



Sector Skills Alliances - EACEA 04/2017

# Designers' KIT

## Flexibility Tool – User Manual

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**N.B.:** “You” in this manual means: the persons/department responsible for VET design or teaching in your institution.

The Flexibility Tool will support you in the process of building the curriculum.

The tool is an Excel folder composed of 6 sheets (4 + 2 for reference)

1. The first sheet is a reference sheet (LOs names) providing the list of LOs, grouped into Units; another reference sheet (“Reference”) is hidden and is aimed to support automatic calculation;
2. The second sheet reproduces the Flexibility Table (FT), with additional columns: 1 for assigning Learning Outcomes to Modules, a column for assigning ECTS and one check column (see Figure 1)

**The third sheet (ECTS OVERVIEW) reports to which Module the LOs have been assigned and the number of ECTS recognized (see Figure 2)**

3. The fourth sheet (PLAN OVERVIEW) shows which LOs are composing the different modules
4. The last sheet (ASSESSMENT SCAFFOLDING) supports the design of Students Assessment and is described in **Assessment User Manual document**

## FLEXIBILITY TABLE TEMPLATE

	MANDATORY/ OPTIONAL	MODULE	SUGGESTED STRATEGY				SUGGESTED LEVEL OF STUDY	ECTS[1]		Assigned ECTS check cell
			Lecture (f2f or online)	Individual study	Group work (f2f or online) (e.g.: problem based learning, case study)	Lab (f2f) (e.g.: role-play, simulation, etc.)		Work based learning (f2f) (e.g.: apprenticeship, stage, internship...)	Possible range of ECTS to be assigned to the LO eg.[1-2]	
UoL A	NEEDS ASSESSMENT									
LO 1a	Mandatory	M1	X	X	X		Advanced	0,5-2	1,5	
LO 1b	Mandatory							0,5-2		
LO 1c	Mandatory							0,5-2		
LO 3a	Mandatory							0,5-2		
LO 3b	Mandatory							1-2		
LO 3c	Mandatory							1-2		
LO 19a	Mandatory							0,5-2		
LO 19b	Mandatory							1-2		
LO 21a	Mandatory							0,5-2		
UoL B	DECISION MAKING PROCESS									
LO 2a	Mandatory							0,5-2		
LO 2b	Mandatory							1-2		
LO 11a	Mandatory							0,5-2		

**Figure 1 - Flexibility Table template**

The sheet includes the following columns:

1. **Mandatory/optional (column B):** this column is already filled with respect to the Mandatory and Optional LOs; it is just a reminder, but you don't have to modify it.
2. **Module (column C):** you can select from the drop-down menu the Module to which the LO is attributed<sup>1</sup>
3. **Suggested strategies (columns from D to H):** you can put a “X” under the selected strategy/ies
4. **Suggested level of study (column I):** you can decide from the drop-down menu if the LO will be addressed at Basic or Advanced level. For some LOs the level of study is already suggested in the Flexibility Table.
5. **Possible range of ECTS (column J):** a range of values is reported in this column, according to the level of study.
  - a. for Mandatory LOs that can be addressed both at basic and advanced level the reported range is from 0,5 to 2 ECTS.

<sup>1</sup> The current version of the FT envisages a maximum number of 10 Modules;

- b. for Mandatory LOs that should be addressed at an advanced level a range from 1 to 2 ECTS is reported.
- c. for Optional LOs is reported a range from 0,5 to 1 ECTS.

This column is just a reminder: you don't have to modify it. You have to refer to this range for filling in the Column "Assigned ECTS"

- 6. **Assigned ECTS (column K):** here you have to assign the number of the ECTS, according to the range provided in the column J (Possible range).
- 7. **Check cell (column L):** the cell will be automatically colored in red if the number of ECTS assigned is out of the range of reference

## ECTS OVERVIEW: Modules and ECTS summary

In this second sheet LOs are listed in rows and Modules in columns. In each colored cell, corresponding to a LO associated to a module, the number of ECTS is provided. For each LO, the tool automatically retrieves the data about the Module and the number of ECTS from Sheet 1.

	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
<b>ASSIGNED ECTS</b>	<b>3</b>	<b>2</b>	<b>0.5</b>	<b>2</b>	<b>0.5</b>	<b>1</b>	<b>1.5</b>	<b>1</b>	<b>2.5</b>	<b>1.5</b>
UoL A										
LO 1a	1	0	0	0	0	0	0	0	0	0
LO 1b	0	0.5	0	0	0	0	0	0	0	0
LO 1c	2	0	0	0	0	0	0	0	0	0
LO 3a	0	0	0.5	0	0	0	0	0	0	0
LO 3b	0	0	0	0	0	0	0	0	0	0
LO 3c	0	0	0	0	0	0	0	0	0	0
LO 19a	0	0	0	0	0	0	0	0	0	0
LO 19b	0	0	0	0	0	0	0	0	0	0
LO 21a	0	0	0	0	0	0	0	0	0	0
UoL B										
LO 2a	0	0	0	0	0	0	0	0	0	0
LO 2b	0	0	0	0	0	0	0	0	2	0
LO 11a	0	1.5	0	0	0	0	0	0	0	0
LO 22a	0	0	0	0	0	0	0	0	0	0
LO 22b	0	0	0	0	0	0	0	0	0	0
LO 23a	0	0	0	0	0	0	0	0	0	0

**Figure 2 – ECTS OVERVIEW, Modules and ECTS summary**

For example, as you can see in Figure 2, LO1b was attributed to M2 and 0,5 ECTS have been assigned to it. In this way you have the summary of the composition of the Modules and the total ECTS per Module (Assigned ECTS row).

## PLAN OVERVIEW: LOs distribution 'per module'

In this third sheet is displayed which LOs compose the different modules, reporting the name of the Module and of the LOs included in each one.

AS shown in

Figure 3, the sheet reports the Modules (sections of the sheet) and the LOs that refer to the specific Module. For each Module, the tool automatically retrieves which LOs (number and name) have been assigned to it.

B4 : =SE(A4="";";CERCA.VERT(A4;'LOs' names!\$A\$6:\$B\$70;2;0))

	A	B	C	D	E	F
1						
2						
3	<b>M1</b>	<i>Insert the name of the module here</i>		<b>M2</b>	<i>Insert the name of the module here</i>	
4	LO 1a	Identify and assess individuals' health status and health needs		LO 1b	Identify and assess families' health status and health needs	
5	LO 1c	Contextualize and apply needs assessment taking into account cultures and communities		LO 11a	Involve individuals and families in decision-making process	
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27	<b>M5</b>	<i>Insert the name of the module here</i>		<b>M6</b>	<i>Insert the name of the module here</i>	
28	LO 7b	Know the main communication and counselling techniques to manage relations with patients (and families) in palliative care		LO 24b	Know the main characteristics of chronic and rare diseases which could be monitored at distance and apply the main guidelines about the monitoring process and the expected outcomes	
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Figure 3 – PLAN OVERVIEW (Modules and LOs overview)