

COMPUTER DATABASE EMCET

MANUAL FOR USERS

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Introduction

The database created under the first EMCET project was upgraded and extended under EMCET2. According to the assumptions of the EMCET2 project (work package no. 1):

- the content-related scope and services offered by modular training providers were modernised by adding new language interfaces to cover all 11 partner countries involved in the project.
- the database was renamed as ModDB to make clear that it is closely linked to ModENet.
- the data within the ModDB database was updated and extended
- ModDB is accessible from two internet websites created within the project: www.emcet.net and www.modenet.org.

EMCET2 project activities included restructuring the functionality of the database that had been developed in the earlier EMCET de Bank project (2001-2003). The main changes were aimed at facilitating the ease of use of the database, increasing its user-friendliness, according to the expectations of the new multinational partnership. The input forms were changed (see annex – data base forms) to reflect the restructuring of materials from the EMCET database into the ModDB database, and all the information in the EMCET database was adapted to the new format. As a result of a partnership decision, the ModDB database is divided into 7 thematic blocks (Picture 1):

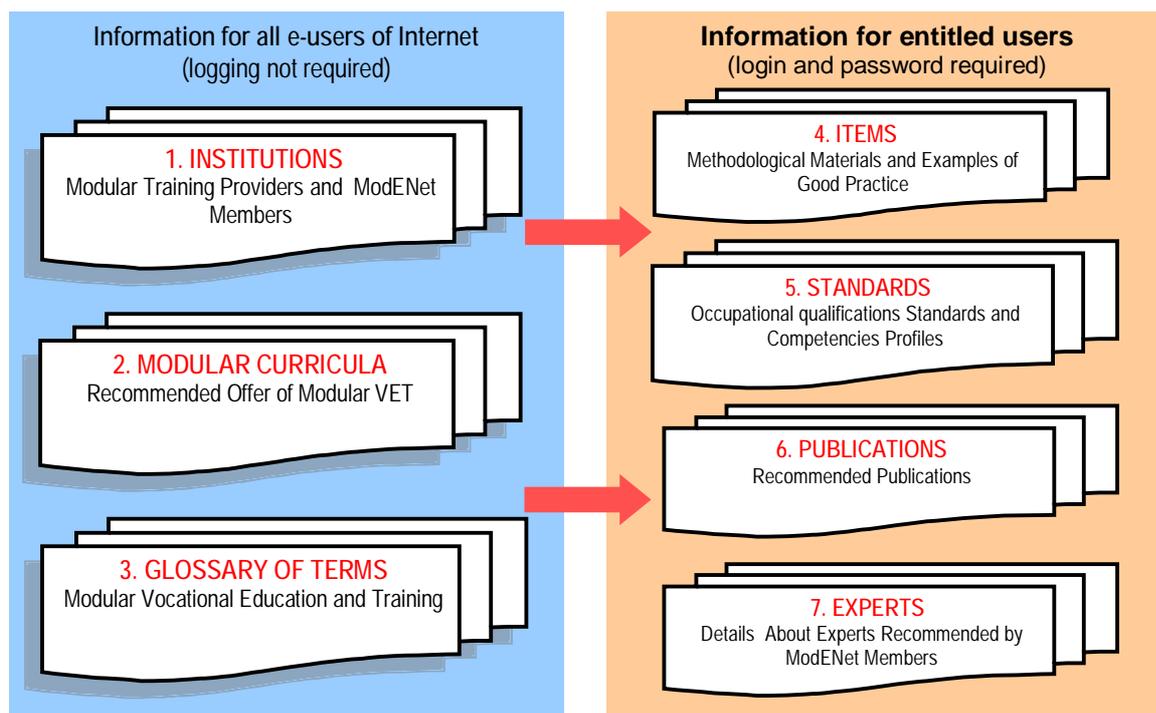
1. institutions,
2. modular curricula,
3. dictionary,
4. products: methodological materials and good practices,
5. qualification standards/profiles,
6. publications,
7. experts

Some of these blocks are publicly available through the Internet, others are only available to registered members of ModDB.

The partners were involved in the testing of individual thematic blocks and were also responsible for the quality of language interfaces and data placed in ModDB. The EMCET database offered only Polish and English interfaces, ModDB is available in ten language interfaces: English, Polish, German, Italian, Spanish, French, Greek, Hungarian, Slovenian, Estonian.

EMCET was implemented on the ORACLE platform. Due to technical reasons and limitations on the number of licences it was decided to use PHP standard and MySQL database management system as the platform for ModDB. This enables the use of database resources simultaneously by an unlimited number of people. It should be mentioned that the software used in the creation of EMCET database is made available free of charge. Naturally, the data resources from the EMCET de Bank project have been updated and transferred into ModDB.

The main beneficiaries of the ModDB database are the following user groups: project partners and the members of ModENet, PNME and RŚSKM networks, modular education and training providers, teachers, lecturers, trainers and instructors involved in the realisation of modular training, designers of modular curricula offers, methodologists, experts and scientists interested in developing modular approach in formal, non-formal and informal education, educational administration, pedagogical supervisors and labour market institutions. A separate group of beneficiaries is people searching for vocational training curricula that have specific characteristics (using the ModDB search facilities and classification of modular training curricula).



Picture 1. Thematic blocks in ModDB database

The usage rules of the database

ModDB has been implemented as a computer system consisting of the Internet website and database administered by the Institute for Sustainable Technologies – National Research Institute in Radom. The access to the database has been controlled by introducing an authorisation system.

The selection of an appropriate language interface can be made by clicking the icon of the appropriate national flag. In order to use the ModDB database one has to click the hyperlink „Database” on the main www.emcet.net website (Picture 2).



Picture 2. The main website of EMCET2 project

After this operation the publicly available database blocks (institutions, modular curricula, dictionary, which do not require registration as a ModENet member) will appear (Picture 3.). These thematic blocks are designed for users who are able to view the data, but are not authorised to interfere, remove or modify the contents.



Picture 3. Homepage of the ModDB database

There are two groups of database users

- unregistered users:
may download materials in the form of files, view and search available information, but only from the three publicly accessible thematic blocks: *institutions, modular curricula, Dictionary*;
- registered users:
are able to use all database resources.

The registration of new users, allotting accounts and authorisation for them is carried out by the ModDB database administrators (entitled employees of ITeE - PIB in Radom).

The registered user has to log in to the system by writing his or her username and password. After the user has been logged in, a webpage appears which enables access to all of the database, including the thematic blocks with restricted access: *institutions, modular curricula, methodological materials and good practices, qualification standards/profiles, publications, dictionary, experts* (Picture. 4.)

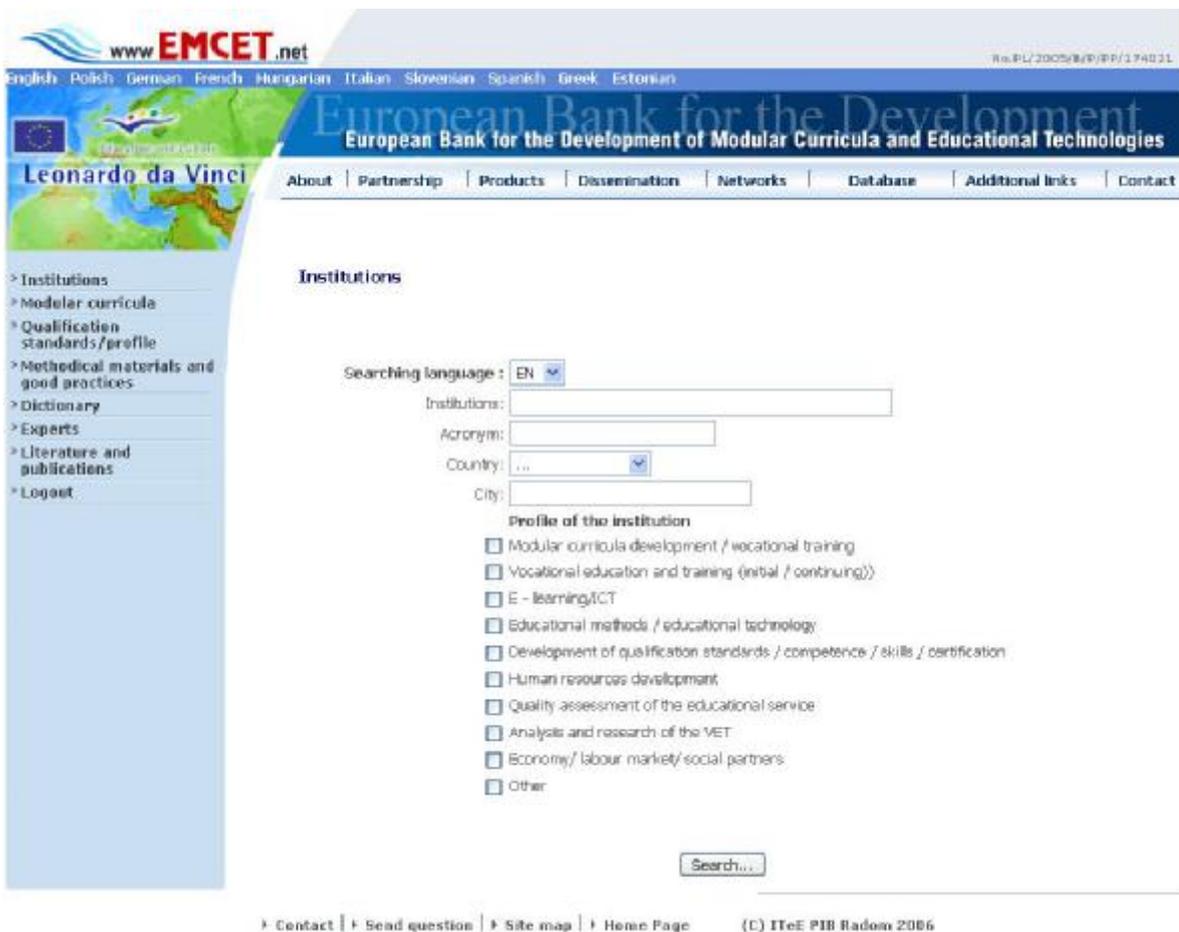
Search of database resources

Each thematic block of the database has its own individual search criteria, so that users may easily pose an inquiry and find the desired information.

Since the database stores data in ten languages, when defining the inquiry it is necessary to specify the search language. The criterion of the search language is independent from the interface language of the database. Thanks to this feature it is possible to search the database in different languages, without the need to change the interface language. Pictures 5-11 present the inquiry form for each thematic block.



Picture 4. Website after log-in with access to all thematic blocks of the database



Picture 5. Form for searching the database resources for the block "Institutions"

www EMCET .net
English Polish German French Hungarian Italian Slovenian Spanish Greek Estonian
No.PL/2003/8/P/PP/174021

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Modular curricula

Searching language : EN

Programme name:

Method(s) of delivery:

Level:

Sector

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Environment	<input type="checkbox"/> Physical education and sport
<input type="checkbox"/> Architecture	<input type="checkbox"/> Fishery	<input type="checkbox"/> Public administration
<input type="checkbox"/> Biology	<input type="checkbox"/> Food industry	<input type="checkbox"/> Publication
<input type="checkbox"/> Chemical industry	<input type="checkbox"/> Graphical technology, publishing and printing	<input type="checkbox"/> Recycling
<input type="checkbox"/> Commerce and business	<input type="checkbox"/> Health and social services	<input type="checkbox"/> Services, administration
<input type="checkbox"/> Construction technology	<input type="checkbox"/> Information technology	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Crafts and design	<input type="checkbox"/> Logistics	<input type="checkbox"/> Textile industry
<input type="checkbox"/> Culture and art	<input type="checkbox"/> Management	<input type="checkbox"/> Theatre, dance and music
<input type="checkbox"/> Education	<input type="checkbox"/> Mechanical engineering	<input type="checkbox"/> Tourism, hotel and catering
<input type="checkbox"/> Electrical engineering	<input type="checkbox"/> Mining	<input type="checkbox"/> Transport
<input type="checkbox"/> Energy production and supply	<input type="checkbox"/> Paper/pulp industry	<input type="checkbox"/> General

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Picture 6. Form for searching the database resources for the block “Modular curricula”

www EMCET .net
English Polish German French Hungarian Italian Slovenian Spanish Greek Estonian
No.PL/2003/8/P/PP/174021

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Qualification standards/profile

Searching language : EN

Qualification name:

Country:

Sector

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Environment	<input type="checkbox"/> Physical education and sport
<input type="checkbox"/> Architecture	<input type="checkbox"/> Fishery	<input type="checkbox"/> Public administration
<input type="checkbox"/> Biology	<input type="checkbox"/> Food industry	<input type="checkbox"/> Publication
<input type="checkbox"/> Chemical industry	<input type="checkbox"/> Graphical technology, publishing and printing	<input type="checkbox"/> Recycling
<input type="checkbox"/> Commerce and business	<input type="checkbox"/> Health and social services	<input type="checkbox"/> Services, administration
<input type="checkbox"/> Construction technology	<input type="checkbox"/> Information technology	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Crafts and design	<input type="checkbox"/> Logistics	<input type="checkbox"/> Textile industry
<input type="checkbox"/> Culture and art	<input type="checkbox"/> Management	<input type="checkbox"/> Theatre, dance and music
<input type="checkbox"/> Education	<input type="checkbox"/> Mechanical engineering	<input type="checkbox"/> Tourism, hotel and catering
<input type="checkbox"/> Electrical engineering	<input type="checkbox"/> Mining	<input type="checkbox"/> Transport
<input type="checkbox"/> Energy production and supply	<input type="checkbox"/> Paper/pulp industry	<input type="checkbox"/> General

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Picture 7. Form for searching the database resources for the block “Qualification standards/profiles”

www **EMCET** .net No. PL/2005/N/WRP/174021

English Polish German French Hungarian Italian Slovenian Spanish Greek Estonian

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Methodological materials and good practices

Searching language: EN

Methodology name:

Type of item

- Modular educational / training methodology
- Tools/ teaching aids/ didactic tools
- Methodology for identification of training needs
- Teaching and learning methodologies
- New vocational profiles
- Exemplary training courses / training modules
- Training materials
- Diagnostic and evaluation tools
- Formative assessment
- Reports, expertise, research and analysis results
- Case studies / examples of good practice
- Promotion and information materials
- Other

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Picture 8. Form for searching the database resources for the block “Methodological materials and good practices”

www **EMCET** .net No. PL/2005/N/WRP/174021

English Polish German French Hungarian Italian Slovenian Spanish Greek Estonian

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Dictionary

Searching language: EN

Term:

Problem areas

- Theory and methodology of modular education/training
- Organisation of modular education/training
- Analysis of training needs
- Educational methods / educational technology
- Qualification standards development / competences / skills / certification
- E-learning/ACT
- Quality assessment of the educational services
- Human resources development
- Other

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Picture 9. Form for searching the database resources for the block “Dictionary”

www EMCET .net

English Polish German French Hungarian Italian Slovenian Spanish Greek Estonian

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> Institutions
> Modular curricula
> Qualification standards/profile
> Methodical materials and good practices
> Dictionary
> Experts
> Literature and publications
> Logout

Experts

Searching language : EN

Expert: _____

Range specialization of Expert

Modular curricula development / vocational training
 Vocational education and training (initial / continuing)
 E - learning/ICT
 Educational methods / educational technology
 Development of qualification standards / competence / skills / certification
 Human resources development
 Quality assessment of the educational service
 Analysis and research of the VET
 Economy/ labour market/ social partners
 Other

Language of Communication

English Finnish Lithuanian Polish Slovenian
 Bulgarian French Latvian Portuguese Swedish
 Czech Greek Maltese Romanian Hungarian
 Danish Spanish Netherlands Slovakian
 Estonian Irish Italian

Search...

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Picture 10. Form for searching the database resources for the block “Experts”

www EMCET .net

English Polish German French Hungarian Italian Slovenian Spanish Greek Estonian

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> Institutions
> Modular curricula
> Qualification standards/profile
> Methodical materials and good practices
> Dictionary
> Experts
> Literature and publications
> Logout

Literature and publications

Searching language : EN

Title: _____

Author / Authors: _____

Problems areas

Modular curricula development / vocational training
 Vocational education and training (initial / continuing)
 E-learning/ICT
 Educational methods / educational technology
 Qualification standards development / competence / skills / certification
 Human resources development
 Quality assessment of the educational service
 Analysis and VET research
 Economy/labour market / social partners
 Other

Type of the publication

Monographs
 Methodological handbooks
 Handbook
 Exercise material
 Dictionary, glossary
 Encyclopaedia / lexicon
 Reference book
 Periodical
 Report / expertise
 Scientific article
 Other

Search...

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Picture 11. Form for searching the database resources for the block “Literature and publications”

When entries in the database fulfil the criteria specified by the enquiry, a list is displayed. By selecting a desired item from the list, its information will be displayed (Picture 12).



The screenshot shows the website www.EMCET.net with a navigation menu and a sidebar. The main content area displays the profile of Cambridge Professional Development Ltd. The profile includes the following information:

Name:	Cambridge Professional Development Ltd.
Acronym:	CamProf
Address information:	5 Mundela Road NG2 2EQ Nottingham United Kingdom Tel: +44 845 345 5199/ 299 Fax: +44 845 345 5199/ 299 Email: rlgall@camprof.com Website: www.camprof.com
Description:	Cambridge Professional Development est. 1994 is an established consultancy offering advice, strategy and implementation in skills and professional development throughout the working life. Our mission is "Advising organisations on the development of their professionals". We work with both the private and the public sector, for SMEs and corporates, across the and Europe. Our specialist fields of expertise include professional development, developing standards of competence, continuing development, Lifelong Learning, vocational education and training, work experience, labour market information, European initiatives and projects. We have been actively involved in EU Leonardo projects, developing a network of partners across Europe. We joined with 4 other consultancies to give coverage across and greater

Picture 12. Fragment of information about a selected institution.

Development prospects of the ModDB database

More and more frequently schools, teachers and students make use of modern information and communication technologies either to keep pace with changes or to be more attractive and competitive in the marketplace. The resources gathered in the ModDB database offer great chances for the development of staff competencies and for ensuring the quality of educational services based on a modular approach. The database has an open „structure” which allows further development by adding new elements and additional functions, depending on users needs.

In the next development stage of the database the following aspects in particular will have to be considered:

- using feedback from ModENet members to enhance the ModDB database in terms of user-friendliness and usefulness;
- wide promotion of ModDB in different environments (sectoral, international, national, regional and local) to increase the number of training modules described in thematic block 2 and the number of hits. ModENet is likely to be the key to this dissemination and promotion;
- systematically updating and complementing the data for the other thematic blocks;
- extending the cooperation with national, sectoral and transnational databases of similar content to ensure interoperability;
- converting the module 2 database of information about training modules so that instead of being a secondary database which needs to be constantly updated, it becomes a search engine of all the primary databases listing training modules. (in the same way that price comparison web sites search all the known retailing sites to find out the cost of a particular item).

- ensuring compliance with emerging international standards for data relating to training.

The ModDB database constitutes one of the major resources of the ModENet network (the other resource is the ModENet members themselves), It is therefore an important support for the dynamically developing European market of educational services. It has taken the innovative EMCET database and considerably enhanced it, ensuring online access to materials and new services for European providers of modular curricula, individual recipients of training offers and other users interested in the development and exchange of ideas in the application of modular approach.

Searching data

In order to browse database you have to choose a theme block in which we want to search for information. This block can be found in a menu. As a result, a form of browsing appropriate to the chosen block appears on the screen. For example, when choosing Institution block, a form presented in the picture no. 13 will appear on the screen.

Institutions

Searching language : EN

Institutions:

Acronym:

Country: ...

City:

Profile of the institution

Modular curricula development / vocational training

Vocational education and training (initial / continuing))

Learning/ICT

Educational methods / educational technology

Development of qualification standards / competence / skills / certification

Human resources development

Quality assessment of the educational service

Analysis and research of the VET

Economy/ labour market/ social partners

Other

Picture 13. Form of searching the Institution block

The form of interface will enable the searching of database within **Institutions** block according to the following parametres:

The name of the area/field	Notes
<i>Searching language</i>	<i>The Developed list</i> One has to choose the language version of searching. (in Polish interface only searching in Polish is available – PL). For example, DE informs, that searching will be done in German. NOTE! Language version should be chosen according to the language of the information being searched.
<i>Institutions</i>	<i>Text area</i> Write the whole name or a part of it when searching the institution (the letters do not matter). For example, writing the word Instytut causes browsing all the institutions in the database in which name

	this word can be found.
<i>Acronym</i>	<i>Text area</i> Write the whole acronym of the searched institution.
<i>Country</i>	<i>Developer List</i> After developing of the list choose the appropriate country.
<i>City</i>	<i>Text area</i> Write the whole name of a city.
<i>Profile of the institution</i>	<i>The list of options</i> Tick the profile of the searched institution by clicking on a correct square. In case of ticking more than one profile there will be shown these institutions that match at least one criterion.

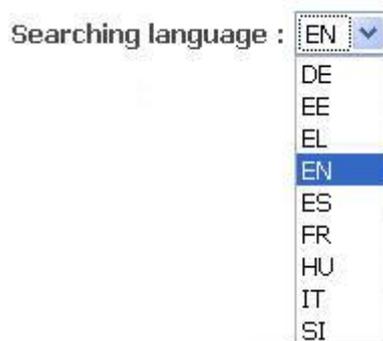
In all forms there can be found the following searching elements:

- The Text area - this area has got the description of searching criteria, place where the word should be written that will be taken into consideration when browsing the database for the chosen criterion, for example, the name of a city (Picture 14)

City:

Picture 14. Text area for city criterion – element of searching

- The Developer list - his list has got the description of searching criteria and the developed list of the available searching criteria. In order to use the list one has to develop it by clicking on the blue mark and make a choice. Picture 15 presents the developed list where the searching language can be chosen.



Picture. 15. The choice list that enables assigning of the searching language

- The choice list – the list has got the group of options shown permanently and each of them apart from description has the square area. In order to assign the searching criterion, one should tick the appropriate options by clicking on the correct square .It is possible to tick more than one option. Picture 16 presents extract from a list with one option chosen.

- Human resources development
- Quality assessment of the educational service
- Analysis and research of the VET
- Economy/ labour market/ social partners

Picture. 16. List of options

After choosing the searching criteria one should click on the **search** button.

If a chosen criterion can be met, on the screen there will appear the list with the information being searched for. For example, writing in the text area the name of the institution a word *National* one can see the institution list where this word is present. (Picture 17.)

1. Institute for Sustainable Technologies - National Research Institute	9-10-2007
2. National Institute for Adult Education	21-9-2007
3. National Institute for Vocational Education and Training	6-11-2007

Picture. 17. The list of positions that meet the chosen criterion.

Clicking on the position presents the information about it that is available in the database.

Downloaded documents

Database enables to place documents to download in each of the blocks, extending the information about, for example, institution. If the document has been placed in database, it is enough to click on the appropriate link to start the process of downloading. The list of the documents is available after displaying the information of the pointed record (clicking on the presented list) and is described as **Documents download** (Picture 18.)

Documents to download: [Extended information about the institution](#)

Picture 18. Shared document to download: link *Extender information about the institution*.

Managing own Institution

The field of blocks “Institutions and Modular curricula” is made by the user that is the owner of database. He is responsible for the information placed in the database. The property rights are given when the institution is added to the database by the admin. The role of a tutor can be given only to the registered user.

The user with the property rights, apart from browsing all the resources of the database, has the ability to edit and to update date of his own institution and to add, edit, delete the modular curricula from database offered by his institution. There is no possibility to delete the institution data from the database. Thanks to these rights there is an opportunity to an easy update institution data and their offers of the curricula placed in database.

After logging in as the owner one should click on the option **My Institutions** (Picture 19).



Picture. 19. Access to the “My Institutions” option

Then the panel that enables managing own institution appears (Picture 20.).

Institute for Sustainable Technologies – National Research Institute	9-10-2007	Edit New programme New version
Modular Vocational Training Programme Design, Execution and Evaluation	27-9-2007	Edit Remove

Picture 20. Panel enabling to manage own institution

Managing own institution enables:

1. Edition of Institution data– next to the name of the institution one should choose the command **Edit**. Then the form of edition will appear on the screen (Picture 21.),

Telephone number	tel. (48 48) 364 42 41
Fax number	Fax. (48 48) 364 47 65
E-mail:	itee@radom.pl
www:	www.itee.radom.pl
Module owner	ITeE
Language version	EN

General information about institution



Institute is a state owned research and development unit conducting basic and applied research and implementation in the field of advanced technologies. The Vocational Education Research Department conducts research on the foundations of the theory and methodology of vocational education, including work contents analysis, comparative studies of educational systems and elaborates theoretical bases for modular education, develops educational vocational qualification standards, quality systems, educational and training curricula and flexible learning and teaching technologies. The institute takes part in realising European Union projects.

Picture. 21. Extract from a form enabling to Edit the institution data.

where the edition can be done according to the following parameters:

The name of the area/field	Notes
<i>Name of institution</i>	<i>Text area</i> Write the whole name of the institution
<i>Acronym</i>	<i>Text area</i> Write the whole acronym
<i>Country</i>	<i>Developed list</i> Choose the language version in which the institution is described.
<i>City</i>	<i>Text area</i> Write the whole name of the city.
<i>Postal code</i>	<i>Text area</i> Write the institution postal code.
<i>Address</i>	<i>Text area</i> Write the institution address.
<i>Telephone number</i>	<i>Text area</i> Write the institution phone number.
<i>Fax number</i>	<i>Text area</i> Write the institution fax number.
<i>E-mail</i>	<i>Text area</i> Write the institution email.
<i>www:</i>	<i>Text area</i> Write the WWW address.
<i>Owner</i>	<i>Text area</i> Write the name of the institution owner.
<i>Language version</i>	<i>Developed list</i> Choose language version in which the institution must be stored.
<i>. Synthetic information of activity</i>	<i>Text editor</i> W  information about the profile of the institution Note! Text editor has the option to copy the text from Word editor. One clicks the icon  and in the window Insert from Word inserts the text by the use of the shortage (Ctrl+V) and clicks OK.

<i>Profile of the institution</i>		<i>Option list</i>
<i>Contact person</i>	<i>Name</i>	<i>Text area</i> Write in the appropriate squares the data concerning contact people.
	<i>Position in the institution</i>	
	<i>E-mail</i>	
	<i>Language of Communication</i>	
<i>Expanded information of institution</i>	<i>File name</i>	<i>Text area</i> Write the name of the document to download.
	<i>Info</i>	<i>Text area</i> Write the text that appears after putting cursor on the document's name.
		<i>Document's selector</i>

After edition click **Save** button. Changes will be saved and added to the database.

- Adding a newly offered by the institution curriculum. Choose a **New programme** command. There appears a form enabling to introduce the data concerning the new curriculum (Picture. 22.). To introduce the data the same elements of the form are being used as are in case of institution: Text area, developed list, list of choice options, text editor and documents selector

Modular curricula

Programme

Occupational branch

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Fishery	<input type="checkbox"/> Recycling
<input type="checkbox"/> Architecture	<input type="checkbox"/> Food industry	<input type="checkbox"/> Services, administration
<input type="checkbox"/> Biology	<input type="checkbox"/> Graphical technology, publishing and printing	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Chemical industry	<input type="checkbox"/> Health and social services	<input type="checkbox"/> Textile industry
<input type="checkbox"/> Commerce and business	<input type="checkbox"/> Information technology	<input type="checkbox"/> Theatre, dance and music
<input type="checkbox"/> Construction technology	<input type="checkbox"/> Logistics	<input type="checkbox"/> Tourism, hotel and catering
<input type="checkbox"/> Crafts and design	<input type="checkbox"/> Management	<input type="checkbox"/> Transport
<input type="checkbox"/> Culture and art	<input type="checkbox"/> Mechanical engineering	<input type="checkbox"/> General
<input type="checkbox"/> Education	<input type="checkbox"/> Mining	
<input type="checkbox"/> Electrical engineering	<input type="checkbox"/> Paper/pulp industry	
<input type="checkbox"/> Energy production and supply	<input type="checkbox"/> Physical education and sport	
<input type="checkbox"/> Environment	<input type="checkbox"/> Public administration	
	<input type="checkbox"/> Publication	

Qualifications / competencies

Entry Requirements

Picture. 22. the extract from the form enabling to introduce The New programme.

After introduction of the changes click **Save** button. The information about the curriculum are saved and addend to the database.

3. The addition of the description in a different language version- Choose **New version** command. That results in showing a form that enables the introduction of the institution description in a new language version. It will cause to show the form that enables to introduce the description of the institution in new language version. **NOTE!** Remember about the correct language version of the developed list. After the data introduction click on **Save** button. The data is saved and added to the database.

Managing on the level of a curriculum.

If the institution placed in the database its modular curriculum than it appears below the name of the institution. In case of the curriculum existing in the database the owner can:

1. Edit the data of the curriculum choosing the **Edit** command next to the name of the edited curriculum. The edition form will appear.
2. Delete the curriculum from the database choosing the **Remove** button next

to the name of a deleted curriculum. In that case, the system asks for confirmation of the curriculum deletion.