

# SUPPORT TOOL USER MANUAL



# KEY CONCEPTS

## 4-Step Framework

### STEP 1: Understanding the process

The first step is for VET organisations to **develop an understanding** of what is meant by **agreeing process and a whole-institution approach**. This is necessary so that all people involved can appreciate what they will be facing in the following process.



### STEP 2: Planning the Greening of VET

Once there is an **understanding of what the greening process entails** and a positive decision has been made to implement it, the time has come to **create a detailed plan**. This should include concrete goals, as well as measures and responsibilities for achieving them.

Of course, every organisation is unique, but everGREEN will guide you through common actions to create your custom plan for greening your VET institution.

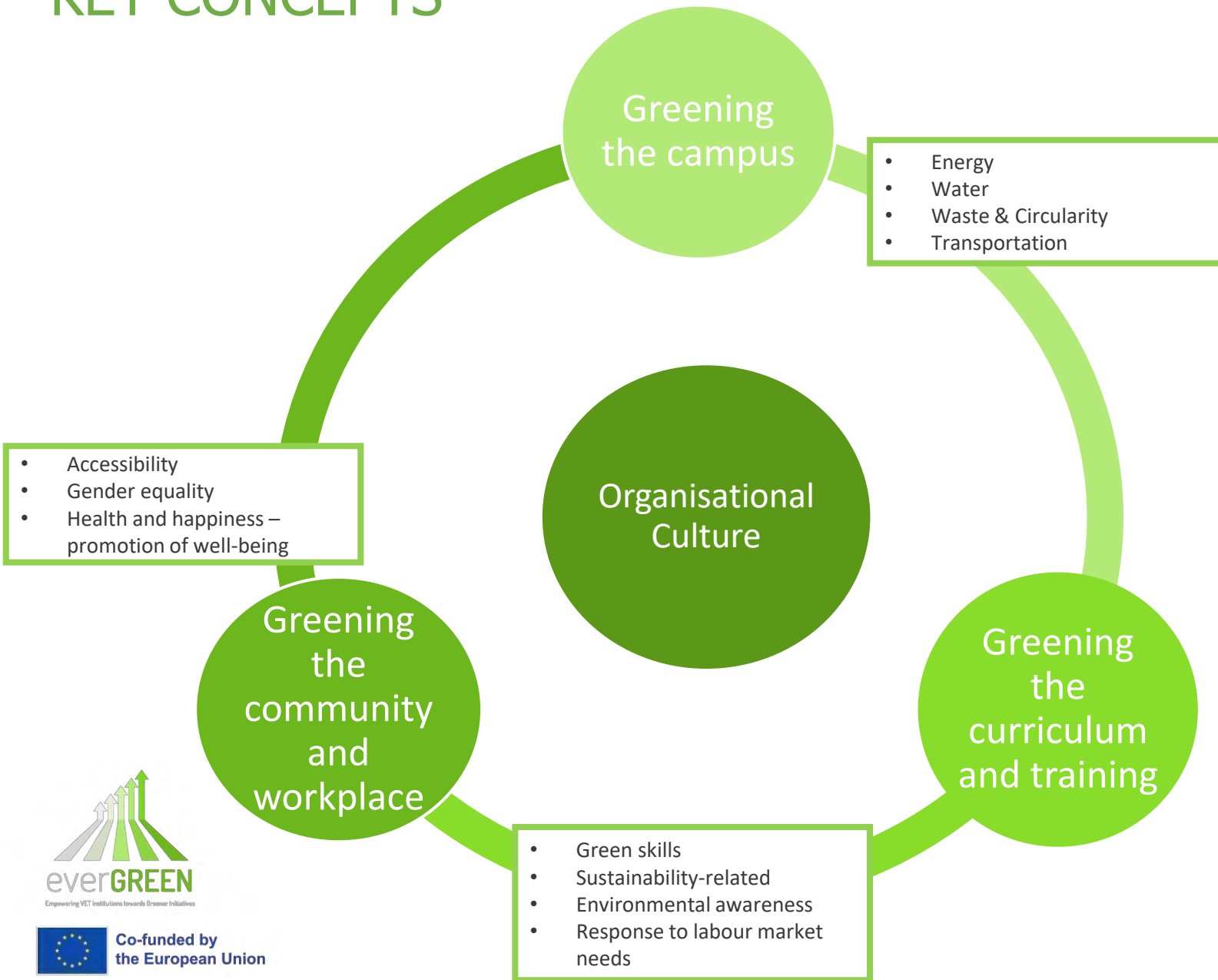
### STEP 3: Implementing the Greening plans

Once a greening plan has been established, it is time to **identify the resources, tools and support needed to implement it**. However, institutional implementation can vary widely among the everGREEN Greening Teams, as organisations might be at different stages of greening and VET is provided in different ways in different countries and sectors.

### STEP 4: Monitoring progress and assessing results

In order to make greening a continuous process, **frequent monitoring** is needed to allow for **regular adaptation and updating**. Only by assessing the progress made can it be determined whether and to what extent the goals of the greening plan have been achieved. This step therefore describes the need to develop assessment criteria which describe a set of expectations and predetermined indicators of achievements

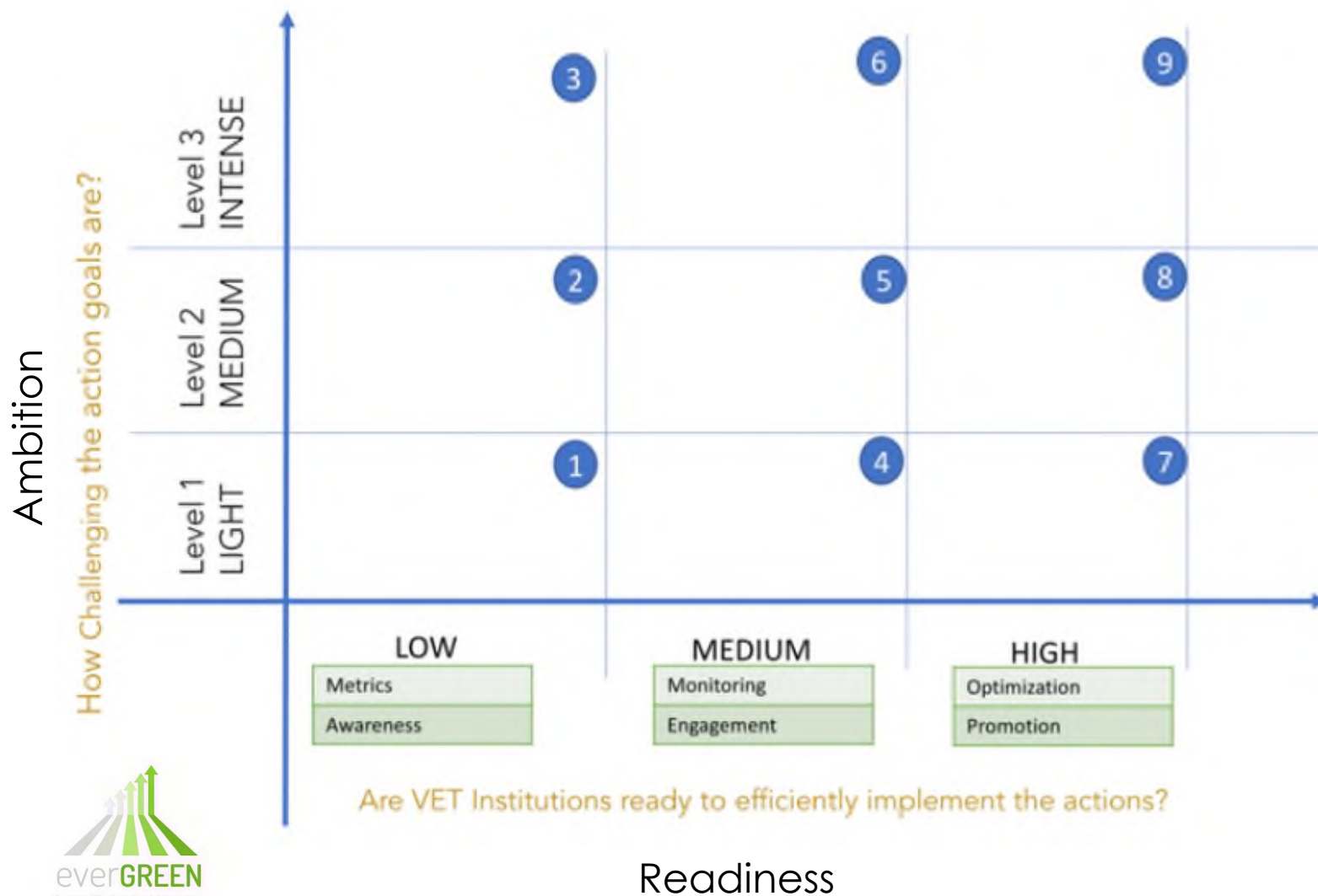
# KEY CONCEPTS



## Key Greening Areas

- Campus;
- Curriculum and Training;
- Community and Workplace;
- Organizational Culture

# KEY CONCEPTS



## 9 Greening Scenarios Framework

The structure developed in this project integrates the description of **nine scenarios matrix**, where the **Y-axis** depicts the greening level, or VET **greening ambition level** categorized as light, medium and intense target. The **X-axis** represents the level of **vocational training maturity (readiness)** to assess how far the measures have progressed. It may be measured at low, medium, or high level.

The designed scenario matrix provides a guideline and a very concrete framework for the green transition in VET in all countries participating in the everGREEN project. It **analyses 9 different scenarios** corresponding to **each possible combination of low-medium-high readiness and light-medium-intense greening targets**.

## KEY CONCEPTS

# 9 Greening Scenarios Framework



### Targeting Ambition

- Level 1 (Light): **There is awareness** for the topic and staff and/or students **occasionally take individual, uncoordinated actions**.
- Level 2 (Medium): Staff and/or students have the feeling they need to act. They **systematically take decisions/make actions** using their own skills and resources.
- Level 3 (Intense): There is **institutional support for strategic, holistic implementation of actions and measures** throughout the VET organisation.

### Targeting Readiness

- Low Level: The organization **starts to measure, define, and record indicators for the action**. Raising awareness is the key starting point in this level.
- Medium Level: The **organization follows up, monitors, and reports collected and updated KPIs**. Organization, groups, and Individuals are committed to promote sustainability.
- High Level: The **organization keeps track of actions**. Updates the strategic and have **implementation plan** to optimize results and engages in a self-improvement loop. Organization and individuals are **engaged and promote sustainability** to others



# KEY CONCEPTS

## 9 Greening Scenarios



1

The institution in this scenario has staff and students who **occasionally** take individual, **uncoordinated actions**. The VET institution is at the **initial stage of defining metrics and raising awareness** among its community about sustainability.

2

The **staff and students** from the VET institution have **systematically started to act**, utilizing their skills and resources to define metrics and increase awareness in the community. However, it **may lack coordinated efforts** between the staff and students.

3

The institution is **promoting and giving support** for a comprehensive and strategic approach to **increase awareness** and **propose sustainability metrics**.

4

Staff and students are **occasionally defining, monitoring, and reporting the metrics, without following a systematic approach**. Also, the institution's community is **starting to engage** in sustainability topics to promote and understand the metrics implemented in the first scenario.

5

The **institutions** in this scenario have staff and students that **systematically define, monitor, and report** on collected metrics. The institution's **community is actively engaged in sustainability actions**, with a focus on the well-being of the same community.

6

VET institutions and their community are **actively working on defining, monitoring, reporting, and implementing** advanced **sustainability metrics** and KPIs while promoting these initiatives extensively.

7

The **institution** has **successfully defined, monitored, and reported metrics** at a light ambition level. Now, the **community** is **occasionally optimizing the monitored metrics** and **promoting sustainability** topics outside of the institution.

8

VET institutions aim to **systematically optimize the monitored and reported metrics**. The institution's **community is deeply committed to promoting sustainability** and continuously improving the institution's results by using its own skills and resources.

9

VET institutions can optimize results through a **well-defined strategic and comprehensive implementation plan**. The institutions and their community of staff and students **actively engage in sustainability promotion** outside of the institution and are **working on advanced sustainability improvement**.

# NAVIGATION Toolbar

You can enter the platform through this link: <https://evergreen-vle.eu/>

Once you enter the platform, you can see on the top of the page the Toolbar.



# NAVIGATION

## Registration



**Register**  
Don't have an account? Register one!

Register an Account

**Registration**

Already have an account? Log In

Username \*

Email \*

First Name \*

Last Name \*

Password \*

Confirm Password \*

Register

In order to enter and use the platform you will first need to register an account with:

- a **Username**,
- your **Email**,
- your **First & Last Name** and
- a **password**.



# NAVIGATION

## Login

A screenshot of a web login page. At the top, the word "Login" is displayed in a green font. Below it, the text "Username or Email Address" is centered above a light blue input field with a person icon on the left. Underneath, the text "Password" is centered above another light blue input field with a lock icon on the left. Below the password field is a checkbox labeled "Remember Me". A prominent green button with the text "Log In" is centered below the checkbox. At the bottom, the text "[Lost Your Password?](#)" is displayed in a smaller, underlined font.

From then on, you can log into the platform with your credentials

- **Username** or **Email**, and
- **Password**.

You can click on the box "Remember me" in order to keep your account signed in.

## NAVIGATION

# Logout



If you want to logout from the platform, you can click on “**Logout**”



# NAVIGATION

## Homepage



### Welcome to the everGREEN Support Tool.

This Tool is designed to help VET leaders and practitioners to make their VET institution more sustainable. The support tool guides you through a four-step process for greening VET (developed by UNESCO).

**STEP 1: Understanding the process**

*Understanding the requirements of a whole institutional approach*

**STEP 2: Planning the Greening of VET**

*Planning a greening strategy*

**STEP 3: Implementing the Greening plans**

*Putting plans into action with proposed tools and resources*

**STEP 4: Monitoring progress and assessing results**

*Monitoring tools to assess the greening process*

For each step, the support tool presents innovative approaches, methods and tools developed by the everGREEN team to support VET organizations in putting these steps into practice.

We have selected the following four key areas that are most appropriate for European TVET Institutions' Sustainability.

1. *Greening the Campus*
2. *Greening the Curriculum and Training*
3. *Greening the Community and Workplace*
4. *Greening the Organizational Culture*

To learn more about our project and its objectives, visit our webpage

<https://evergreen.bupnet.eu/>



The Homepage gives an overview of the Support Tool, as well as the project objectives.

# NAVIGATION

## Four-Steps Process

**Four-Step Process**

**FOUR-STEP PROCESS**

In 2017, UNESCO published the guide *Greening Technical and Vocational Education and Training - A Practical Guide for Institutions* to support VET leaders and practitioners in embracing Education for Sustainable Development. This guide introduces a four-step process for greening VET, which forms the foundation of the everGREEN project's structural design. At everGREEN, we have taken UNESCO's four-step process and enriched it with innovative approaches, methods, and practical tools tailored to the needs of VET organizations. On the right, you'll find an overview of the UNESCO four-step process, enhanced by everGREEN's tools. We provide you with strategies and worksheets designed to help you effectively implement these steps in your VET organization.

Worksheet 4.1

Worksheet 3.1

Worksheet 2.1

Worksheet 2.2

Worksheet 1.1

Worksheet 1.2

Worksheet 1.3

**Introduction**

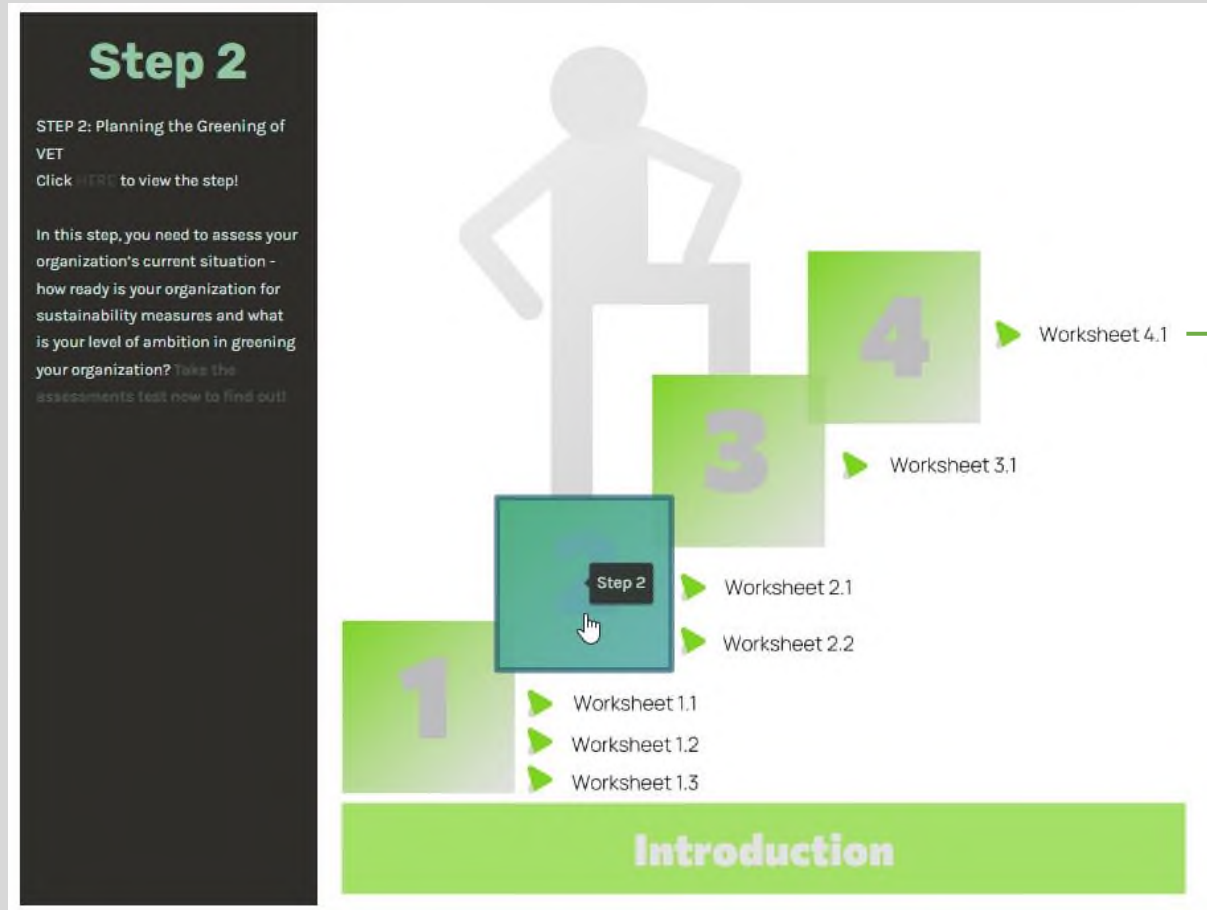
After working through the presentations and worksheets of the 4 steps, you will easily be able to create, implement and monitor your own individual Greening Plan for your VET organisation. The materials provided here will give you the knowledge and tools you need. The following template for your individual greening plan will help you to keep your goals in view and will continuously grow and accompany you during the implementation process. Find the template [HERE](#).

This pages provides practical guidance for VET institutions to implement and monitor sustainability efforts.

The middle section shows the four steps visually as ascending blocks, representing the stages of the process.

# NAVIGATION

## Four-Steps Process



When users click on a block, they are targeted to see a detailed explanation of that step, including an introduction.


Available under each step to download and guide users in putting the step into action.

\*As part of the **2<sup>nd</sup> step**, users need to assess their institution's readiness and ambition levels for sustainability.

## NAVIGATION

# Four-Steps Process

After working through the presentations and worksheets of the 4 steps, you will easily be able to create, implement and monitor your own individual Greening Plan for your VET organisation. The materials provided here will give you the knowledge and tools you need. The following template for your individual greening plan will help you to keep your goals in view and will continuously grow and accompany you during the implementation process. Find the template [HERE](#).



After completing the presentations and worksheets of all four steps, users will be ready to create, implement, and monitor their individual **Greening Plan**.

At the bottom of the page, we provide a downloadable **Greening Plan Template**.



## NAVIGATION

# Assessment questionnaire

There are 2 ways to take the assessment questionnaire.

- As part of the Four-Steps Process
- From the Toolbar

### Step 2

STEP 2: Planning the Greening of VET

Click [HERE](#) to view the step!

In this step, you need to assess your organization's current situation - how ready is your organization for sustainability measures and what is your level of ambition in greening your organization?

Take the assessments test now to find out!

[Home](#)

[Courses](#)

[Registration](#)

[Logout](#)

[Profile](#)

[Take the Assessments](#)



# NAVIGATION

## Assessment questionnaire



### 1. How ambitious are your current goals for your VET institution? (Target/Ambition Level)

- I want to raise awareness of the issue and get individuals to take action on their own. (L1 - light)
- I would like to start coordinated projects involving staff and students in our VET institution. (L2 - medium)
- I want to green the strategic direction and management of our VET institution. (L3 - intense)

### 2. What is the current greening status in your VET organisation? (Readiness Level)

- There is a basic awareness of the issue but we do not yet have defined metrics against which we can monitor our projects/measures. (L1 - low)  
Staff and/or students are actively involved in sustainability projects and initiatives at our educational institution and we monitor the success of our projects/measures using defined metrics. (L2 - medium)
- Sustainability issues are an integral part of our organisational culture and are systematically promoted. We optimise our projects/measures based on the values from the monitoring. (L3 - high)

Submit

You are asked to answer 2 simple questions. You can click on the answers that best describe your institution and click on "Submit".

To answer, you can advise page 5 of the manual.

## Assessment questionnaire results



### Assessment

1. How ambitious are your current goals for your VET institution? (Target/Ambition Level)

- I want to raise awareness of the issue and get individuals to take action on their own. (L1 - light)
- I would like to start coordinated projects involving staff and students in our VET institution. (L2 - medium)
- I want to green the strategic direction and management of our VET institution. (L3 - intense)

2. What is the current greening status in your VET organisation? (Readiness Level)

- There is a basic awareness of the issue but we do not yet have defined metrics against which we can monitor our projects/measures. (L1 - low)
- Staff and/or students are actively involved in sustainability projects and initiatives at our educational institution and we monitor the success of our projects/measures using defined metrics. (L2 - medium)
- Sustainability issues are an integral part of our organisational culture and are systematically promoted. We optimise our projects/measures based on the values from the monitoring. (L3 - high)

Congratulations, you finished the **assessment!** Your ambition level is **MEDIUM** and Your readiness level is **HIGH**

Suggested Courses: [Go to 8th Scenario](#)

The results immediately appear on your screen.

If you click on the button, you will be directed to your suggested courses.

# NAVIGATION

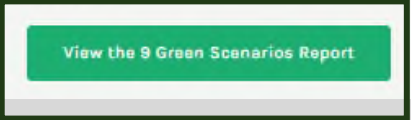
## Courses



Our courses are clustered in scenarios.  
Once you click on “Courses” you are directed to all the different scenarios.  
You can click on any scenario.

In order to get a better idea of what these scenarios mean, you can click on “View the 9 Green Scenarios”

The everGREEN team has developed 32 mini-courses. Depending on your readiness level, your ambitions and your thematic focus, different courses will be of particular relevance to you. To receive a personal recommendation for suitable mini-courses, please take the assessment first. It will place you in one of the 9 greening scenarios and then make course recommendations.





# NAVIGATION

## Scenarios



### 8th Green scenario.



0% COMPLETE Last activity on January 17, 2024 8:01 am

**Eighth scenario:** VET institutions with a high readiness level and medium ambition level aim to systematically optimize the monitored and reported metrics. The institution's community is deeply committed to promoting sustainability and continuously improving the institution's results by using its own skills and resources.

If you find yourself in this scenario, the following suggested mini-courses are just right for you!

Once you click on a scenario, you get to see its description.

# NAVIGATION

## Scenarios

Below you can find the “Course Content”.

You can click on the courses you would like to view.

Next to each course, you can see which area this course covers.

**Course Content**

- Strategies and measures to improve the energy efficiency of buildings (Area : Campus)
- Water management (Area : Campus)
- Sustainable Transportation/Mobility (Area : Campus)
- Waste management (Area : Campus)
- Circular Economy: definition, importance and benefits A nine-steps-approach and teaching strategies for education for sustainable development (Area : Curriculum)
- Circular Economy: definition, importance and benefits A nine-steps-app (Area : Curriculum)
- Sustainable Business Practices (Area : Curriculum)
- Community-Based Sustainability (Area : Community)
- Energy cost-effectiveness (Area : Community)
- Environmentally responsible values and behaviours (Area : Culture)
- Optimization and Promotion





# NAVIGATION

## Courses



**Strategies and measures to improve the energy efficiency of buildings (Area = Campus)**

8th Green scenario > Strategies and measures to improve the energy efficiency of buildings (Area = Campus) IN PROGRESS



**Strategies and measures to improve the energy efficiency of buildings**

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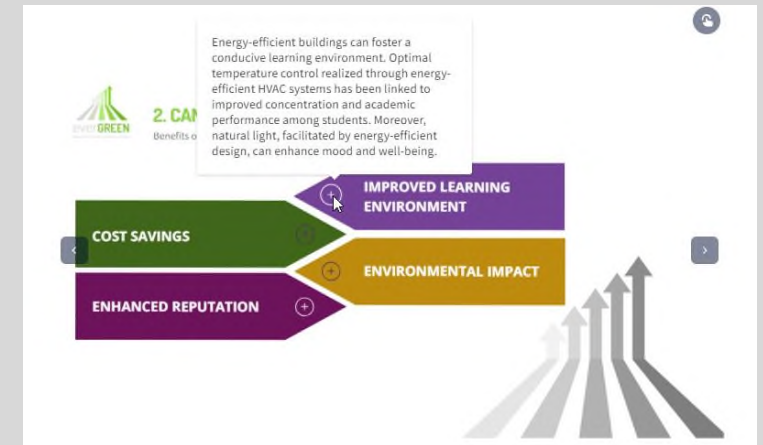
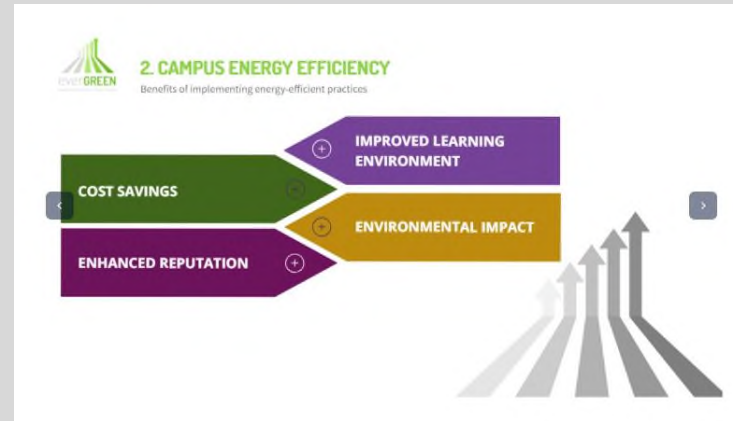
Back to Course Mark Complete

The courses appear in an interactive format.

You can click on the arrow to view the next page.

# NAVIGATION

## Courses



You can click on the **interactive elements** to reveal hidden content.



# NAVIGATION

## Courses



The screenshot shows a slide with the following content:

- Image of three people walking in a field.
- everGREEN logo.
- Title: **Strategies and measures to improve the energy efficiency of buildings**
- Navigation arrow on the right.
- European Union logo and text: "Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them."
- Creative Commons Attribution 4.0 International License logo and text: "This work is licensed under a Creative Commons Attribution 4.0 International License."

A red box highlights a button in the top right corner labeled "Show interactive elements" with a hand icon. A red arrow points from this button towards the explanatory text on the right.

You can view all the interactive elements on each slide by clicking on the top-right hand-button.



Find a more detailed guide about the interactive elements [here](#).

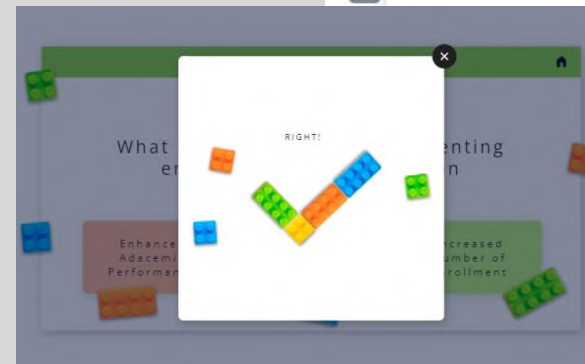
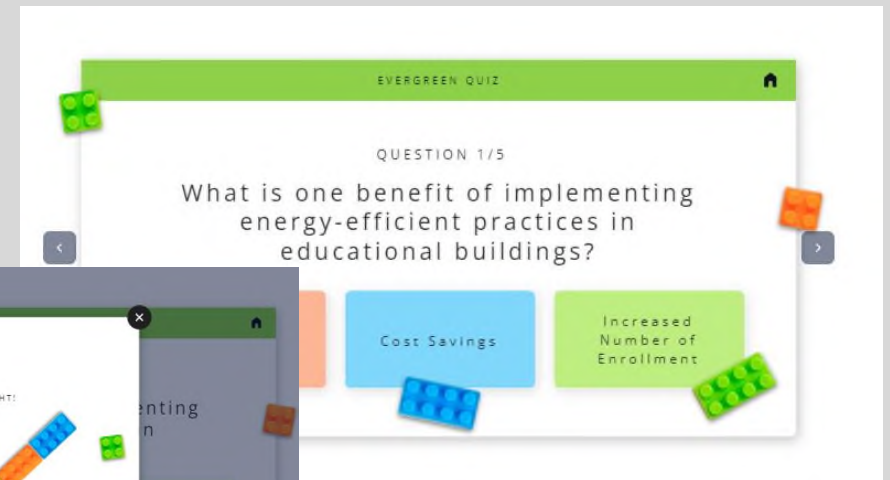
# NAVIGATION

## Courses

In order to finish each course, you have to answer the Quiz.

The quiz has several questions based on what you have learnt in this course.

Each question has 3 possible answers. You can click on the answer you find most suitable.



# NAVIGATION


## Courses



### Course Content

- Strategies and measures to improve the energy efficiency of buildings (Area = Campus)
- Water management (Area = Campus)
- Sustainable Transportation/Mobility (Area = Campus)
- Waste management (Area = Campus)
- Circular Economy: definition, importance and benefits A nine-steps-approach and teaching strategies for education for sustainable development (Area = Curriculum)
- Circular Economy: definition, importance and benefits A nine-steps-app (Area = Curriculum)
- Sustainable Business Practices (Area = Curriculum)

When you complete each course, you are directed to the next one.

The platform keeps track of each course you complete and marks it as “Completed ”

# NAVIGATION

## Profile

In the “Profile Page” you can see the Results of your Assessment.

You can see the different scores you scored and the date and time you have taken each assessment.

By clicking “View Score”, you get to re-view the scenario, that the Tool has suggested to you.



### Profile page

In this profile page you can find out your scores, based on your assessment answers.  
According to the matrix below, if your readiness level is **low** and your ambition level is **light**, your assessment score is **1 point** and you can take Scenario 1 courses.  
On the other hand, if your readiness level is **high** and your ambition level is **high**, your assessment score is **9 points** and you can take scenario 9 courses.

Find your **score** below and place yourself in the **matrix**.

	<b>Time Taken</b>
<a href="#">View Score</a>	01-11-2024 10:50:59 AM

The matrix plots Ambition Level (Y-axis) against Readiness Level (X-axis). The Y-axis has three levels: Level 1 LIGHT, Level 2 MEDIUM, and Level 3 INTENSE. The X-axis has three levels: LOW, MEDIUM, and HIGH. A 3x3 grid of points is shown, numbered 1 through 9. Below the X-axis, there are three boxes representing action plans for each readiness level: LOW (Metrics, Awareness), MEDIUM (Monitoring, Engagement), and HIGH (Optimization, Promotion). A question at the bottom asks: 'Are VET Institutions ready to efficiently implement the actions?'.

Ambition Level	LOW	MEDIUM	HIGH
Level 3 INTENSE	3	6	9
Level 2 MEDIUM	2	5	8
Level 1 LIGHT	1	4	7

LOW: Metrics, Awareness  
MEDIUM: Monitoring, Engagement  
HIGH: Optimization, Promotion

Are VET Institutions ready to efficiently implement the actions?

READINESS LEVEL



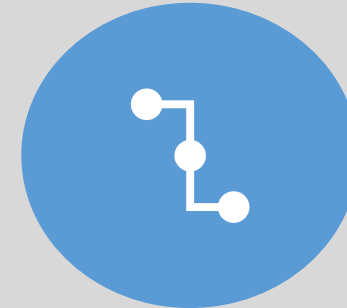
# Ongoing green journey



Gain Insights into Sustainability Practices



Foster Continuous Growth and Learning



Build a Community of Change

Your journey towards a sustainable future is ongoing. As your institution evolves, so may your needs and goals.

You can **retake the self-assessment** at any time to **reassess your institution's status** and explore new learning scenarios tailored to your current ambitions and readiness.



# Thank you for choosing our platform!

For more information about the project you can visit our website

<https://evergreen.bupnet.eu/>



## NAVIGATION

# Assessment questionnaire results



Your results are immediately sent to your email. You can click on the link to see your suggested courses.

Congratulations *Your name* , you scored 8.  
You can see your suggested courses from here <<https://evergreen-vle.eu/my-courses/>>