# JOBS4ALL

## PR3/Task 4

# Community of Practice Protocol

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# Introduction to the Jobs4All Community of Practice (CoP)

CoP is defined as an organised group of people who engage in process of collective learning in a shared domain, and mutually benefit from exchanging and learning from others' experiences.



*Picture 1. Guidelines for Establishing Communities of Practice; Source: Learning and Teaching Office. University of Notre Dame*

To achieve these objectives, Jobs4All partners adapted three characteristics, which are crucial in any CoP:

- **Domain –** A shared domain of interest held by the members of a community. This domain inspires all members to participate and also gives meaning to the activities they undertake.
- **Community -** Realizing interests through joint activities. Through the CoP, members can discuss, solve problems together, share information and also build relationships. All these activities contribute to shared learning, integration and also the sharing of ideas with other members of the community.
- **Practice -** Through the CoP, members will have the opportunity to enhance collaborative practice and be actively involved. The members can apply and adapt knowledge from different contexts

to one's own specific situations without negative impact or information overload.

## Purpose of Jobs4All CoP

The mission of the Jobs4All CoP is to serve as an ongoing communication and learning venue for JOBS4ALL partners and outside practitioners who share similar goals, interests, problems, and approaches.

Jobs4All CoP will be facilitated by each partner's organisation, in a format of thematic groups, involving VET professionals and managers, the local experts' groups (LEG), employers, and any other interested stakeholders. It will provide the opportunity to enable learning, and to apply and adapt knowledge from different contexts to one's own specific situation without the negative impact of information overload: 'pulling' vs 'pushing' information and knowledge.

Jobs4All CoP should be multilingual to ensure that all the members from the eight countries of the partnership fully engage and take benefit of it. This can be done by posting in both the partners' language and English – or only in their own language and users can use the functionalities of LinkedIn for automatic translation into English.

The partners will use the potential of Jobs4all LinkedIn as interesting hub for online discussion and learning: [https://www.linkedin.com/company/jobs-4all/?viewAsMember=true](https://www.linkedin.com/company/jobs-4all/?viewAsMember=true)

## Principles

In order to make the CoP a welcoming place for all members of the community, the project partners have established several rules that participants must adopt when participating in the CoP. The aim of these rules is to create an environment where participants are confident that all information posted on the group are reliable, and that participants can feel comfortable sharing information about their own experiences:

1. **Trust**: Trust is the foundation of any online community. It is built over time by interactions, reflective of the remaining five principles, which lead

members to believe they can depend on each other to achieve a common purpose.

2. **Respect:** Community members respect the opinions, values, and beliefs of other members.
3. **Communication:** Community members engage in clear, honest, and respectful communication.
4. **Commitment:** Professionals and families share a commitment to enhancing the quality of life of children with disabilities and their families.
5. **Competence:** Community members have the commitment to identify and share effective and relevant practices in improving the quality of life for individuals with disabilities and their families.
6. **Equality:** All members of the community, including family members, professionals, researchers, and policymakers are equally important and make equally significant contributions to our online community.

## Jobs4All CoP Membership

### Member status
Jobs4All CoP membership is structured into three levels:

### Founding members
Members in this group are the participating organization of the Jobs4All project.
### Inner members
Members in this group are VET professionals and managers, the local experts' groups (LEG), and employers
### Associate members
Members in this group can be any other interested stakeholders.

## Roles and Responsibilities of Members

To ensure the success of Jobs4All CoP, the following roles and responsibilities are defined taking into consideration the different membership status:

### Super admin
CSI, as dissemination leader, is responsible for the LinkedIn page, and manages any technical and administrative aspects of the CoP, including adding new content admin members.

### Content admin
Each partner is responsible for presenting the materials from its topic. The topics were assigned during the development of the CPD programme

1.1: INNOVATING EDUCATION PATHWAYS – The Rural Hub
1.2: STRENGTHENING INCLUSIVE VET – IASIS
1.3: BOOSTING DIGITALISATION – Mindshift
2.1: LABOUR MARKET TRENDS – IB
2.2: BASICS OF NETWORKING AND LOBBYING – CSI
2.3: ENHANCING MOBILITY AND INTERNATIONALIZATION - IHF

### Contributors
Add content in the form of feedback (using available icons), comment, share/send options, that advance the mission of the Jobs4All CoP.

### Supporters
View, use and disseminate content beyond the Jobs4All CoP, but often do not contribute with content.

## Jobs4All CoP shared domain and topics of interest

A community of practice goes beyond, merely, a social club or a network of connections between people. Jobs4All CoP has an identity defined by:

- A shared domain - Boost the excellence, attractiveness, and inclusiveness of Vocational Education and Training (VET) and Work-Based Learning (WBL).

- Topics of interest - listed during the preparatory phase of the Jobs4All project and embedded in the CPD Programme

## Strategy

Jobs4All CoP will be constantly updated by all partners through the project life and it will continue to be updated and reviewed on an on-going, long-term basis after the lifetime of the project, since it is expected to be one of the major resources and services to be used and offered by the partners' organisations and other stakeholders.

Founding members are responsible for posting, online, a variety of resources, related with the topics of interest allocated in the previous section.

**Experiences:** asking a question – e.g.   What is your experience ...? - aiming to boost exchanging of experiences, lessons learned, proven practises, insights and practical suggestions.

**Stories:** best practices, examples, sharing content e.g. using the content produced under PR1 and PR2.

**Tools:** sharing relevant online resources.

**Problems:** creating a poll, using a Linkedin option, as a way to discuss and address recurring difficulties.

The CoP will be launched together with pilots (M19) and kept active till the end of the project and after its ends.