one to view the details.

ATB: EWF

Competence Unit

View | Refresh | Search | Print | History

PRATICAL EDUCATION 2

COMPETENCE UNIT 11 - Tests used for the Quality Control of Welded Joints

Page 1 de 1
2 Record(s) found

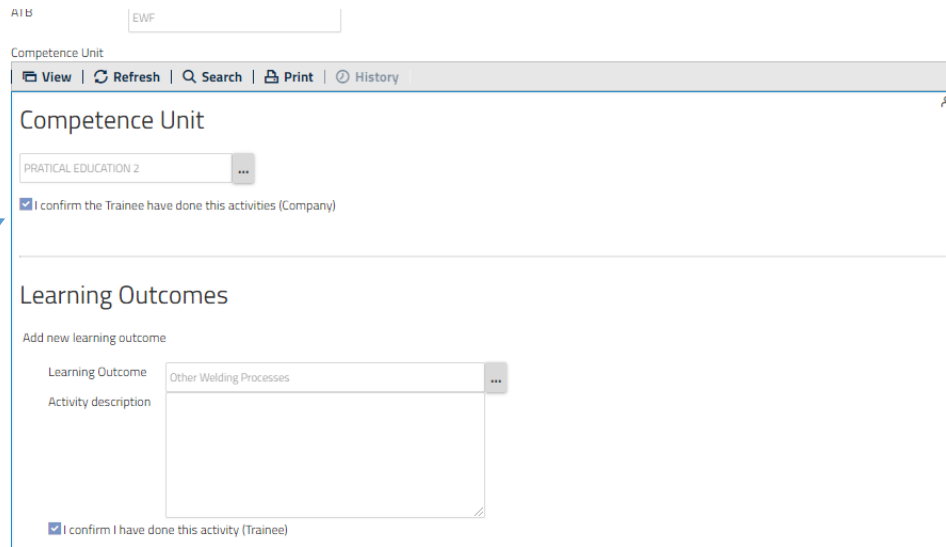
Records per page: 25
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Print

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Once the check button is selected, it means that the company has validated your competence unit.



ATB | EWF

Competence Unit

View | Refresh | Search | Print | History

Competence Unit

PRATICAL EDUCATION 2

☒ I confirm the Trainee have done this activities (Company)

Learning Outcomes

Add new learning outcome

Learning Outcome: Other Welding Processes

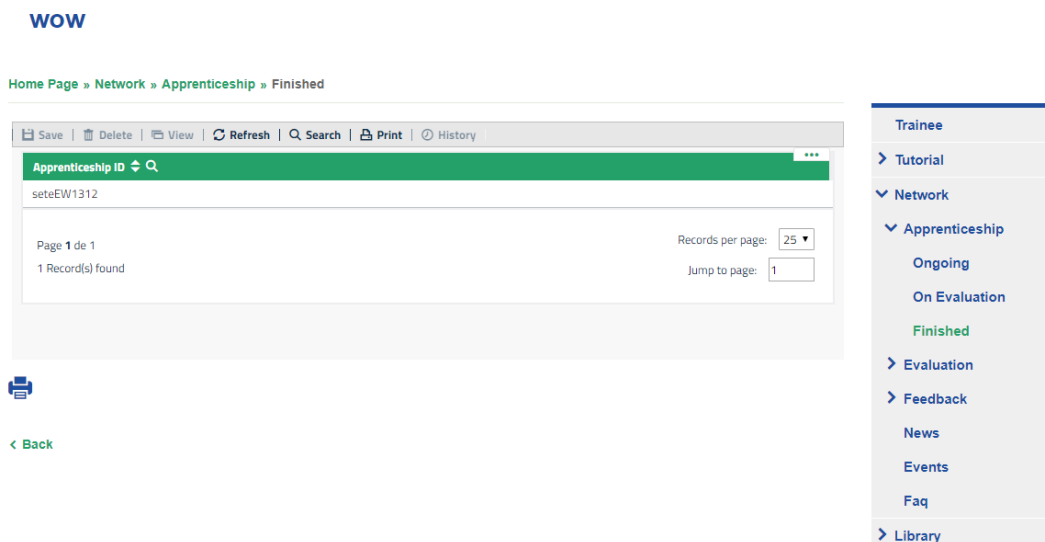
Activity description

☒ I confirm I have done this activity (Trainee)

Once all activities of competence units are completed, you will be able to undertake the end-point assessment, which will take place in the ATB facilities.

Finished

Click on **Finished** in the dropdown menu



WOW

Home Page » Network » Apprenticeship » Finished

Save | Delete | View | Refresh | Search | Print | History

Apprenticeship ID: seteEW1312

Page 1 de 1 | Records per page: 25 | Jump to page: 1

1 Record(s) found

Print

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Select your apprenticeship to view the status of the WBL experience.

Home Page » Network » Apprenticeship » Finished

☒ Send for Company and Trainee Approval

☒ We accept this Apprenticeship

☒ I accept this Apprenticeship

Apprenticeship ID:

Status:

Course:

Apprenticeship Mentor

Name:

E-mail:

Apprenticeship Tutor

Trainee

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The apprenticeship will be considered fully Finished once you have given your feedback to the ATB and Company. Go to the FEEDBACK menu.

Evaluation

The EVALUATION tab enables to view details regarding the apprenticeship progress (*Logbook*), including to provide proofs regarding the performed activities. Further information regarding the end-point assessment are also available here, namely the evaluation method used and results achieved (approved or not approved).

Logbook

In this section you can check the status of your apprenticeship and validate the Learning Outcomes that you have completed.

Home Page » Network » Evaluation » Logbook

Apprenticeship ID

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10 Record(s) found

Records per page:

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Select your Apprenticeship and you will have the following.

Home Page » Network » Evaluation » Logbook

+ New | Edit | Save | Delete | Refresh | Search | Print

Apprenticeship ID: TrCoTe1312

Duration (in hours): 200

Due Date: 2019-07-13

On going | **Competence Unit on Approval**

Competence Unit

+ New | Edit | Save | Delete | View | Refresh | Search | Print

COMPETENCE UNIT 8 - Design for Welding & Brasing

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Then select a Competence Unit and you will have the possibility to confirm you have performed the activity.

Competence Unit

+ New | Edit | Save | Delete | View | Refresh | Search | Print

COMPETENCE UNIT 8 - Design for Welding

Learning Outcomes

Add new learning outcome

Learning Outcome: Point out the characteristics phenomenon of cyclic load of welded

Activity description:

☐ I confirm I have done this activity (Trainee)

Here the proof I done this activity (Trainee): Selezione...

Learning Outcome: Point out the characteristics phenomenon of cyclic load of welded

Activity description:

☐ I confirm I have done this activity (Trainee)

Here the proof I done this activity (Trainee):

Logbook

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The Company will be notified and after you have completed all Learning Outcomes related to a Competence Unit your ATB will also be notified.

End-Point Assessment

Here you can view the result of your end-point assessment

WOW

[Home Page](#) » [Network](#) » [Evaluation](#) » [End Point Evaluation](#)

END POINT ASSESSMENT

Trainee Name:

Hosting Company Name:

Date:

Procedure used for written assessment:


☐ Essay Questions

☒ Questionnaires

☐ Projects or products produced

☐ Professional interview

Result: ☒ Approved ☐ Not Approved



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Feedback

Click on the **FEEDBACK** tab in the menu, and then click on **TRAINEE** to see the satisfaction questionnaire on the overall work-based learning experience.

EWf

WOW

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Apprenticeship ID:

ATB:

Company:

Trainee:

Language: ☒ English ☐ Hungarian ☐ Italian ☐ Romanian ☐ Español ☐ Português

This questionnaire aims to evaluate the overall work-based learning experience, including the effectiveness of the established cooperation and methods used. For each topic below, please, indicate your degree of satisfaction. Thank you in advance for your collaboration.

Legend:

0- Not applicable
 1- Strongly Disagree
 2- Disagree
 3- Neither Agree / Disagree
 4- Agree
 5- Strongly Agree

If the score is below 2, please explain why in the comment box.

FACILITIES

In your opinion, did the facilities respect the Health and Safety regulations? * ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Were the facilities clean? * ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Was there a consistent number of equipment for welding training? * ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Did you had access and used all the equipment required during the training? * ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

CONTRACT

Was the in-company training period hold under a mobility programme (e.g. Studering and ☐ NA ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

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Give your feedback regarding each category, by rating (from 1 to 5) each topic of the survey by clicking on check-list buttons.



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Use the comment box to add additional feedback.

Do you consider that the tools used for the end-point assessment is suitable to assess the acquired knowledge and skills? *

○ NA ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Do you consider that the skills / knowledge achieved through the apprenticeship scheme allows you to progress in your career? I*

○ NA ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

▼ GENERAL APPRECIATION

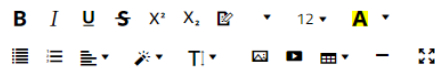
Would you undertake another apprentice with these organisations? *

○ NA ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Would you recommend this partnership for WBL to others? *

○ NA ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Comment Box



Send



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Click on the **Send** button to send the questionnaire once you have finished

News

Click on the **NEWS tab** in the menu to read all news

WOW

Home Page » Network » News

WOW project conferences will take place from May to July 2019 in Italy, Hungary, Portugal Spain, England and Romania.

WOW project partners', which are implementing work-based learning opportunities (Apprenticeships) for the European Welding Coordination Qualifications – EWP (Practitioner) and EWS (Specialist) - in Spain (CESOL), ...


2019-04-08

AWARDS for VET (Vocational Education and Training) Excellence

AWARDS for VET (Vocational Education and Training) ExcellenceFind out more here: https://ec.europa.eu/social/vocational-skills-week/awards-vet-excellence-2019_en

2019-04-10

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Events

Click on EVENTS in the menu to view the upcoming and past events

WOW

[Home Page](#) » [Network](#) » [Events](#)

Wow Conferences

- WOW project conferences will take place from May to July 2019 in Genova (Italy), Budapest (Hungary), Porto Salvo (Portugal), Madrid (Spain), ...

2019-04-08

European skills week

- European Skills Week, 14th-18th October 2019, Helsinki (Finland)


2019-04-09

wow final conference

- WOW final Conference – 30th October 2019, Porto Salvo (Portugal)

2019-04-09

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Here you can view the events

FAQ

Click on the FAQ tab in the menu to view the most common questions and answers addressed by the Trainees


[Home Page](#) » [Network](#) » [Faq](#)

Question: Can I candidate to an apprenticeship with a specific Company?

 Answer: Yes. But the Company must be partner of your ATB. If not you will have to ask the ATB to start a partnership.

2019-04-09

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








Faq


[> Library](#)





Use to comment box to address us a question

B *I* U ~~S~~ X^2 X_2   12  **A** 



 Send

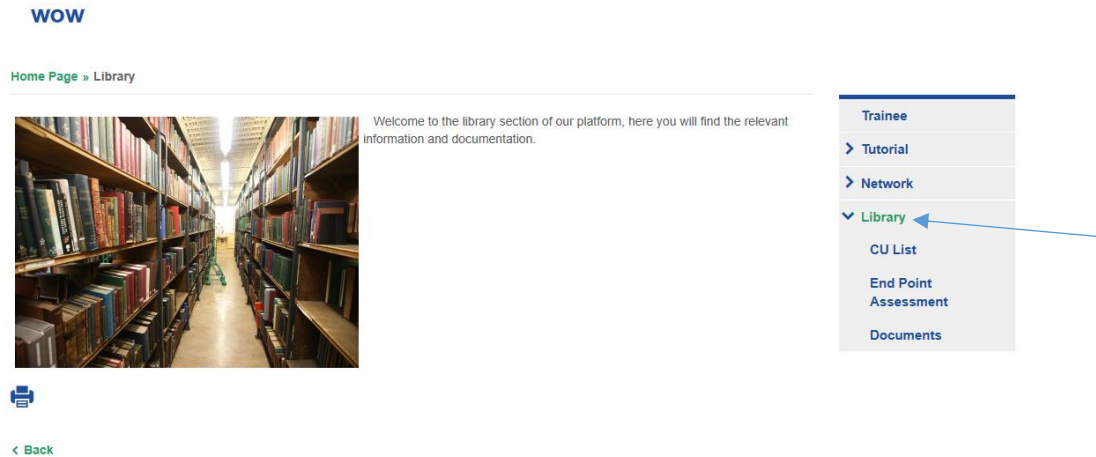


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How to use the Library ?

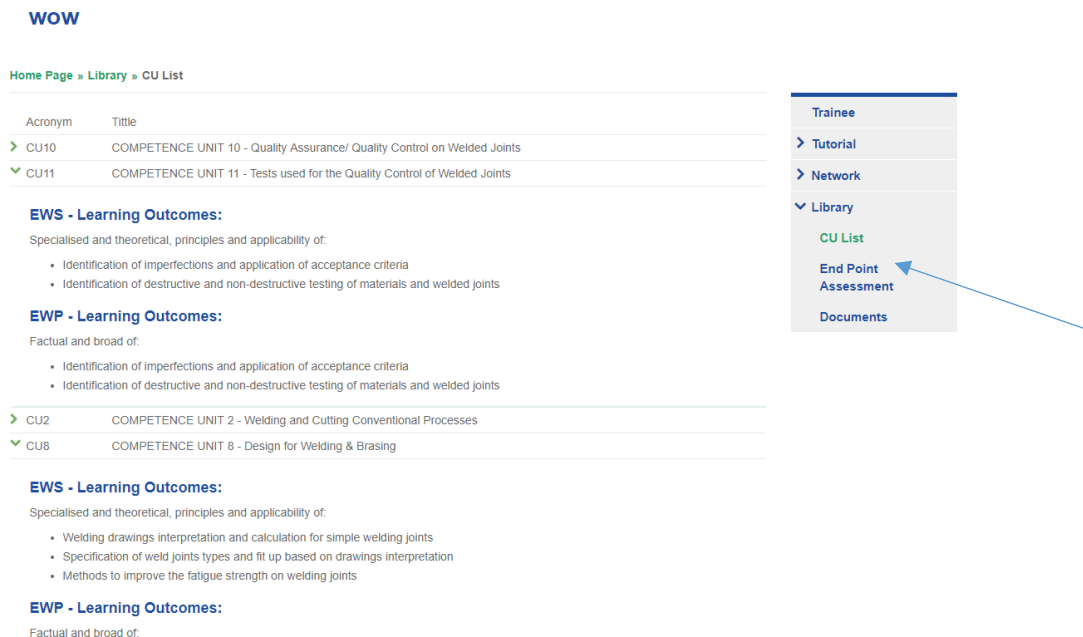
The **LIBRARY** tab is a repository of the main supporting documentation to the apprenticeship. Here you can find list of Competence Units, Guidelines on WBL, Glossary and useful templates (attendance list, individual training programme, contract agreement), among others.

Click on the LIBRARY tab to see the dropdown menu.



CU List

Click on CU list in the menu to view the list of competence units available for the welding apprenticeship



WOW

Home Page » Library » CU List

Acronym	Title
CU10	COMPETENCE UNIT 10 - Quality Assurance/ Quality Control on Welded Joints
CU11	COMPETENCE UNIT 11 - Tests used for the Quality Control of Welded Joints

EWS - Learning Outcomes:
Specialised and theoretical, principles and applicability of:

- Identification of imperfections and application of acceptance criteria
- Identification of destructive and non-destructive testing of materials and welded joints

EWP - Learning Outcomes:
Factual and broad of:

- Identification of imperfections and application of acceptance criteria
- Identification of destructive and non-destructive testing of materials and welded joints

CU2	COMPETENCE UNIT 2 - Welding and Cutting Conventional Processes
CU8	COMPETENCE UNIT 8 - Design for Welding & Brasing

EWS - Learning Outcomes:
Specialised and theoretical, principles and applicability of:

- Welding drawings interpretation and calculation for simple welding joints
- Specification of weld joints types and fit up based on drawings interpretation
- Methods to improve the fatigue strength on welding joints

EWP - Learning Outcomes:
Factual and broad of:

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Deliverable 1.2

Guideline on the mutual learning outcomes



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Log of Changes

Document Version	Details	Date	Leading organisation
V1	Initial proposal	30 April 2019	EWf
V2	All functionalities covered	30 June 2019	EWf

