The role of the National Referent

1. National Referent's profile
2. National Referent's roles & tasks

1. National Referent's profile

Taking in consideration what we want to achieve in RAISE project, we consider that National Referents as Tutors, need to be multifaceted, with transversal skills really diverse: from social abilities to technical ones:

a) <u>Communicative competences:</u>

As coordinator of tutors at national level and the National Referent at European level, it's really important that all NR have the following skills: good communication, assertively, empathetic and motivation abilities, in order to guarantee a good communication in all areas.

b) <u>Technological background</u>

Because the National referent is the person who will install and create the Moodle platform at national level, it's required that all National referents are webmasters.

They will count with the support of Fundacion Esplai and also a personal training days in Barcelona to know how exactly do it but, it's necessary they manage correctly with computers. Office programs, image treatment, and web edition – web 2.0 will also be really required in order to obtain useful and complete training modules of quality.

c) <u>Knowledge of the social context and telecentre environement</u>

The best election will be anyone who has already worked in a telecentre and have knowledge about the module's content he/she will be in charge of translating and contextualizating. It will also help if is he/she is someone close to the entity or involved in the telecentre world-network. In addition, to do the contextualization will be much simple and fluid. Context knowledge will make the theory content much more practical, suitable with the reality.

d) <u>Team work commitment and timing accomplishment</u>

Virtual tutor's task and National Referents job are not a lonely road but a collaborative work, new and quite unknown yet. It will mean that it is necessary and relevant for the project to be well coordinated with tutors, among NRs and with the coordinator team of the project.

e) <u>English spoken and understood</u>

Because we are developing this training in an European program and because the training for National Referents will be implemented at European level with NR from all countries, it is essential that all NRs speak and understand correctly English.

2. National Referent's roles & tasks

In this kind of project the center of the training are modules and students, for students, the project has thought about the figure of tutors in order to back them; in other hand, we have the figure of National referents in order to back tutors.

His role will be centered in:

a) Installation, Maintenance and administration of a Moodle platform.
b) Making the registration process.
c) Translation and contextualization of modules contents.
d) Implementation of courses.
e) Guide, support and orientation of tutors during before, during and after the Pilot training process.
f) Adequate temporary administration of the Moodle to ensure a good monitoring.
g) Do a Socializing role: encourage, motivate and, therefore, facilitate participation and involvement of tutors in their national modules and also in reporting and giving feedback of the pilot training to the consortium requirements.
h) Establish a good communication and encourage participation and knowledge exchanges among tutors.
i) Enjoy the experience!!