



Sharing skills for Work-based Learning (WBL) in VET for Europe's hospitality sector

Skills Swap is an Erasmus+ Key Action 2 project. It is a Strategic Partnership for vocational education and training (VET) - Cooperation for innovation and the exchange of good practices



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PROJECT PROGRESS:

Since our last publication on the progress of the project (March 2022), we have developed and finalized the third output, an employer's resource handbook. The handbook offers practical and easy-to-follow guidance to companies in the hospitality sector who would like to set up and try Skills Swaps, and covers a range of practical information on the concept and practice of Skills Swap, aimed at personnel managers, managers and owners.

During the process of development, stakeholders involved in Skills Swap had the opportunity to provide feedback on the handbook, to suit their needs. The handbook will be available on the project website shortly.

Currently, the consortium is developing the e-tracker, which will be a helpful tool for the upcoming piloting of the skills swap concept. The project is also moving towards the first testing phase of the Skills Swaps.



Employer resource handbook

The third output, the employers resource handbook pack, has been led by project coordinator Rinova. The purpose of the handbook is to provide guidance for example personnel managers and heads of department. It has been written as a self-directed learning tool and contains various case studies, documents, templates and checklists to explain and ease the Skills Swaps experience. The following 6 areas are covered in the handbook:

- **Introduction:** What is Skills Swap? Outline the project and concept.
- **How do we set up a Skills Swap with another employer?** Request/offer form, employer agreement.
- **Guidance on the rules of skills swapping:** Risk assessment, health and safety, safe guarding etc.
- **Sharing knowledge, skills and expertise:** collaborating, organisational needs, analysis, case studies mentoring etc.
- **After the Skills Swap:** Evaluation, review and using feedback to improve
- **Keeping in touch:** What happens next?
skills-swap.projectsgallery.eu

The methodology for the output was developed by Rinova and partners were each responsible for one of the 6 areas.

Each partner did specify the most relevant aspects of their area and created a case study to simplify the concept of their theme.

The handbook is a result of carefully reviewed and revised material both internally and with stakeholders and sector experts. The handbook is available for download on the website.

[Download the publication here](#)

LAST MEETING AND NEXT STEPS

In the beginning of September this year, the partnership met in London to further discuss the Skills Swap project. It was a very productive meeting and we made substantial progress on the approach and design of different aspects of the project.

All project partners would like to thank Rinova for organising the meeting. This has been the first meeting after the pandemic where all partners attended in person.

The next face-to-face meeting is scheduled for February 2023 in Zaragoza.



The consortium has moved on to the fourth output, developing an eTracker for the skills swaps taking place later in the project, led by Sextaplanta.

The core function of the eTracker is to ensure that the learning from the experience is not lost, but is captured and 'tracked' in real time, before, during the completion of the skills swap and at its close. It acts both as an interactive guide and as a repository, that digitally captures evidence of tasks performed at the workplace through ex scans, photos and diaries/testimonies

For more information about the Project visit our [website](https://skills-swap.projectsgallery.eu) and follow us on [LinkedIn](#).



The Skills Swap piloting

In each country, the partners are now accelerating plans to test out our Skills Swap concept - where workers and apprentices 'swap' their normal place of work in hospitality for another workplace to learn new skills and gain new knowledge that they cannot get at their usual workplace.

Often, the company hosting the 'swap' will also 'swap' their apprentices or workers in return - but there are many different ways it can work; the most important thing is that we have companies working together in a new way to address the staffing problems that are widespread across Europe in the hospitality sector. We are testing this out in some countries before Christmas - but with our 'full blown' trials starting in January.

If you are interested in getting involved - if you are a company representative or a training provider - contact your country contact, who is listed at the end of this newsletter.



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