SUPPORT TOOL USER MANUAL

ever**GREEN**

Empowering VET Institutions towards Greener Initiatives

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4-Step Framework

STEP 1: Understanding the process

The first step is for VET organisations to **develop an understanding** of what is meant by **agreening 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.
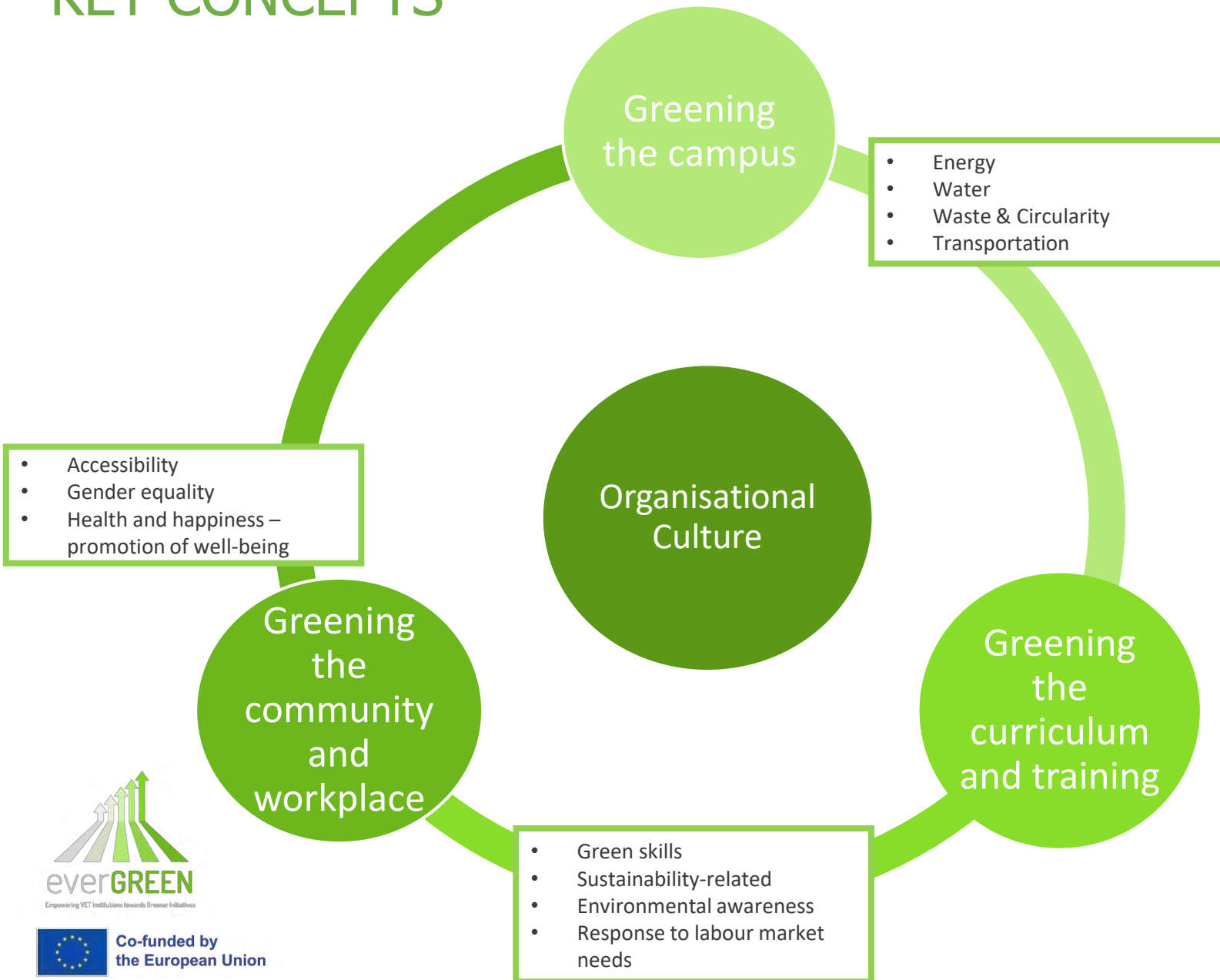
STEP 3: Implementing the Greening plans

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
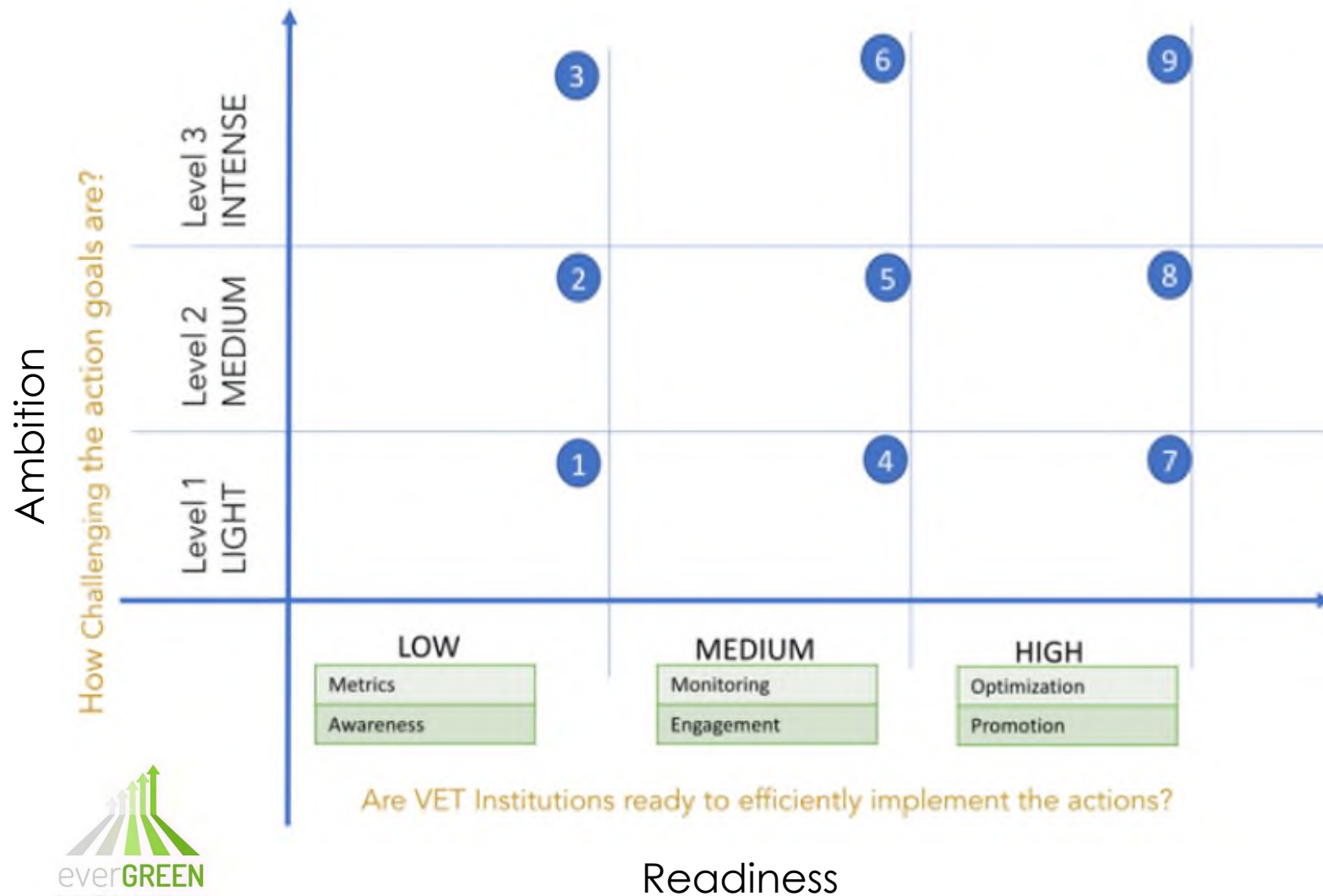
KEY CONCEPTS

Greening the campus
- Energy
- Water
- Waste & Circularity
- Transportation

Organisational Culture

Greening the community and workplace
- Accessibility
- Gender equality
- Health and happiness – promotion of well-being

Greening the curriculum and training
- Green skills
- Sustainability-related
- Environmental awareness
- Response to labour market needs

Key Greening Areas

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

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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**.

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

9 Greening Scenarios

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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.**

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.

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.**

Login

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.

Logout

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

Homepage

The Homepage gives an overview of the Support Tool, as well as the project objectives.
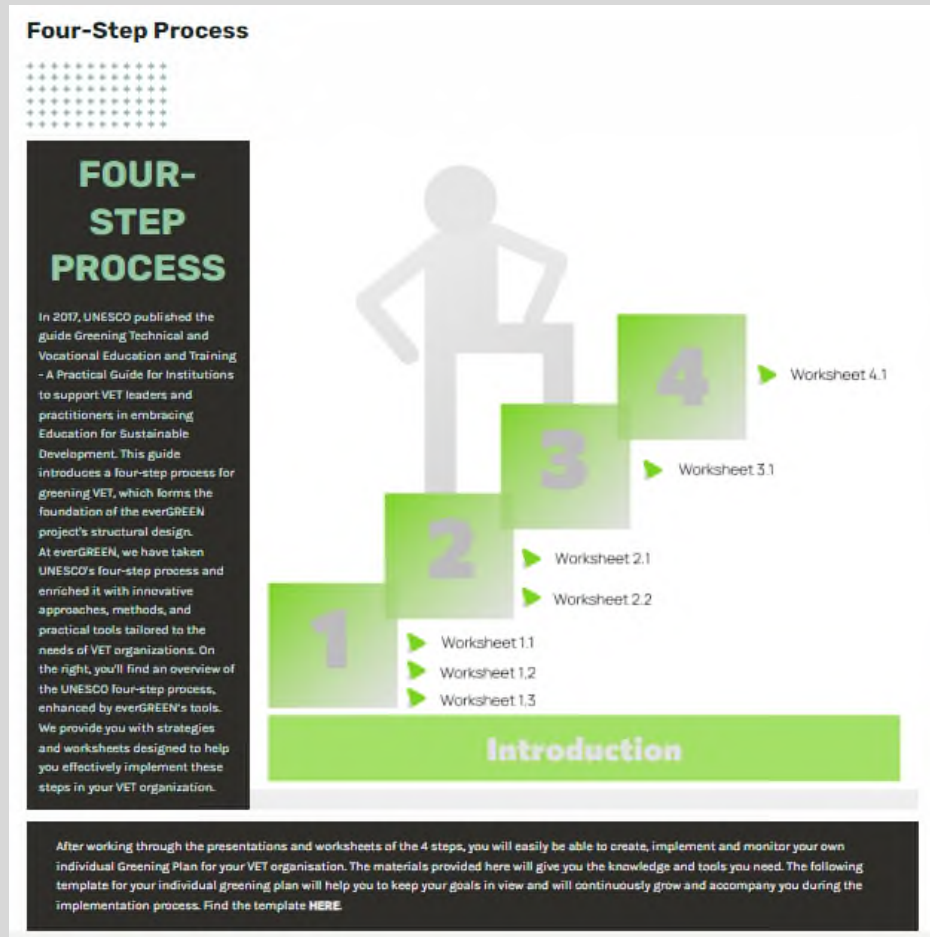
Four-Steps Process

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.

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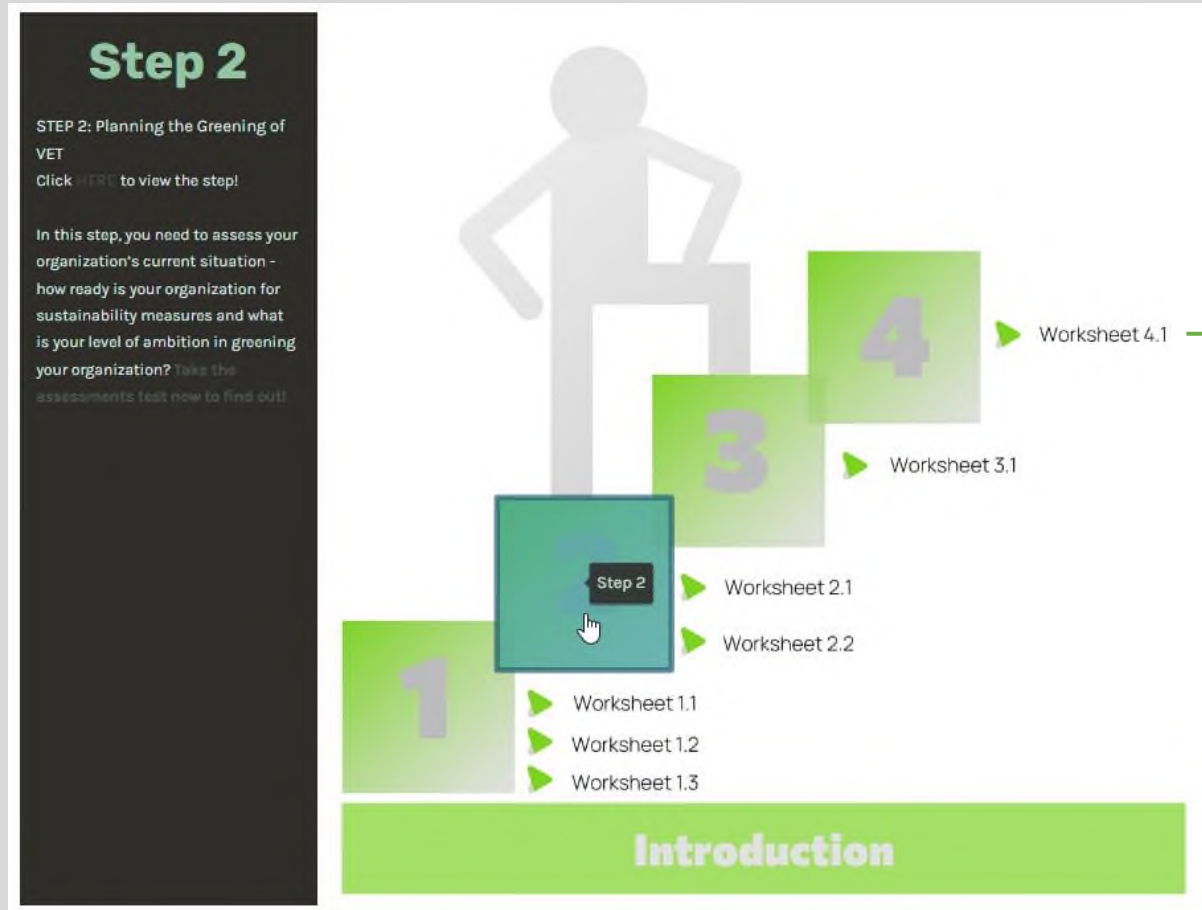
When users click on a block, they are targeted to see a detailed explanation of that step, including an introduction.

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

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

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.**

Assessment questionnaire

There are 2 ways to take the assessment questionnaire.

◦ As part of the Four-Steps Process

◦ From the Toolbar

Assessment questionnaire

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

The results immediately appear on your screen.

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

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.

View the 9 Green Scenarios Report

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.

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
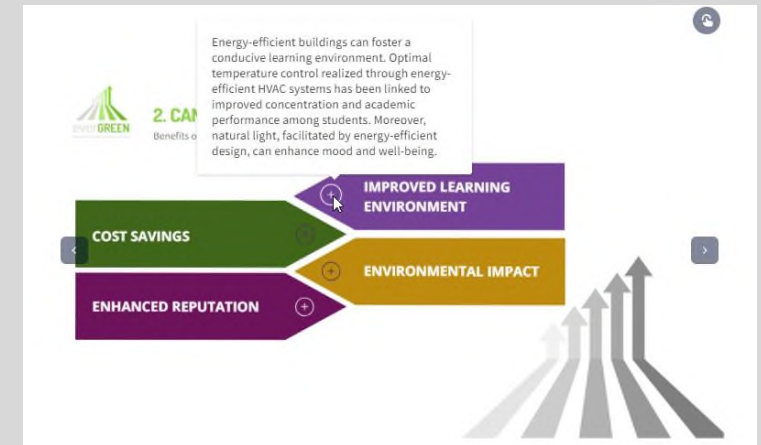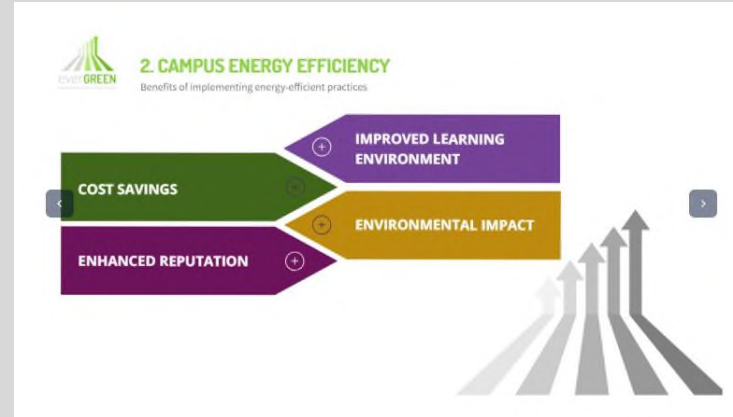
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NAVIGATION

Courses

The courses appear in an interactive format.

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

NAVIGATION

Courses

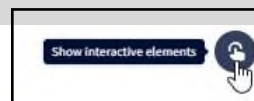You can click on the **interactive elements** to reveal hidden content.

Courses

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

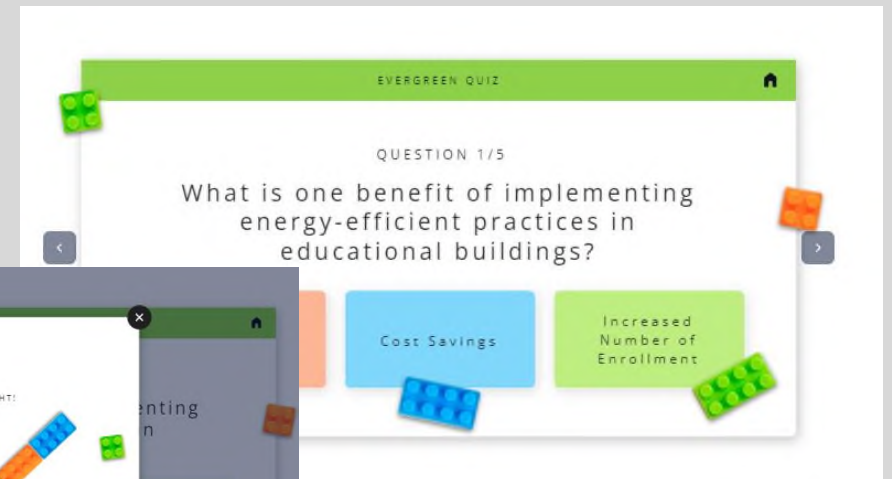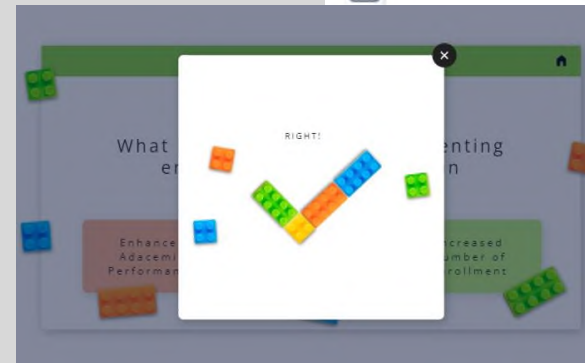👉 Find a more detailed guide about the interactive elements here.

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.

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Courses

27% COMPLETE Last activity on January 22, 2024 8:37 am **IN PROGRESS**

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 ✅ "

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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.
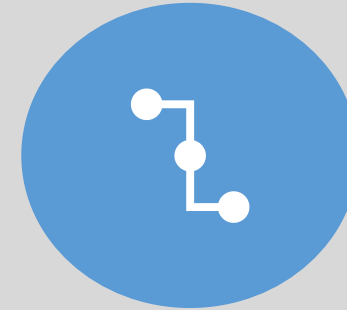
Ongoing green journey

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/