



Project EPANIL

Common European principles for identification, evaluation and accreditation of results of non-formal education and informal learning in lifelong learning

REPORT ON THE PROCESS AND RESULTS OF PILOT VALIDATION OF RESULTS OF NON-FORMAL AND INFORMAL LEARNING

INTRODUCTION

On July 21st 2005 there was a meeting within the EPANIL project CZ/04/B/F/PP-168010 (European Common Principles for the Accreditation of Non-formal and Informal Learning in Lifelong Learning). At the meeting, which took place on the premises of the Aspekt Foundation (Akademická 4, 949 01 Nitra), participated the project contractor, National Institute of Technical and Vocational Education (NÚOV) Prague, Aspekt Foundation, the project partner, and State Vocational Education Institute (ŠIOV) Bratislava, the social partner of the Foundation. (See Annex 1 – Attendance List from the Meeting on July 21st 2005)

At the meeting participated:

- project contractor – NÚOV Prague – represented by Ing. Hana Čiháková and PhDr. Helena Marinková, PhD.;
- project partner – Aspekt Foundation – represented by the project coordinator prof. Ing. Ľudmila Nagyová, CSc., project financial manager Ladislav Tatar and assistant Eva Zálepová, Bc.;
- social partner of the Aspekt Foundation – State Vocational Education Institute (ŠIOV) Bratislava, represented by Ing. Irena Jankovičová, Ing. Gabriela Jakubová and Ing. Peter Špičan.

The meeting of the contractor and partners took one day. Ing. Hana Čiháková and PhDr. Helena Marinková, PhD. introduced the main aims and tasks of the EPANIL project to the partners from ŠIOV. She also introduced concrete proposals how they can help promote the project at the secondary vocational schools and apprentice schools in the Slovak Republic. The representatives of the Aspekt Foundation informed the participants about work that has been done within the project, tasks that need to be accomplished in the near future and about the upcoming educational course for advisers and assessors of the process of identification and validation of non-formal and informal learning. The representatives of the Aspekt Foundation also described the selection procedure of the unemployed for the testing within the project through the Office of Labour, Social Affairs and Family (ÚPSVaR) in Nové Zámky. The ÚPSVaR was chosen because its employees and its director Ing. Csilla Onódiová responded to the project very positively and were willing to help.

From November 16th to November 18th 2005 there was an Evaluation visit within the EPANIL project. Francis Mudge visited the Aspekt Foundation, the partner of the project, on Akademická street n. 4 in Nitra. (See Annex 2 – Attendance List from the Evaluation visit on 16. – 18. 11. 2005)

At the Evaluation visit participated:

- Francis Mudge;
- project partner – Aspekt Foundation – represented by the project coordinator prof. Ing. Ľudmila Nagyová, CSc., project financial manager Ladislav Tatar and assistant Eva Zálepová, Bc.;
- RNDr. Rudolf Mišák – assessor within the EPANIL project and director of Secondary School of Hotel Services and Business (ZŠ HSaONZ) in Nové Zámky, where the testing of results of non-formal and informal learning according to the Assessment Standards for the Branch Cook and the will be held;
- Mgr. Pavol Burcl – interpreter.

Evaluation visit of Francis Mudge took 3 days. Francis Mudge was familiarised with the list of persons working on the project in Slovakia and some financial and organisational issues

of the Aspekt Foundation were discussed. Questions, comments and proposals concerning the Assessment Standards for the Branch Cook, under the acts and regulations that are in force in the Slovak Republic were raised. The participants discussed the selection procedure of the applicants who wish their learning to be validated according to the Assessment Standards for the Branch Cook as well as the procedure of the validation and assessment of results of lifelong learning and informal learning itself. Francis stress that it is necessary to keep a thorough record of the agenda and have a careful documentation of every applicant – from the application form, personal identification documents, education records, validation minutes to the opinion of the assessment and expert committees and the copy of the certification itself.

EDUCATIONAL COURSE FOR ADVISERS AND ASSESSORS OF THE PROCESS OF IDENTIFICATION AND VALIDATION OF NON-FORMAL AND INFORMAL LEARNING IN THE BRANCH COOK ACCORDING TO THE ASSESSMENT STANDARDS

Educational course for advisers and assessors of the process of identification and validation of non-formal and informal learning in the branch Cook according to the Assessment Standards, planned within the EPANIL project, was held from February 22nd to February 24th 2006 on the premises of the Aspekt Foundation, the partner of the EPANIL project. (See Annexes n. 3 A, 3 B and 3 C – Attendance Lists from the Course for Advisors from February 22nd to February 24th 2006)

At the course participated:

- project contractor – National Institute of Technical and Vocational Education (NÚOV) Prague – represented by Ing. Hana Čiháková and PhDr. Helena Marinková, PhD.;
- project partner – Aspekt Foundation – represented by the project coordinator prof. Ing. Ľudmila Nagyová, CSc., project financial manager Ladislav Tatar and assistant Eva Zálepová, Bc.;
- social partner of the Aspekt Foundation – State Vocational Education Institute (ŠIOV) Bratislava, represented by Ing. Peter Špičan;
- assessors from secondary vocational schools and apprentice schools in the Slovak Republic.

All the advisors and assessors were chosen and recommended by experts from State Vocational Education Institute (ŠIOV). The assessors were addressed in writing to accept or refuse their participation in the EPANIL project. All the assessors agreed to join the EPANIL project and to apply the Assessment Standards in the Branch Cook in Slovakia and expressed their willingness to help prepare materials needed for the accreditation of non-formal and informal learning at the Ministry of Education of the Slovak Republic (MŠ SR).

Ing. Irena Jankovičová a Ing. Gabriela Jakubová, experts from State Vocational Education Institute (ŠIOV) in Bratislava, were also invited to the course. They both put a lot of effort to the presentation of EPANIL at the secondary vocational schools and apprentice schools around the country in the initiative phases of the project. Ing. Jankovičová a Ing. Jakubová could not take part in the course because they were occupied by other duties.

List of Advisors and Assessors of the EPANIL project

No.	Family name, name, title	Work position	Name and address of the school
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1.	Beňová Elena	teacher	SOU obchodné (Apprentice School of Business) T. Vansovej 2 955 01 Topoľčany
2.	Čekovský Jozef, Ing.	deputy director	SOU spoločného stravovania (Apprentice School of Gastronomy) Pekná vyhládka 26 062 01 Horný Smokovec
3.	Doležal Branislav, Bc. Managment)	teacher	Hotelová akadémia (Vocational School of Hotel Vinohradská 48 931 01 Šamorín
4.	Jamrichová Zdenka, Bc.	teacher	SOU obchodné (Apprentice School of Business) T. Vansovej 2 955 01 Topoľčany
5.	Mišák Rudolf, RNDr. obchodu	director	Združená SŠ hotel. služieb a (Secondary School of Hotel Services and Business) Zdravotnícka 3 940 01 Nové Zámky
6.	Nagyová Ľudmila, prof.	coordinator	Nadácia Aspekt (Aspekt Foundation) Akademická 4 949 01 Nitra
7.	Špičan Peter, Ing. vzdelávania	expert	Štátny inštitút odborného (State Vocational Education Institute) Bellova 54/A 830 07 Bratislava 37
8.	Tatar Ladislav	manager	Nadácia Aspekt (Aspekt Foundation) Akademická 4 949 01 Nitra

The educational course for advisers and assessors of the process of identification and validation of non-formal and informal learning in the branch Cook according to the Assessment Standards took 3 days. The participants acquainted themselves with the key terms; the concepts of “advisor“ and “assessor“ were clarified, and prerequisites for both positions were set. Among other things, the participants outlined the procedure of validation, set the profile of the graduate after the process of validation of results of non-formal and informal learning and marked out the conditions of receiving the document certifying that the candidate underwent the process of validation of the non-formal education and the ethical codex of the process of assessment and validation.

The main objective of the course for advisers and assessors of the process of identification and validation of non-formal and informal learning was to prepare the guides / advisers and assessors for their work during the process of validation. The course provides them

with the basic knowledge and skills needed for both of the professions. As the system of validation of non-formal and informal learning will gradually be put into practice, the needs for the practice of both professions will be specified and worked out in more detail.

The main task of the **guide/adviser** is to guide the applicant through the whole procedure of validation and to motivate him to continue and accomplish the process of identification and validation of non-formal and informal learning. The guide helps the applicant recognise in as much detail as possible the results of his previous learning and participates on formulation of these results. The guide makes sure that all the relevant documentation, which shows that the applicant has the necessary competence, is presented. Based on the process of validation, the guide proposes the applicant possible ways of his further education.

The **assessor** is responsible for checking if the applicant really possesses the competences listed in the comparable set of competences (so called assessment standards) for the relevant qualification. He is able to assess, professionally and impartially, the documents which the applicant presents to certify his former personal and work experience, including certificates which he received after the non-formal training, education or validation of results, which testify his experience gained through the practice as well as certificates received through formal education. The assessor assesses, professionally and impartially, present professional competences of the applicant during the process of its validation.

The three-day course (20 – 25 hours), 7 – 8 hours of training per day, was divided into three modules; one module per day was covered.

Module A

Lifelong learning and the process of identification and validation of non-formal and informal learning

Module B

Consultancy and guidance for the applicant in the process of validation of non-formal and informal learning

Module C

Validation of results of previous learning

All the participants of the educational course for advisers and assessors of the process of identification and validation of previous learning have successfully completed the validation of results of non-formal and informal learning according to Assessment Standards for the Branch Cook and received Certificate of Completion of the Course for Validation of Results of Non-formal and Informal Learning, issued by the contractor of the project – NÚOV Prague. (See Annexes n. 4 A, 4 B, 4 C, 4 D, 4 E, 4 F – Certificate of Completion of the Educational Programme on Further Education – Training of Advisors and Assessors for Validation of Results of Previous Learning.)

All the participants agreed with the application and usage of the Assessment Standards for the Branch Cook in Slovakia as well as its application on specific workplaces of every advisor and assessor.

Permanent personal contact or contact via the phone or the e-mail is kept with all the advisors and assessors, trained within the EPANIL project, so that they are informed and acquainted with new developments in validation of results of previous learning within the

non-formal and informal learning. All the advisors and assessors also help the Foundation staff prepare materials and documentation needed for the accreditation of an educational activity within the scope of further education – non-formal and informal learning in the branch Cook.

SELECTION OF APPLICANTS

Selection of applicants for the pilot validation of results of previous learning within the scope of non-formal and informal learning in the branch Cook was held in the Office of Labour, Social Affairs and Family (ÚPSVaR) in Nové Zámky (Kapisztóryho street), which is the social partner of the Foundation. Selections of applicants, the unemployed, were held in Nové Zámky because its employees, its director, Ing. Csilla Onódiová, and the head of the Employment Department, Mgr. Rozália Kristeková, responded to the project very positively and were willing to participate on the activities of the EPANIL project and to help fulfilling its aims.

RNDr. Rudolf Mišák, director of Secondary School of Hotel Services and Business (ZSŠ HSaO NZ) in Nové Zámky (Zdravotnícka 3) and deputy director, Mgr. Mária Gregorová, were both very helpful and ready to fulfil the aims and tasks of the project. RNDr. Rudolf Mišák suggested that the pilot validation of results of previous learning could be held directly on the premises of the school. The school is well equipped and the equipment of the kitchen is very modern. Thanks to excellent relationships with the school and a very good cooperation, ZSŠ HSaO NZ has become the social partner of the Foundation within the EPANIL project.

Due to the high interest of the unemployed in the event, the selection of the unemployed people, suitable for validation, was held on March, 1st 2006, March 10th 2006 and March 17th 2006 in the Office of Labour, Social Affairs and Family (ÚPSVaR) in Nové Zámky in attendance of assessors of identification and validation of results of previous learning prof. Ing. Ľudmila Nagyová, PhD., Ladislav Tatar, RNDr. Rudolf Mišák – director of ZSŠ HSaO in Nové Zámky, Mgr. Mária Gregorová – deputy director of ZSŠ HSaO in Nové Zámky and Mgr. Rozália Kristeková – the head of the Employment Department ÚPSVaR in Nové Zámky. (See Annexes n. 5 A, 5 B, 5 C – Attendance List from the Selection of Applicants for the Pilot Validation of Results of Previous Learning in the Office of Labour, Social Affairs and Family in Nové Zámky.)

The applicants who met the basic requirements set in EPANIL were chosen and recommended by the experts from State Vocational Education Institute (ŠIOV) Ing. Gabriela Jakubová, Ing. Irena Jankovičová and Ing. Peter Špičan to undergo the pilot validation of results of previous learning within the scope of non-formal and informal learning in the branch Cook. None of the applicants were qualified in the branch Cook but they had several years of practical experience in this branch. This was one of the main reasons why they were chosen and given preference to other unemployed people registered at the Office of Labour who were qualified in this branch.

All the chosen applicants were addressed in writing to accept or refuse their participation in the EPANIL project. All of the chosen applicants were assisted to fill in and sign the applications for the pilot validation of results of previous learning and other documents, according to the project requirements. The applicants were asked by the Foundation staff to present their identification documents (copy of identity card or health insurance card), documents confirming the type of previously accomplished forms of education (certificates

from primary school, certificate of apprenticeship, secondary school leaving exam certificate), copies of employment contracts from previous employers, certificates of completion of requalification courses or other courses or forms of further and lifelong education. This way a portfolio of every applicant for validation of results of previous learning in the branch Cook was gradually created. (See Annexes n. 6 A, 6 B, 6 C, 6 D, 6 E, 6 F, 6 G, 6 H, 6 I, 6 J, 6 K, 6 L, 6 M – Application for Accreditation of Skills and Professional Abilities in Non-formal and Informal Learning in Lifelong Learning.)

The documents of every applicant are properly registered at the Aspekt Foundation and it is possible to consult them if the contractor or one of the partners of the project requires to do so. The Aspekt Foundation is bound not to provide any of the personal documents of the applicants to third party and will use them solely for the purposes of the EPANIL project.

PREPARATION OF VALIDATION

From March 21st to March 22nd 2006, within the EPANIL project (European Common Principles for the Identification, Assessment and Validation of Results of Non-formal and Informal Learning), CZ/04/B/F/PP-168010, validation of results of previous learning with 13 applicants for validation of results of previous learning in the branch Cook 6445 2 00, according to the Assessment Standards in the Branch Cook, was held on the premises of the social partner of the Aspekt Foundation – Secondary School of Hotel Services and Business (ZŠ HSaONZ) in Nové Zámky (Zdravotnícka 3).

At the validation were present: the contractor of the project, National Institute of Technical and Vocational Education (NÚOV) Prague, represented by Ing. Hana Čiháková, coordinator of the EPANIL project, social partner of the Foundation – Secondary School of Hotel Services and Business (ZŠ HSaONZ) in Nové Zámky, represented by director of ZŠ HSaO NZ, RNDr. Rudolf Mišák, and deputy director of ZŠ HSaO NZ, Mgr. Mária Gregorová, who helped identify and select suitable candidates for validation. Aspekt Foundation was also present at the validation and it was represented by prof. Ing. Ľudmila Nagyová, PhD., coordinator of the project, Ladislav Tatar, project manager, Bc. Eva Zálepová, assistant who kept a record of the process of validation, Božena Homolová and other members of the expert and the validation committees.

The representatives of the social partner of the Foundation, the Office of Labour, Social Affairs and Family (ÚPSVaR) in Nové Zámky, director Ing. Ladzianska and head of the Employment Department Mgr. Rozália Kristeková were also invited but they could not be present because they were occupied by other duties. They both helped a lot in the selection of the unemployed, registered at ÚPSVaR Nové Zámky, who met the criteria of validation.

13 applicants for the practical validation of results of non-formal and informal learning in the branch Cook were selected. Applicants for the validation of practicals skills had low qualification or no qualification, they were registered at the ÚPSVaR in Nové Zámky, or in danger of losing their job.

The trained assessors, prof. Nagyová, L. Tatar, RNDr. Mišák, dealt with the applicants soon before the beginning of the validation. They had informal talks with them, answered their questions, explained the background of the validation according to the Assessment Standards for the Branch Cook and found out other information necessary for validation of

their competences. It was important for the applicants to become familiarised with the working environment and the kitchen, where the validation was going on. From 6 types of menus, according to given norms, the applicants created a menu for 1 person. Guides – advisers appreciated willingness of the applicants to talk about their previous practical experience in the branch Cook regarding preparation of meals, technological procedures and issues concerning the safety and health protection at work.

Before the validation, the applicants were informed about the whole procedure and the applicants could have used the services of guides who explained them the validation procedure and helped gradually create their portfolio according to the activities in the Assessment Standards for the Branch Cook.

During the introduction to the validation procedure, the applicants were explained the basic criteria for assessment of all meals:

- Practical procedures of meal preparation should be used, no redundant unsuitable ingredients should be added;
- Edging of the plate must remain free, otherwise the meal cannot be assessed;
- Meat should be cut properly and neatly. Red meat should be prepared medium, so that the blood cannot be seen on the surface when the meal is presented;
- Meat and vegetable sauce should not make the meal look unattractive;
- Vegetable must be cut separately;
- So that the decoration, the garnish and the gravy stay fresh, they should not be fully cooked but should be glazed, e.g. with aspic;
- Stiffeners can be used to custards;
- The amount of gelatine used in the aspic can exceed the average amount if the aspic is used only for presentation;
- The arrangement of the meal on the plates and the decoration should be practical but should look attractive and appetising and should meet common standards;
- Warm meals should not be presented on platters, nor mirrors;
- Eggs should be presented on glass, china or on aspic;
- The weight of the presented portions should correspond to the type of the course (starter, main course, dessert...) and the given number of persons it is prepared for;
- The weight of the portions should correspond to standard norms and nutritive values;
- The slices of meat should be presented with the cut side upwards;
- When the fruit is used to decorate meat, it should be cut to small pieces or thin slices;
- It is recommended to the less experienced participants not to set high goals and to keep everything clean during the process of preparation of the meals;
- The names of all the presented meals should be clearly marked both on the presentation table and the assessment sheet of every participant.

List of participants of the validation of results of previous learning

Participant	Contact	Trained in branch	Present job
1. Bajzík Igor	+421905364107	carpenter	cultural assistant
2. Baloghová Iveta	+421905772908	electrotechnic	UNEMPLOYED

		production	
3. Borza Miloš	+421905288400	metal worker	cook
4. Czuczorová Gabriela	+421904301187	shop assistant	canteen cook assistant
5. Horváthová Judita	+421907607405	tailor	waitress
6. Kramár Peter	+421907505462	gardener	cook
7. Lackovičová Alena	+421902048333	shop assistant	UNEMPLOYED
8. Melegová Zora	+421905139982	hairdresser	waitress
9. Molnárová Iveta	+421356430127	tailor	tailor
10. Nagyová Eva	+421915516033	machinist	UNEMPLOYED
11. Rumanovská Marcela	+421357735486	gardener	cook assistant
12. Sládeková Janette	+421918109089	hairdresser	waitress in Vienna
13. Víghová Klaudia	+421908417531	shop assistant	shop assistant

EXAMPLES OF GOOD PRACTICE

To find out examples of good practice we asked, in April and May 2006, the 13 participants of the validation of results of previous learning, which was held from March 21st to March 22nd 2006 in Secondary School of Hotel Services and Business, the following questions:

1. **Have you found a job after the validation of results of previous learning?**
2. **Do your potential employers accept the Certificate of Validation of Education in the Branch Cook 6445 2 00 which you have received?**
3. **How do the potential employers judge the Certificate of Validation of Education in the Branch Cook 6445 2 00?**
4. **Which potential employers have told you that they will employ you on the basis of the Certificate?** (Please, quote the name of the employer.)
5. **Where and how did you find a job?** (Answer this question only if you have found a job.)
6. **What is your current work position?** (Answer this question only if you have found a job.)

Participant n. 1 BAJZÍK IGOR

1. Yes.
2. No.
3. That depends on the individual and on the type of work position, every employer has different requirements.
4. Restaurants, pizzerias, bars, pubs.
5. With the help of the Office of Labour, Social Affairs and Family in Nové Zámky.
6. Assistant at the Department of Culture of City Council in Nitra.

Participant n. 2 BALOGHOVÁ IVETA

1. No.
2. No.
3. Negatively.
4. According to my previous experience none.
5. None.
6. – (I am still unemployed and registered at the Office of Labour, Social Affairs and Family in Nové Zámky)

Participant n. 3 BORZA MILOŠ

1. Yes.
2. Yes.
3. A lot of potential employers do not know the certificate. When I explain them what it is about, they accept it.
4. The ALBA Restaurant in Nové Zámky.
5. With the help of the Office of Labour, Social Affairs and Family in Nové Zámky.
6. Cook.

Participant n. 4 CZUCZOROVÁ GABRIELA

1. Yes.
2. Yes.
3. Positively, in general. They consider it a part of further education.
4. Canteen of Secondary School of Hotel Services and Business in Nové Zámky.
5. With the help of the Office of Labour, Social Affairs and Family in Nové Zámky.
6. Cook asistant in the canteen.

Participant n. 5 HORVÁTHOVÁ JUDITA

1. Yes,.
2. Yes, but that is not so important.
3. It depends.
4. WILSONS Pizzeria, Nitra.
5. With the help of the Office of Labour, Social Affairs and Family in Nové Zámky.
6. Waitress.

Participant n. 6 KRAMÁR PETER

1. Yes.
2. Not all of them.
3. Some employers accept the certificate, others do not. Much depends on the length of experience. Employers decide whether to employ a person or not on the basis of this factor.
4. BAŠTA Restaurant in Nové Zámky.
5. Thanks to an advert in newspaper in Nové Zámky.
6. Cook.

Participant n. 7 LACKOVIČOVÁ ALENA

1. No.
2. No.
3. Negatively, all of them need a proof of experience in the field and recomendations from previous employers.
4. I do not know.
5. – (I still have not found a job.)
6. – (I am still unemployed and registered at the Office of Labour, Social Affairs and Family in Nové Zámky.)

Participant n. 8 MELEGOVÁ ZORA

1. Yes.
2. Some do but it is necessary to search and try with more and more potential employers all the time.
3. Some positively, some negatively. First, I have to explain them what it is about and then they accept it.

4. Restaurants.
5. OPEN Restaurant in Nové Zámky.
6. Waitress.

Participant n. 9 MOLNÁROVÁ IVETA

1. Yes.
2. Rather not.
3. Neither positively, nor negatively. I present them my certificate, they take it as one of my documents but it does not matter much to them.
4. I do not know.
5. With the help of a friend.
6. Tailor at BENE dressmaker's in Nové Zámky.

Participant n. 10 NAGYOVÁ EVA

1. No.
2. No.
3. Potential employers do not know the certificate and that is why they are not willing to accept it.
4. None, I suppose.
5. –
6. – (I am still unemployed and registered at the Office of Labour, Social Affairs and Family in Nové Zámky.)

Participant n. 11 RUMANOVSKÁ MARCELA

1. Yes.
2. Yes.
3. Positively.
4. Canteen of BRUMI a.s. company in Nové Zámky.
5. With the help of the Office of Labour, Social Affairs and Family in Nové Zámky.
6. Cook assistant in the canteen.

Participant n. 12 SLÁDEKOVÁ JENETTE

1. Yes.
2. Yes.
3. Positively, at least where I tried to get a job.
4. Restaurant ALFREDO, Viedeň.
5. Through an agency.
6. Waitress in a restaurant.

Participant n. 13 VÍGHOVÁ KLAUDIA

1. Yes.
2. No.
3. Employers do not know the certificate, they do not understand what it is about.
4. None.
5. With the help of the Office of Labour, Social Affairs and Family in Nové Zámky.
6. Shop assistant.

From the answers of the participants, who completed validation of results non-formal and informal learning in the branch Cook, it is evident that most of the employers do not accept and are not willing to accept the certificate which the participants of the validation received.

However, the fact that 8 from 13 participants, who completed the validation, have consequently found work is very positive. This was our main objective and the main objective of the EPANIL project.

VALIDATION OF RESULTS OF PREVIOUS LEARNING

The schedule of the final examination and the topic of the practical part of the examination were developed in detail and approved by the head of the examination committee, RNDr. Rudolf Mišák, on March 17th 2006. The questions corresponded to the Assessment Standards for the Branch Cook and were adequately difficult. The practical part of the examination was held in the classrooms for technology and gastronomy of ZSŠ HSaO NZ. Material for the technical equipment was sufficient, safety and health protection at work was preserved and sanitary regulations were observed.

The overall level of preparation for the final examination (identification, documentation, selection of applicants, work of the advisors – guides, preparation of the unemployed candidates) was very high. The final examination followed the approved schedule and there were no complications. The preparation of the applicants for the practical part of the examination lasted 15 minutes, the examination itself (meal preparation, technological procedure, practical skills, meal presentation) took about 5 hours.

Experienced and trained expert assessors – prof. Ľudmila Nagyová, Ladislav Tatar, RNDr. Rudolf Mišák, head of the examination committee, deputy director for practical instruction of ZSŠ HSaO in Nové Zámky Mgr. Mária Gregorová, practical instructor Božena Homolová and other members of the committee of experts and assessors, some of which teach directly in ZSŠ HSaO in Nové Zámky, assessed knowledge, practical command and skills needed for the preparation of a complicated menu, which lasted 5 hours. The menu of every participant included preparation of salad, soup, main course and dessert. As the validation took two days, on March 21st 2006, six participants and on March 22nd 2006 seven participants of the validation of results of previous learning in the branch Cook were examined.

From 6 types of menus, according to given norms, the applicants had to take the amount of ingredients necessary for 4 portions, while 1 portion was for the presentation, 1 for the advisers and 2 for the assessors.

Every day the, participants of the validation of results of previous learning in the branch Cook drew one from the following menu:

MENU n. 1

Vegetable salad
Tomato soup
Roast chicken
Rice
Chocolate cream with whipped cream

MENU n. 2

Carrot salad
Beef soup with noodles
Sautéed chicken
Rice

Pancake with whipped cream

MENU n. 3

Vegetable salad
Mushroom soup with crumbled dough
Sautéed roast pork liver
Potato pancake
Ice cream sundae with whipped cream

MENU n. 4

Chinese cabbage salad
Lentil soup with sausage
Salmon with Greek sauce
Roast potatoes
Chestnut purée with whipped cream

MENU n. 5

Tomato and cucumber salad
Cream potato soup
Fried cheese
French fries
Caramel cream with whipped cream

MENU n. 6

Fruit salad
Vegetable soup with breadcrumbs
Roast beef
Slovak rice
Pancakes with strawberries and whipped cream

(See Annexes n. 7 A, 7 B, 7 C, 7 D, 7 E, 7 F – Models of Complete Menus)

The participants of the validation should have focus mainly on the following points based on the Assessment Standards for the Branch Cook:

- Cut meat should be well presented (the type of meat should be determined);
- Portions should have a practical size (cost factor and nutritive aspect should be respected)
- Meat and side dishes should match;
- The character of the presented product should be respected;
- Originality and new ideas are important;
- Right combination of colours, taste, and look are necessary;
- Meal should look natural and appetising;
- Meat should be adequately cooked (not too raw or dry);
- Vegetable should be precisely shaped;
- Nutritive quality, diversity, balance and moderation are important;
- It is important to estimate precisely the ingredients for preparation of 1 portion.

ASSESSMENT OF PARTICIPANTS

After the participants had finished the preparation of meals, there followed a summary of the whole validation process, evaluation, graduation ceremony (successful participants received their certificates) and completion of questionnaires and other materials.

Professional qualification of the participants of the validation of previous learning was tested in the following skills:

Task n. 1

- a) meat identification and portioning;
- b) scaling of flour;
- c) cleaning and cutting vegetables in a given way;
- d) cutting onion in a given way;
- e) preparation of roux;
- f) preparation of batter;
- g) preparation of vegetable and fruit salads.

Task n. 2

Preparation of a meal for 4 persons according to a menu which was drawn. Examiners also had the ingredients and norms at their disposal. The menu consisted of:

- Vegetable or fruit salad
- Soup
- Main course
- Dessert

During the assessment of the meals, the examination committee followed also these criteria:

- It is obligatory to name and present the meal;
- The committee can taste or slice into the presented meal;
- A good presentation plate should consist of minimum three main parts and three suitable complements;
- The plate should not be overfull;
- Meals which are supposed to be served warm should not be presented on platters;

- Meals which are supposed to be warm are not permitted to be served on glaze plates or aspic mirrors;
- Paper decorations are not allowed to be used (laces, paper covers for bones and so on);
- It is not allowed to place the meal on the edging of the plate or bowls;
- The basic preparation of the meals should correspond to current trends in gastronomy;
- The meals should look natural or appetising;
- Garnish and side dish should harmonise with the main course as for the amount, taste and colour. Everything should be in accord with the latest developments of modern gastronomy;
- The weight of the portions should correspond to a minimum half of meals a la carte;
- Vegetable which is not precisely cut and shaped will be penalised in the final assessment;
- Meat and vegetable sauce should not make the presented plate look unattractive;
- When the fruit is served with meat, the garnish should only consist of small fruit or thin slices;

- Meat should be cut properly and neatly. Meat should be prepared medium, so that the blood cannot be seen on the surface when the meal is presented;
- Plain fish aspic is used for fish meals, meat aspic is used for fish, venison and poultry meals;
- So that the garnish or decorations stay fresh, they should not be fully cooked but should be glazed with a thin layer of aspic;
- It is necessary to remove the redundant aspic from the meat and side dishes;
- Eggs should only be presented on glass, china or on aspic;
- It is important to serve the meals neatly and arrange them nicely;
- The examination committee will also take into consideration the gastronomic conventions and the environment in which the meals are prepared;
- Basic facts about all the presented meals should be clearly marked, both on the presentation table and the assessment sheet of every participant;
- Although the decoration of the presentation table is not assessed, nice arrangements and decorations improve the impression the meal gives, which is the aim of every participant;
- At the end, it is important to stress that it is a must to finish the preparation of all the meals in a given time.

The participants of the validation of results of previous learning were introduced to all these criteria during the preparation phase on both days of the validation.

The overall organisation of the validation of results of previous learning according to the Assessment Standards in the Branch Cook was very good. Head of the examination committee, RNDr. Rudolf Mišák, coordinated the work of the committee very well and in accordance with the legislation in force and with the schedule of the final examination. The work of the examination committee during the final examination was also excellent.

The results of the practical part of the final examination are recorded in the assessment sheet of the member of the examination committee which belongs to the documentation of every participant. The number of examined participants was 13, six participants were examined on March 21st and seven on March 22nd 2006. In spite of the fact that some participants only had basic education and none of them were trained in the branch Cook, but in branches such as shop assistant, carpenter, gardener and so on, they proved that, through previous work experience, they gained the level of skills and knowledge which correspond to the Assessment Standards in the Branch Cook for the use of the EPANIL project. (See Annexes n. 8 A, 8 B – Assessment Sheet of the Member of the Examination Committee of March 21st and March 22nd 2006)

In the end, the validation committee informed all the participants about the basic rules of serving cold and warm meals, so that they can avoid basic mistakes in serving cold and warm meals in the future:

Cold meals are served on:

- silver plates, silver mirrors, platters from stainless steel, polished wood, china or glass containers.

Warm meals are served on:

- silver containers, copper containers with surfacing, clay containers (suitable for use in ovens), china sets and so on.

MEDIA PRESENTATION OF THE VALIDATION OF RESULTS OF PREVIOUS LEARNING

Representatives of the regional channel TV Nové Zámky were invited to the validation of results of previous learning in the branch Cook, held from March 21st to March 22nd 2006 at Secondary School of Hotel Services and Business (ZŠ HŠaONZ) in Nové Zámky. They made a coverage from both days which was broadcasted within the news of the regional channel TV Nové Zámky. This way a wide public from the Nitra region was informed about the pilot validation of results of previous learning within the scope of non-formal and informal learning.

A DVD record was made from both days of the validation. It includes a section where the participants are welcomed at the validation and the members of the validation and examination committees, representative of the contractor of the project, NÚOV Prague, Ing. Hana Čiháková and the staff of the Aspekt Foundation are welcomed. The record also contains a section on validation of participants' skills and abilities of meat identification, cutting vegetables, cutting onion, scaling the portions according to norms, preparation of the meal itself, and serving and assessment of the expert committee. It also includes final assessment, graduation ceremony and expression of gratitude for the participants of the validation, the contractor of the project and the social partner of the Foundation, Secondary School of Hotel Services and Business in Nové Zámky, for their great help in carrying out the activities and fulfilling the aims of the EPANIL project. (See Copy of a DVD Record from Validation of Results of Previous Learning from March 21st and March 22nd 2006)

Both days of the validation are also on photographs depicting the participants of the validation, members of the validation and examination committees, representatives of the Aspekt Foundation and other members of the committee. They have been sent to the contractor of the project, National Institute of Technical and Vocational Education (NÚOV) Prague to Ing. Hana Čiháková, and put on the websites of the Aspekt Foundation (www.aspektnd.sk), the partner of the project, and of the EPANIL project (www.epanil.net).

CONCLUSION

All the participants of the validation of results of previous learning have successfully accomplished the practical validation of their knowledge and skills according to the Assessment Standards for the Branch Cook and have received the Accreditation Certificate in the Branch Cook 6445 2 00 in the Slovak and the English language which is recognised internationally. (See Annexes n. 9 A, 9 B – Model Accreditation Certificate in the Branch Cook 6445 2 00 in the Slovak and the English language)

All the original documents of the participants of the validation of previous learning, held on March 21st and March 22nd 2006 at Secondary School of Hotel Services and Business (ZŠ HŠaONZ) in Nové Zámky (Zdravotnícka 3), attendance lists, recipes, issue slips of food, assessment sheets, questionnaires, certifications and documents certifying previously accomplished forms of education are deposited at the Aspekt Foundation and it is possible to consult them if the contractor or one of the partners of the project requires to do so.

Head of the assessment committee, RNDr Rudolf Mišák, and all the others expressed their satisfaction with the process of validation of results of previous learning of all the

participants during both days of the validation and wished them luck in finding a suitable job using the Certificate of Completion of Validation of Results of Non-formal and Informal learning.

The Aspekt Foundation will stay in regular contact with all the participants and will randomly choose participants with certification to find out more information about how successful they are on the job market.

Materials needed for the accreditation of non-formal and informal learning in the branch Cook, an educational activity within further education, is currently being prepared for the Ministry of Education of the Slovak Republic (MŠ SR). The Aspekt Foundation staff are preparing materials in cooperation with their social partners, State Vocational Education Institute in Bratislava, Secondary School of Hotel Services and Business in Nové Zámky and the representatives of the Section for Further Education of MŠ SR.

SUMMARY OF REPLIES FROM THE QUESTIONNAIRE FOR THE PARTICIPANTS OF VALIDATION OF THE RESULTS OF PREVIOUS LEARNING

JOB

- Most of the participants are not satisfied with their past and present job;
- The applicants expect to get a better job based on their previous experience, accredited on certificate they received;

EDUCATION

- Most of the participants would like to improve the level of their education and do not rule out different types of courses, requalifications, internships or further education in the branch Cook;
- All the participants said that if they were to go through the validation process again, they would not hesitate to apply and they would also recommend it to others;

PERSONAL LIFE

- All the participants said they are satisfied with their personal life, they do not want any changes and would not look for other opportunities in personal life.

The questionnaires filled by the participants of validation of results of previous learning within the scope of non-formal and informal learning in the branch Cook are deposited at the Aspekt Foundation and can be consulted if the contractor, National Institute of Technical and Vocational Education in Prague, or other partners of the EPANIL project wish to do so. (See Annex n. 10 – Model Questionnaire for the Applicant for the Validation of Results of Previous Learning)

SUMMARY OF REPLIES FROM THE QUESTIONNAIRE FOR THE CLIENT AFTER THE COMPLETION OF THE PROCESS OF VALIDATION OF COMPETENCES GAINED WITHIN THE PREVIOUS LEARNING

- All the participants consider validation of results of their previous learning necessary for keeping their job;
- All the participants consider the conditions of validation of results understandable;
- Time limit of validation was sufficient for all the participants, estimating the difficulty of validation depended on the experience of every participant;

- All the participants considered atmosphere during the validation good and liked the approach of the assessors and others who participated on the process;
- Certificate of Completion of Validation of Results of Previous Learning in the Slovak and the English language has helped most of the participants of the validation find new job and has helped them be able to fully join the labour market.

The 13 questionnaires filled by the participants of validation of results of previous learning within the scope of non-formal and informal learning in the branch Cook are deposited at the Aspekt Foundation and can be consulted if the contractor, National Institute of Technical and Vocational Education in Prague, or other partners of the EPANIL project wish to do so. (See Annex n. 11 – Model Questionnaire for the Client after the Completion of the Process of Validation of Competences Gained within the Previous Learning)

ADDITIONS

- Annex 1 Attendance List from the Meeting on July 21st 2005
- Annex 2 Attendance List from the Evaluation Visit from Nov. 16th to Nov. 18th 2005
- Annex 3 A Attendance List from the Course for Advisers and Assessors from Feb. 22nd 2006
- Annex 3 B Attendance List from the Course for Advisers and Assessors from Feb. 23nd 2006
- Annex 3 C Attendance List from the Course for Advisers and Assessors from Feb. 24nd 2006
- Annex 4 A BEŇOVÁ ELENA – Certificate of Completion of the Educational Course on Further Education – Training of Advisers and Assessors of Validation of Results of Previous Learning
- Annex 4 B Ing. JOZEF ČEKOVSKÝ – Certificate of Completion of the Educational Course on Further Education – Training of Advisers and Assessors of Validation of Results of Previous Learning
- Annex 4 C Bc. Zdenka Jamrichová – Certificate of Completion of the Educational Course on Further Education – Training of Advisers and Assessors of Validation of Results of Previous Learning
- Annex 4 D Bc. BRANISLAV DOLEŽAL – Certificate of Completion of the Educational Course on Further Education – Training of Advisers and Assessors of Validation of Results of Previous Learning
- Annex 4 E prof. Ing. ĽUDMILA NAGYOVÁ, PhD. – Certificate of Completion of the Educational Course on Further Education – Training of Advisers and Assessors of Validation of Results of Previous Learning
- Annex 4 F Ing. PETER ŠPIČAN – Certificate of Completion of the Educational Course on Further Education – Training of Advisers and Assessors of Validation of Results of Previous Learning
- Annex 5 A Attendance List from Selection of Applicants from March 1st 2006
- Annex 5 B Attendance List from Selection of Applicants from March 10st 2006
- Annex 5 C Attendance List from Selection of Applicants from March 17st 2006
- Annex 6 A BAJŽÍK IGOR – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 B BALOGHOVÁ IVETA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)

- Annex 6 C BORZA MILOŠ – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 D CZUCZOROVÁ GABRIELA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 E HORVÁTHOVÁ JUDITA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 F KRAMÁR PETER – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 G LACKOVIČOVÁ ALENA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 H MELEGOVÁ ZORA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 I MOLNÁROVÁ IVETA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 J NAGYOVÁ EVA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 K RUMANOVSKÁ MARCELA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 L SLÁDEKOVÁ JANETTE – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 6 M VÍGHOVÁ KLAUDIA – Application for Accreditation of Skills and Professional Qualifications in Non-formal and Informal Learning and Lifelong Learning)
- Annex 7 A Menu n. 1
- Annex 7 B Menu n. 2
- Annex 7 C Menu n. 3
- Annex 7 D Menu n. 4
- Annex 7 E Menu n. 5
- Annex 7 F Menu n. 6
- Annex 8 A Assesment Sheet of the Member of the Examination Committee from March 21st 2006
- Annex 8 B Assesment Sheet of the Member of the Examination Committee from March 22st 2006
- Annex 9 A Model Accreditation Certificate in the Branch Cook 6445 2 00 in the Slovak language
- Annex 9.B Model Accreditation Certificate in the Branch Cook 6445 2 00 in the English language
- Annex 10 Model Questionnaire for the Participants of Validation of Results of Previous Learning
- Annex 11 Model Questionnaire for the Client after the Completion of the Process of Validation of Competences Gained within the Previous Learning