



AgriFood Open Educational Resources for Human Capital Managers

Erasmus+ Programme

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“FRESH”

agriFood open educational REsources for Human capital managers

Methodology Guide | By BIC Ljubljana and NEC, Cerknica
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1. Introduction

The methodology guide document serves as a practical guide for the use of the e-platform and explains the technical and educational background of the course.

Partners were innovating based on existing non-formal training courses and qualification standards for HRM in the agri-food sector and defining a new European perspective to the HRM approach. After synthesising the EQF of the profession, the Training profile was developed. The profile was base for the preparation of the Students Book, The Evaluation Guide and the training materials and resources. Development of an open-source Learning Management System (LMS) and training course contents were parallel. ICT LMS helps to make the methodological approach more attractive for users and to broadcast the results worldwide (digital open channels, flexible and interactive training experience) as an open educational resource (OER).

During the digitalisation, the digital materials and interactive content were developed. Exercises and tasks for the assessment were selected. MOOCs can have a different level of interaction, based on the expected knowledge, skills and competences. Scope of the digitalisation can be resource-heavy, and partners decided to spend dedicated project hours in the development. The selected approach is balanced between self-study from the Student book, support from the e-platform by presentations and resources, and use of question and exercises-based interaction during the e-course.

We believe that this course is contributing to the development of the best practices and relevant knowledge on the competitive advantage and a more committed HRM.

2. Methodology Guideline

The course is divided into four modules, including four videos and a vast number of written materials as resources. The course can be executed in two ways, as a self-study with use of the e-platform or can be presented as the blended learning course by the teacher.

Partners were developing assignments and exercises along the training course in coordination with the innovative training methodologies. The methodology for delivering this training uses **innovative pedagogies and digital open channels**.

The participatory development of the course is also an innovative way to get research and training closer to the industry. Working together, trainers and businesses tailored a competitive approach and matched training practices to organisational needs.

To fully exploit the course, the student has **access to the most important study material** on the platform:

- Student's Book
- Training Profile
- Evaluation Guide

They are all an essential part of the study, and we highly recommend using them all in the process along to the online course and resources.

The online course enables the student to obtain knowledge and some skills through the online presentation and further develop the skills and competencies through the use of resources provided after each unit. The student should follow the sequence of the modules and units. Each module consists of one or more units and resources of the unit.

Each unit has a slide show containing the presentation of content, information or examples. To make learning more interactive, quizzes and drag and drop actives are included. These quizzes do not bring any points during the course. They help to memorise and make the learning experience more pleasant. However, these quizzes might reappear in the final evaluation of the module.

There are two exams at the end of each module—one to test the knowledge and one to test the skills and competencies. **The exam** is prepared in the form of quizzes.

The online **assessment of knowledge** focuses on the factual and theoretical knowledge, its understanding and application. Therefore, the quizzes contain the true/false and multiple-choice questions, gap fills, drag and drop, matching and ordering exercises. These exercises appear as formative assessment (no points) during the learning units and repeat during the final exam in random order.

The online **assessment of skills and competences** focuses on the understanding of course matter and examples of the resources' templates use. The student has to show the application, analyse and evaluation of course matter in connection to the modules' study case.

The main disadvantage of the online exam is the limited capacity to assess skills and competences. From the multiplication perspective of this course and its assessment, the case study approach was selected to evaluate students' skills and competences. Therefore, we suggest teachers or trainers in a blended learning course to use the recommendations in the Training profile and the Evaluation guide about the development of skills and competences. The course is meant to be as practical as possible for the students in continuing VET. In this case, students should generate products based on the provided templates individually or in groups and teachers should evaluate the products as part of the assessment.

EQAVET guidelines were and will be followed for documenting, developing, monitoring, evaluating and improving this non-formal training curriculum, in order to guarantee a high-quality product and an easier recognition throughout Europe.

3. Examples of Exercises

The interactive content was used on the e-platform to engage with the learner and make the learning experience better. The same type of exercises is used in the assessment as well. The interactive content plays a vital role in maintaining the attention of the students on the e-platform. During the course, many exercises and quizzes are used, so the student can memorise and sum up the important part of the unit. Students using interactive content are more engaged and learn faster.

Two types of content were used, question-based and exercises based. E-platform and assessment include true/false and multiple-choice questions, and gap fill, drag and drop, matching and ordering exercises.

For educational and assessment purposes, the following type of exercise were used:

Multiple-choice questions:

**Find the main 2 mistakes to avoid once starting a business.
Select one or more correct answers from the choices below**

- If you don't know, learn
- Surrounding yourself with inspiring people
- If it doesn't work, try differently
- To think that the business idea is the most important thing
- Confuse roles of employees, partners and founders
- Base your business plan on risk analysis

True/false questions:

In the Talent Management, it is indispensable to find a commonplace between the needs of the employer and the employee

- False
- True

Gap-fill exercise questions:

Drag the correct words to complete the sentence What is a labor relation?

Labor relations are determined that are located between and labor in the .

In this relationship, the person who contributes the capital or the means of production is specific

, instead, the person who contributes the work is considered a .

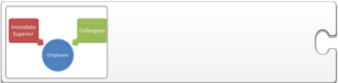
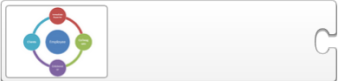
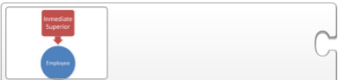
These labor relations are regulated by the employment contract, that is, the is the norm that regulates the between employer-worker.

labor legislation	partners	terms	labor relationship
worker	Shares	capital	employment contract
production process	ouput	investors	employer

Drag and drop exercise:




Here you have three different models of Performance Assesment.

Match the following items:

	Evaluation 180°
	Evaluation 90°
	Evaluation 360°

Matching exercise:

Match the following items. You can find several questions that could be made in an interview. Match each question with the skill or competence that corresponds.

 Tolerance to pressure	With which groups of people do you have feel more comfortable
 Customer orientation	What kind of decisions you delegate in your team and which
 Motivation	Do you remember any kind of improvement you have had to

Ordering exercise:

**Arrange the following items in the correct order
Order the following phases of a selection process in the
way you think it is the most appropriate:**

1.
2.
3.
4.
5.

Single choice questions based on the study case:

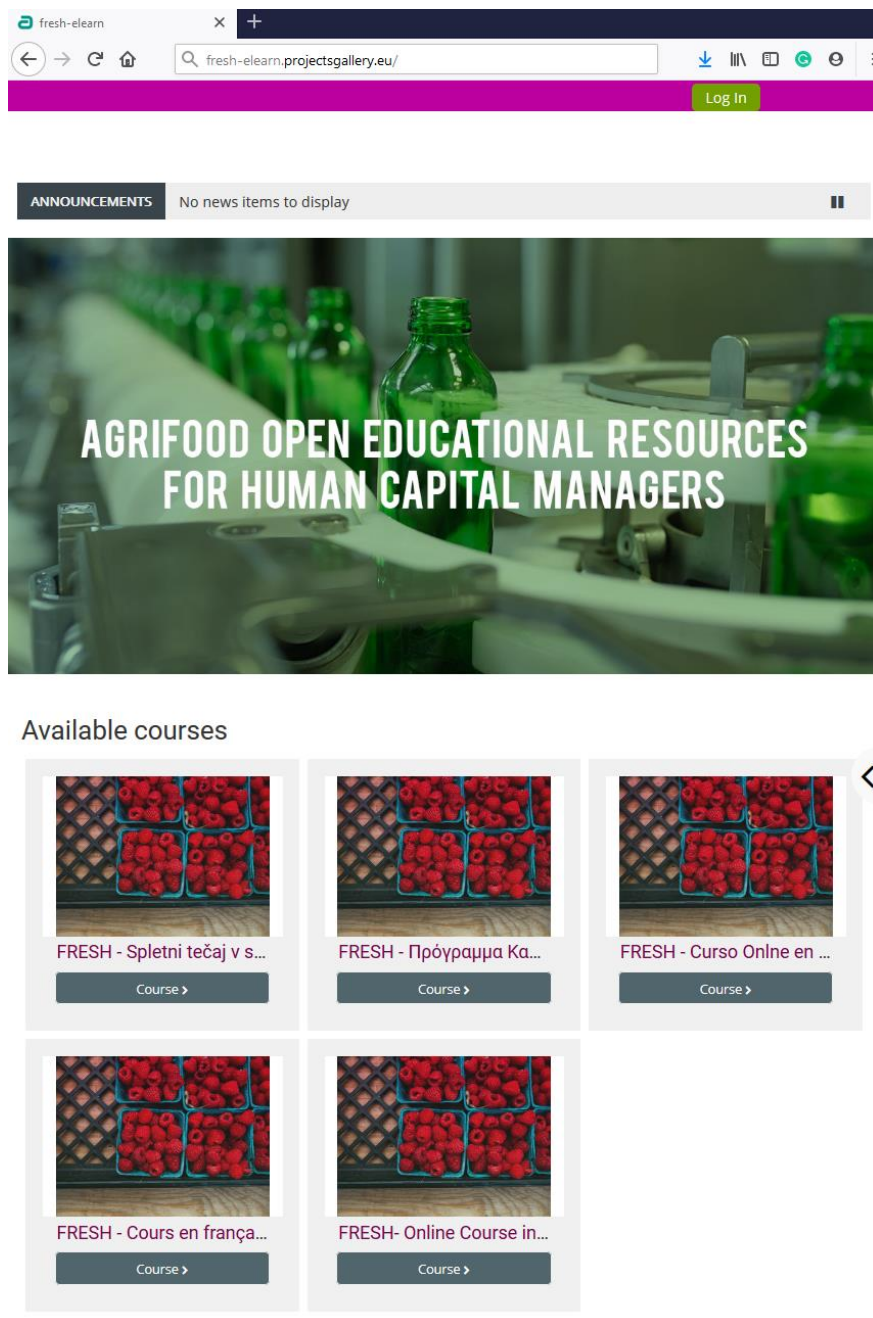
**CANVAS - Select one correct answer based on the case
study facts from the choices below:**

- Customer segment : Fitness and special nutrition stores
Source of income : margin of 20%
- Customer segment : individuals with special nutrition needs (diets and fitness)
Value proposition : Nutritionally full product with no added salt and sugar
- Customer segment : individuals with special nutrition needs (diets and fitness)
Source of income : sale rising 20% per year
- Customer segment : Fitness and special nutrition stores
Value proposition : unique peanut butter spread

4. How to Access the Platform, Create an Account, Login on the Platform

4.1 | Accessing the platform and selecting your language

1. Go to <http://fresh-elearn.projectsgallery.eu/>
2. Scroll down and select the course in one of the languages (English, French, Greek, Spanish, Slovenian).

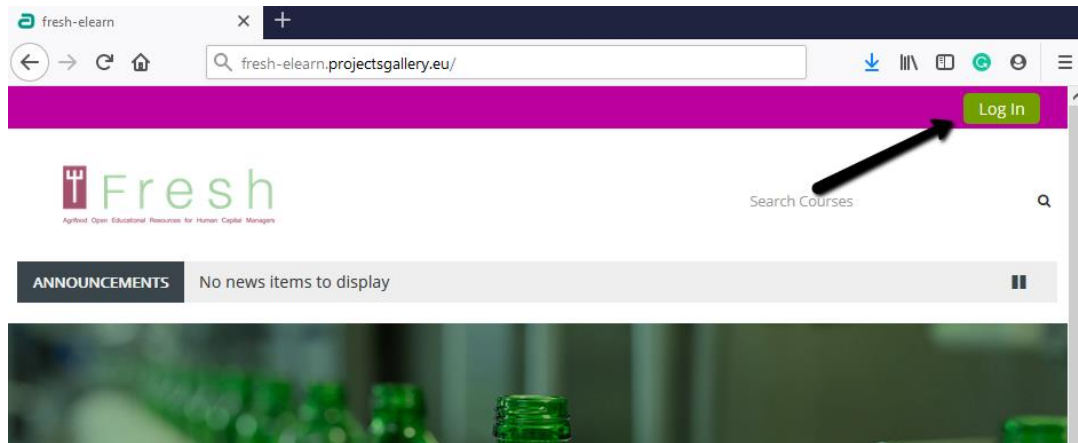


The screenshot shows the homepage of the fresh-elearn platform. At the top, there is a navigation bar with a 'Log In' button. Below this is an 'ANNOUNCEMENTS' section with the text 'No news items to display'. The main content area features a large banner image of a factory setting with green bottles, overlaid with the text 'AGRIFOOD OPEN EDUCATIONAL RESOURCES FOR HUMAN CAPITAL MANAGERS'. Below the banner, there is a section titled 'Available courses' which displays five course cards. Each card has a thumbnail image of raspberries in a blue tray and a 'Course >' button. The course titles are: 'FRESH - Spletni tečaj v s...', 'FRESH - Πρόγραμμα Κα...', 'FRESH - Curso Online en ...', 'FRESH - Cours en frança...', and 'FRESH- Online Course in...'.

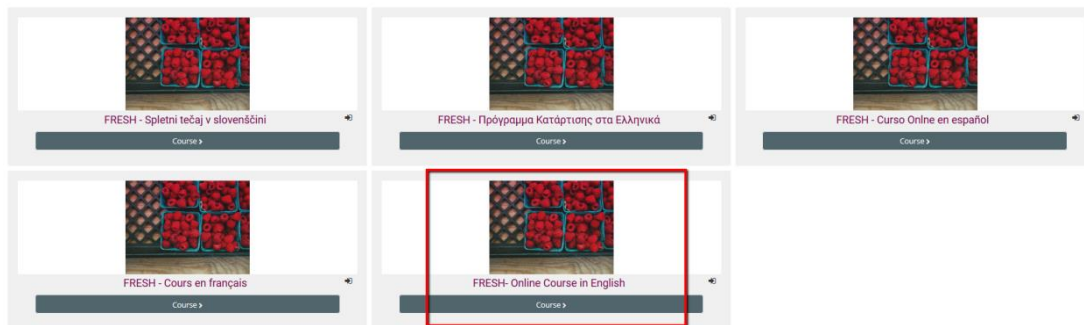
4.2 | Creating an account

To create an account, follow the steps below:

1. Click on the login icon as shown below.



or press the selected course.



2. Click on the button “Create new account”.

Remember username

Forgotten your username or password?

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Log in


Log in as a guest

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

3. Fill in your details, as shown below and press “Create my new account”.




Agrifood Open Educational Resources for Human Capital Managers


New account

▼ Collapse all


▼ Choose your username and password


Username 


The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #


Password 

▼ More details

Email address 


Email (again) 

First name 

Surname 

City/town

Country

There are required fields in this form marked .

Note: Make sure you enter your name correctly as it will appear on the certificate. Also, your email must be correct since the activation link will be sent to your inbox.

An email with a link will be sent to your mailbox. Click the link to activate your account.

Note: Sometimes, the email goes in the junk folder. Please check your junk folder!

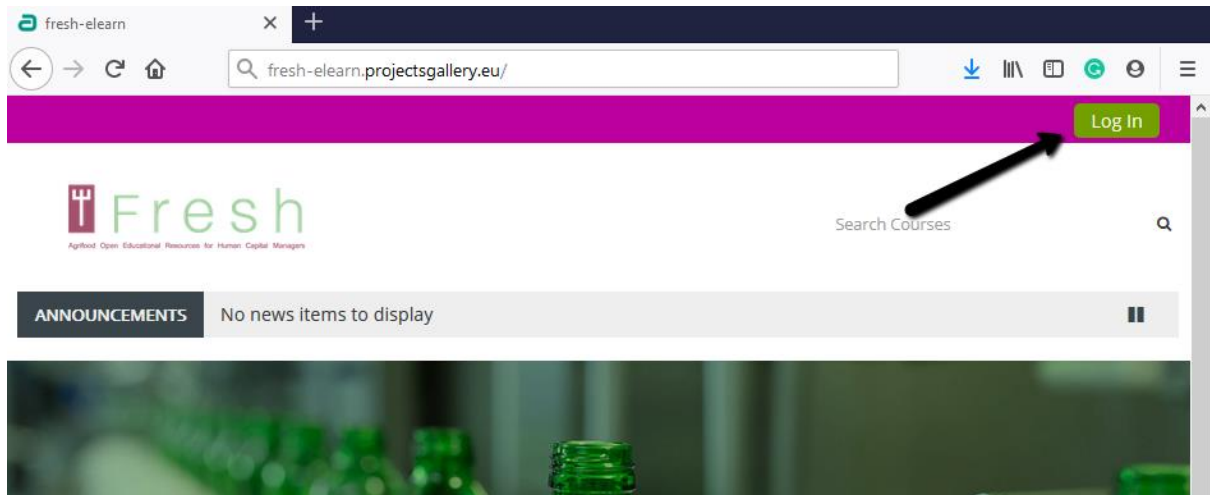
4.3 | Login on the platform FRESH and self-enrol in a course

4.3.1 To login

Follow the steps below to login on the platform:

1. Click on Login on the upper right corner of your screen.
2. Enter your username and password.

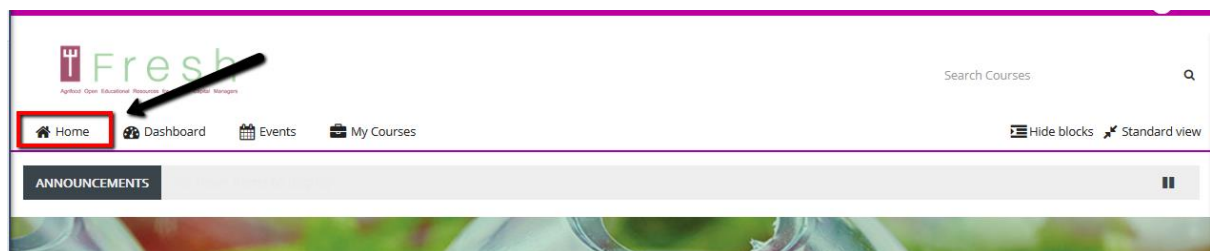
Note: Username and password are case sensitive.



4.3.2 To enrol in a course

To enrol in a course, follow the steps below:

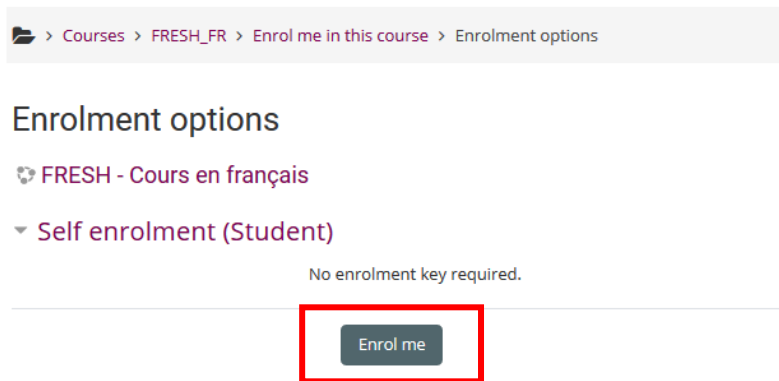
1. Go to Home



2. Select the Course in your preferred language as shown below:



3. Click Enrol me.



5. How the Platform Works

5.1 | Navigation

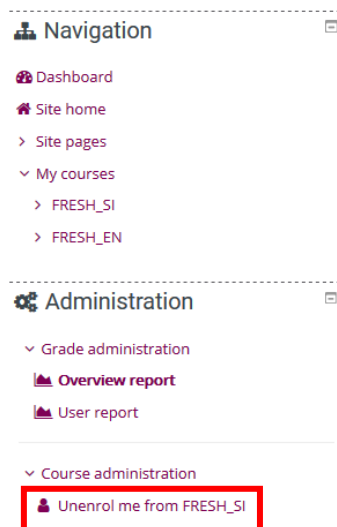
Main navigation buttons are:

- Home – Where you will find the available courses.
- Dashboard – Where you can see the enrolled courses.
- My Courses – Where you can select the course you want to attend at the moment.
- This course – Where you can see other participants, grades, resources and your report based on the modules.



Feel free to explore the platform. As well the navigation panel and administration.

If you want to unenroll the course, you can do it in a Course administration.



5.2 | Reading the units of each module

Entering the course, the four modules will be displayed. Please read all the content of the units. The module consists of units and their resources, and you may read the units unlimited times. Each unit is completed if you read all the slides and review all the resources. You can also mark a unit manually to complete by clicking the box next to the unit (on the right).

Note that there are two tests at the end of each unit to assess your knowledge, skills and competences. To complete the course, you have to pass the tests of all four modules.

Module 1: Staff Management

- M1 Unit 1: Staff Planning**

In this unit you will understand and know the background and framework of staff planning in the organisation based on business model, business plan, organisational structure and culture to manage strategic human resource cycle.

Some of the sections this unit has are related to the Definition and Concept of Business Modelling and Planning and the Organisational Culture and how to develop it: Organisation Structures and Flow Charts and the creation of Job Descriptions are also part of it.
- Resources for M1 Unit 1**
- M1 Unit 2: Talent Management**

In this unit you will learn how to manage the talent of an organisation in the way to utilise them to their full potential: how to attract, retain and boost talent in an organisation.

This means understanding of the implementation of Talent Management in the Organisation and knowing selection and recruitment processes strategies so that you may attract the best talent around you.
- Resources for M1 Unit 2**
- M1 Unit 3: Staff Management Policies**

In this unit you will learn how to design staff management policies and how to apply the appropriate performance assessment depending on each case.

Also, how practically implement the learning organisation concept and lifelong learning by taking into account various aspects of knowledge management and training in the organisation. Two main aspects will be dealt with in this unit: performance assessment and training programmes.
- Resources for M1 Unit 3**
- M1: Test your knowledge**
- M1: Test your skills and Competences**

To enter the unit, you have to press the link and press entre (look at the next page). A new window will open, and then you can navigate through the slides and interactive exercises.

M1 Unit 1: Staff Planning

In this unit you will understand and know the background and framework of staff planning in the organisation based on business model, business plan, organisational structure and culture to manage strategic human resource cycle.

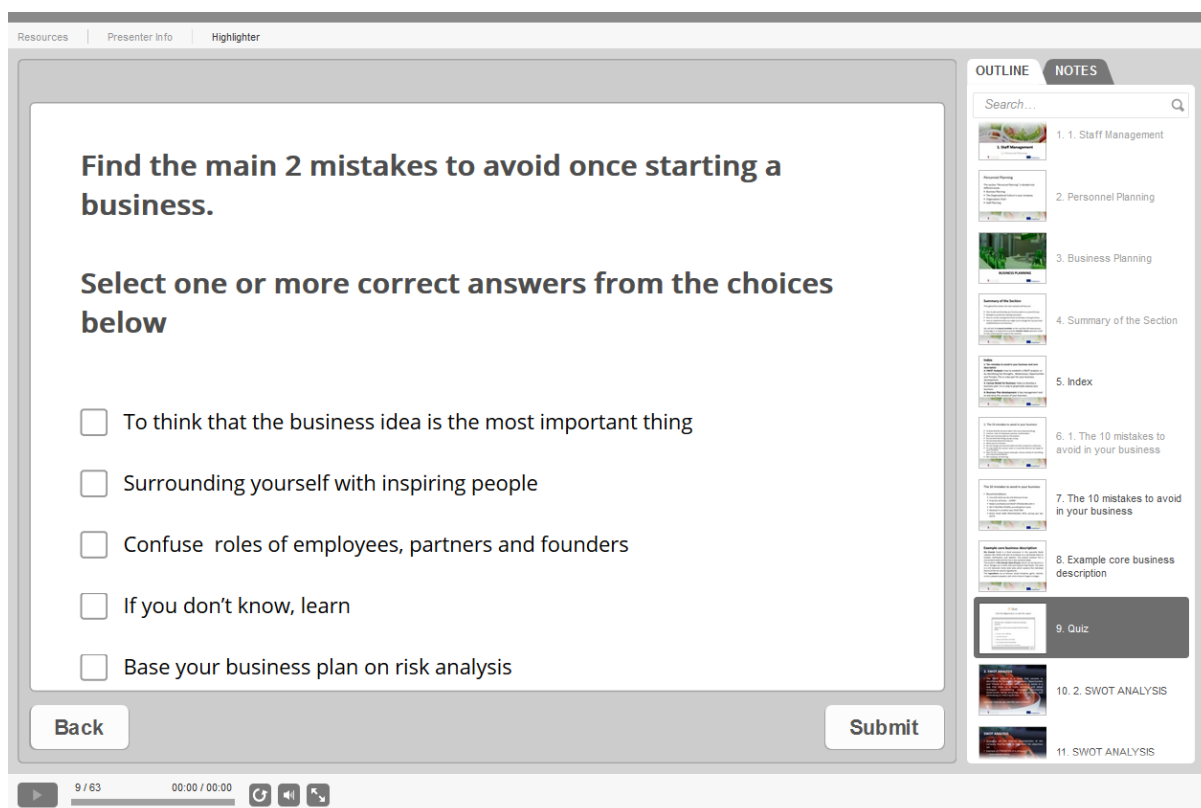
Some of the sections this unit has are related to the Definition and Concept of Business Modelling and Planning and the Organisational Culture and how to develop it; Organisation Structures and Flow Charts and the creation of Job Descriptions are also part of it.

Number of attempts allowed: Unlimited
 Number of attempts you have made: 1
 Grade for attempt 1: 100%
 Grading method: Highest attempt
 Grade reported: 100%

Start a new attempt



During the unit, quizzes will appear. They will be in the form of exercises or questions.



The screenshot shows an online assessment interface. At the top, there are tabs for 'Resources', 'Presenter Info', and 'Highlighter'. The main content area contains the following text:

Find the main 2 mistakes to avoid once starting a business.

Select one or more correct answers from the choices below

- To think that the business idea is the most important thing
- Surrounding yourself with inspiring people
- Confuse roles of employees, partners and founders
- If you don't know, learn
- Base your business plan on risk analysis

At the bottom of the main area are 'Back' and 'Submit' buttons. On the right side, there is an 'OUTLINE' panel with a search bar and a list of 11 items:

1. Staff Management
2. Personnel Planning
3. Business Planning
4. Summary of the Section
5. Index
6. 1. The 10 mistakes to avoid in your business
7. The 10 mistakes to avoid in your business
8. Example core business description
9. Quiz
10. 2. SWOT ANALYSIS
11. SWOT ANALYSIS


At the bottom of the interface, there is a progress bar showing '9 / 63' and a timer '00:00 / 00:00' along with navigation icons.

5.3 | Taking the Online Assessment

The assessment is available at the end of each module and covers all learning units of the module.

To begin the assessment, the student clicks the “test icon” at the end of the paragraph, just after the last resources of the module. Note that there are two tests at the end of each unit to assess your knowledge, skills and competences. To complete the course, you have to pass the tests of all four modules. To take the final exam, follow the steps below:

Click on the link to take the final exams of the module.

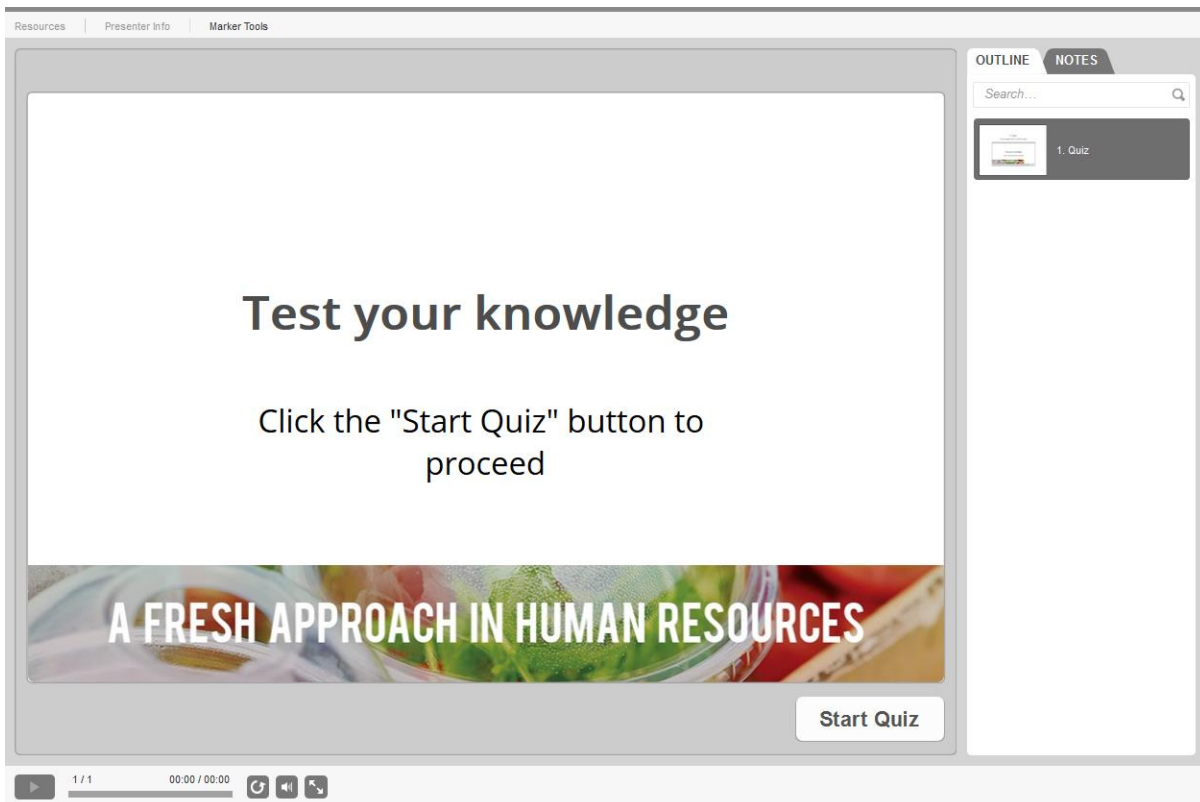
 **M1: Test your knowledge**

 **M1: Test your skills and Competences**

Please note that you may try the **exam 5 times**. If you did not pass the 1st time, we strongly suggest that you review the modules before the 2nd attempt. Please note that **every time you enter the exam, this counts as one attempt**.

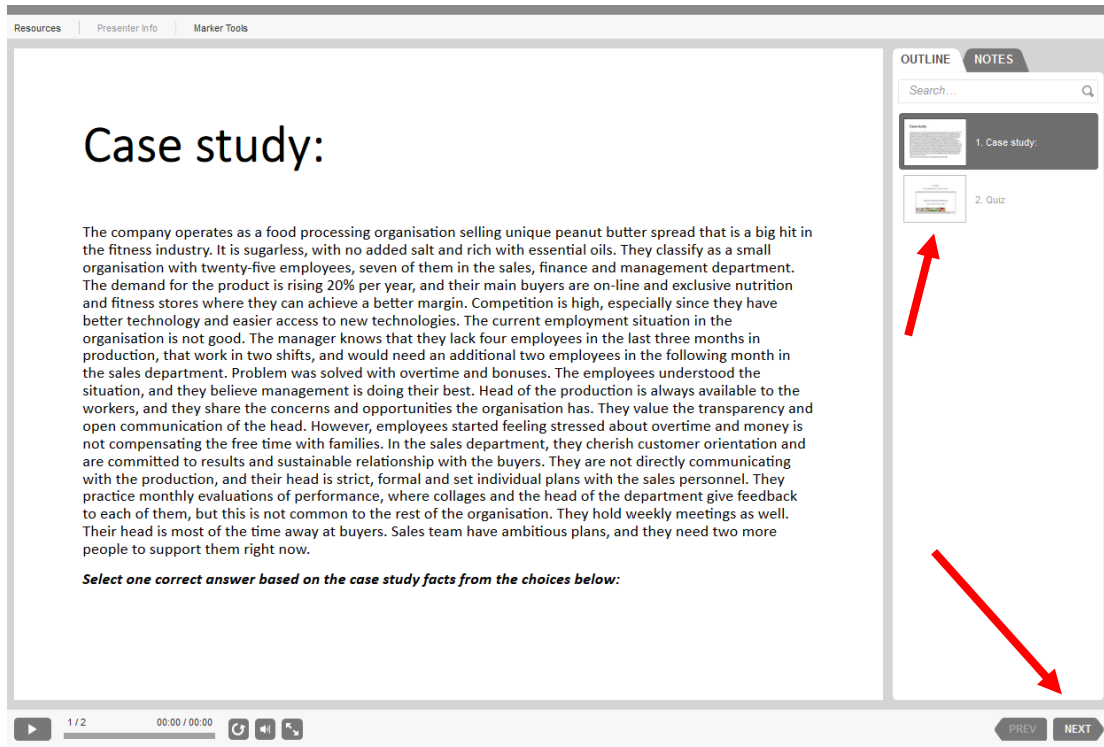
A subpage will open where the student can view the number of attempts allowed, the number of attempts taken, the grade for each attempt, and grade reported containing the highest attempt result.

The “enter” button has to be clicked to start the exam. Afterwards, the new window opens, and the “Start Quiz” button has to be pressed.



The screenshot shows a presentation interface. At the top, there are tabs for 'Resources', 'Presenter Info', and 'Marker Tools'. The main content area displays the title 'Test your knowledge' in a large, bold font. Below the title, it says 'Click the "Start Quiz" button to proceed'. At the bottom of the slide, there is a banner image of fresh vegetables with the text 'A FRESH APPROACH IN HUMAN RESOURCES'. A 'Start Quiz' button is located in the bottom right corner of the slide. On the right side of the interface, there is a sidebar with 'OUTLINE' and 'NOTES' tabs. Under 'OUTLINE', there is a search bar and a list item '1. Quiz'. At the bottom of the interface, there is a navigation bar with a play button, '1 / 1', a timer '00:00 / 00:00', and several control icons.

When you decide to participate in the “Test your skills and competences”, you follow the same steps as for “Test your knowledge”. After entering the Quiz, study case will appear. To start answering the questions, press next or the “2. Quiz” slide on the right side. You can return to the Case study by clicking “1. Case Study” on the right-side panel. You can return or skip questions. When you decide to finish the exam, press the “Submit All” button. You will find an example on the following page.

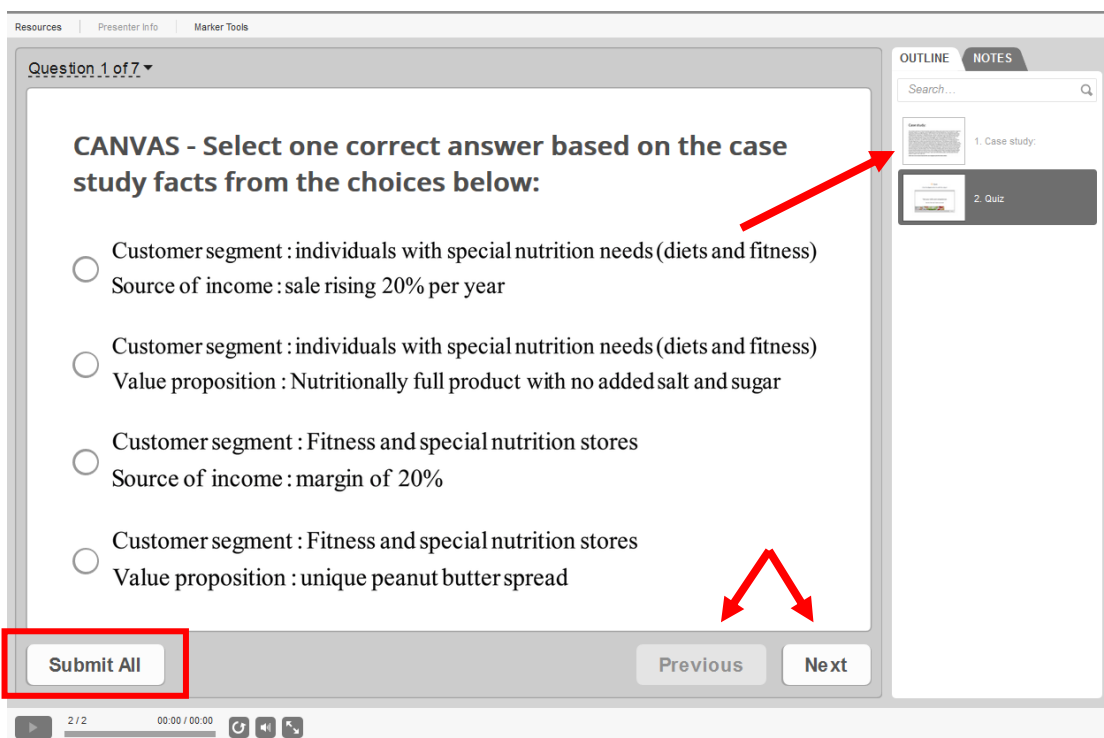


Case study:

The company operates as a food processing organisation selling unique peanut butter spread that is a big hit in the fitness industry. It is sugarless, with no added salt and rich with essential oils. They classify as a small organisation with twenty-five employees, seven of them in the sales, finance and management department. The demand for the product is rising 20% per year, and their main buyers are on-line and exclusive nutrition and fitness stores where they can achieve a better margin. Competition is high, especially since they have better technology and easier access to new technologies. The current employment situation in the organisation is not good. The manager knows that they lack four employees in the last three months in production, that work in two shifts, and would need an additional two employees in the following month in the sales department. Problem was solved with overtime and bonuses. The employees understood the situation, and they believe management is doing their best. Head of the production is always available to the workers, and they share the concerns and opportunities the organisation has. They value the transparency and open communication of the head. However, employees started feeling stressed about overtime and money is not compensating the free time with families. In the sales department, they cherish customer orientation and are committed to results and sustainable relationship with the buyers. They are not directly communicating with the production, and their head is strict, formal and set individual plans with the sales personnel. They practice monthly evaluations of performance, where collages and the head of the department give feedback to each of them, but this is not common to the rest of the organisation. They hold weekly meetings as well. Their head is most of the time away at buyers. Sales team have ambitious plans, and they need two more people to support them right now.

Select one correct answer based on the case study facts from the choices below:

1/2 00:00 / 00:00 PREVIOUS NEXT



Question 1 of 7

CANVAS - Select one correct answer based on the case study facts from the choices below:

- Customer segment : individuals with special nutrition needs (diets and fitness)
Source of income : sale rising 20% per year
- Customer segment : individuals with special nutrition needs (diets and fitness)
Value proposition : Nutritionally full product with no added salt and sugar
- Customer segment : Fitness and special nutrition stores
Source of income : margin of 20%
- Customer segment : Fitness and special nutrition stores
Value proposition : unique peanut butter spread

Submit All Previous Next

2/2 00:00 / 00:00

5.4 | Printing your certificate

To print the certificate:

1. If you attained a score of 60% and above the link to print, your certificate is enabled.
2. Click on the link and then click on download. The certificate is downloaded in pdf format.

3. Open the certificate to print.