Fast-track to EU funding 2021-2027Qualification Scheme excel import manual

Import location:

https://esr.train4sustain.eu/control-panel/competence-quality-standard

Qualification Management / Qualification Scheme -> Import scheme button

Import method:

Either drag & drop a proper template excel file to the inner box or browse it by clicking on it. The rest is automatic.

Template excel file schema:

Slightly differs from previous ones as one learning outcome needs to be in one row without combining cells.

Stage and *Scale* were divided to individual columns. Instead of writing their name just an 'X' should be written into the column.

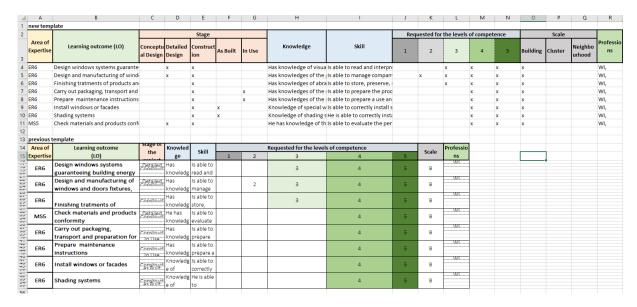*Requested for the levels of competence* works the same, an 'X' mark means it has value.

Professions need to be separated by comma into one cell (e.g. AR,CE,EE,C,UP).
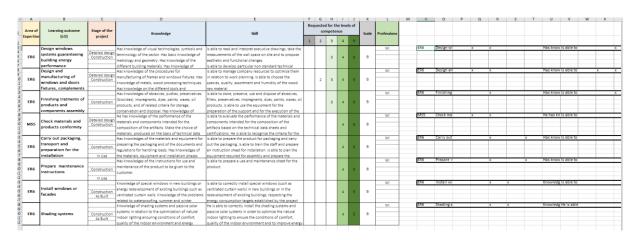
Creating template excel:

Method 1:

Filling the template manually based on the instructions given in 'Template excel file schema' section of this document. The image below shows how the new schema looks like compared to the previous schema

new template

Area of Expertise	Learning outcome (LO)	Conceptual Design	Detailed Design	Construction	As Built	In Use	Knowledge	Skill	1	2	3	4	5	Building	Cluster	Neighbourhood	Professions
				Stage					Requested for the levels of competence					Scale			
ER6	Design windows systems guarante		x	x			Has knowledge of visua	Is able to read and interpr			x	x	x	x			WI,
ER6	Design and manufacturing of wind		x	x			Has knowledges of the	Is able to manage compan		x	x	x	x	x			WI,
ER6	Finishing tratments of products an			x			Has knowledges of abra	Is able to store, preserve,		x	x	x	x	x			WI,
ER6	Carry out packaging, transport and			x		x	Has knowledges of the	Is able to prepare the prod			x	x	x	x			WI,
ER6	Prepare maintenance instructions			x		x	Has knowledges of the	Is able to prepare a use an			x	x	x	x			WI,
ER6	Install windows or facades			x	x		Knowledge of special w	Is able to correctly install s			x	x	x	x			WI,
ER6	Shading systems			x	x		Knowledge of shading s	He is able to correctly insta			x	x	x	x			WI,
MS5	Check materials and products conf		x	x			He has knowledge of th	Is able to evaluate the per			x	x	x	x			WI,

previous template

Area of Expertise	Learning outcome (LO)	Stage of the	Knowledge	Skill	1	2	3	4	5	Scale	Professions
ER6	Design windows systems guaranteeing building energy	Detailed Construct	Has knowledg	Is able to read and			3	4	5	B	WI
ER6	Design and manufacturing of windows and doors fixtures,	Detailed Construct	Has knowledg	Is able to manage		2	3	4	5	B	WI
ER6	Finishing tratments of	Construct	Has knowledg	Is able to store,			3	4	5	B	WI
MS5	Check materials and products conformity	Detailed Construct	He has knowledg	Is able to evaluate				4	5	B	WI
ER6	Carry out packaging, transport and preparation for	Construct In Use	Has knowledg	Is able to prepare				4	5	B	WI
ER6	Prepare maintenance instructions	Construct In Use	Has knowledg	Is able to prepare a				4	5	B	WI
ER6	Install windows or facades	Construct As Built	Knowledg e of	Is able to correctly				4	5	B	WI
ER6	Shading systems	Construct As Built	Knowledg e of	He is able to				4	5	B	WI

Method 2:

Creating new template from existing previous templates by 'excel formula' that transforms previous schema to the new one:

1. Copy formula from 'import_template.xlsx' formula sheet. (N1-AE1)
2. Open up existing qualification scheme e.g. IT20_window manufacturer
3. Paste formula to every first row of the learning outcome to the 'N' column

4. Copy rows from 'N' till 'AE' and paste them to the new schema by value(!) starting from the 3rd row

Area of Expertise	Learning outcome (LO)	Stage					Knowledge	Skill	Requested for the levels of competence					Scale			Professions
		Conceptual Design	Detailed Design	Construction	As Built	In Use			1	2	3	4	5	Building	Cluster	Neighbourhood	
ER6	Design windows systems guara		x	x			Has knowledge of vis	Is able to read and inte		x	x	x		x			WI,
ER6	Design and manufacturing of w		x	x			Has knowledges of th	Is able to manage comp	x	x	x	x		x			WI,
ER6	Finishing tratments of products			x			Has knowledges of a	Is able to store, preserv		x	x	x		x			WI,
MS5	Check materials and products c		x	x			He has knowledge of	Is able to evaluate the			x	x		x			WI,
ER6	Carry out packaging, transport a			x		x	Has knowledges of th	Is able to prepare the p			x	x		x			WI,
ER6	Prepare maintenance instructi			x		x	Has knowledges of th	Is able to prepare a use			x	x		x			WI,
ER6	Install windows or facades			x	x		Knowledge of special	Is able to correctly insta			x	x		x			WI,
ER6	Shading systems			x	x		Knowledge of shadin	He is able to correctly in			x	x		x			WI,

5. No need to worry about empty rows since those are ignored when processing
6. Name the worksheet after the qualification scheme
7. Follow the instructions of 'Import method' section of this document

It is possible to create multiple worksheets then all of them are imported at once. Make sure you have the proper template scheme on all worksheets, otherwise an error or unexpected result could happen.