



Short Training Programme *Microcredentials (Open Badge)*

ASSOCIATE IN THE PREPARATION AND IMPLEMENTATION OF EU PROJECTS

Training programme prepared by:

PI Center for Adult Education Banja Luka

Expert team members:

Suzana Kusovac Sladoje
Radojica Sladoje
Dreno Zeljković
Milenko Malinović

Training programme initiators:

Project: *CL_BVET EDUCATION AND TRAINING FOR COLLABORATIVE
LEARNING IN BLENDED LEARNING ENVIRONMENTS*

Project partners: Centar za obrazovanje odraslih Banja Luka, JU Tehnička škola Gradiška (Bosnia and Herzegovina), Šolski center Novo mesto, Euroskill d.o.o. (Slovenia), Srednja strukovna škola Velika Gorica (Croatia), Srednja stručna škola Pljevlja, Inovaciono preduzetnicki centar Tehnopolis (Montenegro).





BASIC INFORMATION ABOUT TRAINING PROGRAMME

Title of training programme:

ASSOCIATE IN THE PREPARATION AND IMPLEMENTATION OF EU PROJECTS

Programme duration:

50 [hours]

Credit value:

2 ECTS

Educational fields:

- Project management and the project cycle
- Economics and financial project planning
- Administration and business documentation
- Public administration and development programmes
- International funds and EU financing programmes
- Digital competencies in project management

2

Awards and certificates:

Upon successful completion of the programme "Associate in the Preparation and Implementation of EU Projects", participants receive a certificate confirming the knowledge, skills, and competencies required for participation in the preparation, development, and implementation of projects funded by the European Union.

In addition to the certificate, participants are awarded an Open Badge, which serves as digital proof of the competencies acquired and the learning outcomes achieved. This digital badge enables straightforward verification of knowledge and skills, and may be used on professional networks, electronic CVs, and employment platforms.

Together, the certificate and Open Badge confirm the participant's readiness for active participation in the management, coordination, and implementation of projects funded by European Union resources.



1. DESCRIPTION AND TARGET GROUP OF THE TRAINING PROGRAMME

Programme Description:

The programme "Associate in the Preparation and Implementation of EU Projects" qualifies participants to provide professional support in the preparation, development, implementation, and monitoring of projects funded by the European Union, as well as other national and international sources of funding.

The programme enables the acquisition and formalisation of knowledge and skills in the areas of project management, identification of project opportunities, preparation of project proposals, activity and budget planning, and administrative monitoring and reporting on project implementation. Particular emphasis is placed on developing the organisational, communication, and analytical skills necessary for effective work in project teams.

Through the programme, participants acquire practical knowledge of projects, funding rules, documentation management, and the monitoring of project results, enabling them to actively participate in the preparation and implementation of development projects. The competencies acquired contribute to increased employability, professional development, and competitiveness in the labour market, both in the public and private sectors and in other organisations.

3

Target group:

The programme is intended for unemployed and employed individuals who wish to acquire or enhance their knowledge and skills for working in the preparation and implementation of EU projects in the public, private, and civil sectors.

It is particularly aimed at individuals who wish to increase their employability, formalise existing knowledge, or direct their professional development towards project management and administration.

2. SKILLS

Upon completion of the programme, participants will be qualified to:

- Identify and formulate a project topic
- Develop a financial plan
- Practically develop a project and apply leadership skills
- Demonstrate enhanced communication skills

3. LEARNING OBJECTIVES

Skill 1: Identifying and Formulating a Project Topic

Objectives:

- recognise an opportunity and select a project topic;
- explain the significance of the project topic;
- define the problem and justify potential solutions;
- take into account and review previous research on topics in the surrounding environment;
- analyse the call for project applications;
- apply existing knowledge and experience;

4

Skill 2: Developing a Financial Plan

Objectives:

- collect quotations, calls, and procurement notices;
- actively participate in the development of the financial plan;
- adapt the financial plan to the needs of the project;
- adequately analyse losses and costs and record them using appropriate tools (Excel, AI aggregator);

Skill 3: Practical Project Development and Leadership Skills

Objectives:

- participate in the preparation and development of project documentation;
- analyse parameters that are relevant to project development;
- carry out a project call in accordance with established procedures;
- complete work assignments on time;
- be prepared for teamwork and collaborative action in pursuit of a shared goal;

Skill 4: Enhanced Communication Skills

Objectives:

- maintain communication and cooperation with partners;
- organise online meetings with the team;
- strive to ensure that communication within the team is conducted in a more open and relaxed manner;

4. PROGRAMME STRUCTURE

No.	Name of Module	Credits (ECTS)	No. hours (h)		
			T	P	TOTAL
1.	Preparation and Development of EU Projects	1	10	15	25
2.	Implementation, Monitoring, and Reporting on EU Projects	1	10	15	25
TOTAL			20	30	50

5

MODULE 1: PREPARATION AND DEVELOPMENT OF EU PROJECTS

Objective:

To qualify participants to identify funding opportunities from European Union funds, develop project ideas, and prepare project proposals in accordance with the requirements of public calls and donor programmes.

Content:

- introduction to EU funds and financing programmes;
- fundamentals of the project cycle;
- needs analysis and problem identification;
- project idea development;
- defining project objectives, results, and activities;
- development of the project logical framework;
- project budget planning;
- preparation of project documentation and application forms;
- practical work on the preparation of a project proposal;

6

Methods:

The module is delivered through a combination of interactive lectures, guided discussions, practical exercises, and work on real-life examples. Participants analyse project ideas, familiarise themselves with project documentation, and develop elements of a project proposal through individual and group assignments. A portion of the activities is delivered online, using digital educational materials and independent study tasks.

MODULE 2: IMPLEMENTATION, MONITORING, AND REPORTING ON EU PROJECTS

Objective:

To qualify participants to support the implementation of EU projects through activity planning, administrative and financial project monitoring, documentation collection, results tracking, and the preparation of reports in accordance with the funder's rules.

Content:

- organisation and management of project activities;
- responsibilities and roles of project team members;
- administrative project monitoring;
- financial monitoring and control of costs and cash flows;
- documenting project activities (activity reports, dissemination);
- monitoring and evaluation of project results;



- preparation of narrative and financial reports;
- visibility and dissemination of project results;
- practical exercises in project management and reporting;

Methods:

The module is delivered through lectures, case studies, practical exercises, and simulations of activities carried out during project implementation. Participants work on examples of administrative and financial project monitoring, the preparation of project documentation, and reports. Instruction is delivered in a combined format, with direct work alongside the instructor and online activities that enable independent learning and assessment of acquired knowledge. Methods include presentations, project work (completion of project assignments), group problem-solving, and reflective activities.



5. METHOD OF DELIVERY

The training programme is delivered in a classroom, in a computer centre, and online. The programme is delivered in a blended learning format, with a total duration of 50 hours, spread over 10 days at 5 hours per day.

The programme comprises:

- **25 hours** of direct classroom instruction, through lectures, workshops, practical exercises, discussions, and work on real-life examples;
- **25 hours** of guided distance learning (online), via an e-learning platform, through independent study of course materials, task completion, development of project activities, participation in forum discussions, and consultations with the instructor.

By combining direct instruction and guided distance learning, participants are afforded flexible acquisition of knowledge and skills, with continuous instructor support and access to digital educational content throughout the duration of the programme.

8

Methods of training:

Active learning methods are applied throughout the programme, enabling participants to connect theoretical knowledge with practical application in the field of EU project preparation and implementation. Training includes interactive lectures, demonstrations, guided discussions, case study work, practical exercises, individual and group work, and the completion of project assignments. Within the guided distance learning component, digital educational materials, independent tasks, online consultations, and knowledge assessment and consolidation activities are used. Special emphasis is placed on practical work and the application of acquired competencies to real-life examples from project practice.

6. KNOWLEDGE AND SKILLS ASSESSMENT

The assessment of participants' knowledge and skills is carried out through a practical examination and the defence of a final assignment.

The practical examination assesses the following skills:

- identifying funding opportunities from European Union funds and other sources of financing;
- analysing needs and defining the project idea;
- formulating project objectives, results, and activities;
- developing the basic elements of a project proposal;
- developing the project logical framework;
- planning and preparing the project budget;
- completing basic project documentation;
- organising and monitoring project activities;
- maintaining administrative project documentation;
- monitoring the implementation of project results and indicators;
- preparing narrative reports on project implementation;
- preparing basic financial reports and accompanying documentation;
- applying digital tools in the preparation and implementation of projects.

9

Through the defence of the final assignment, participants demonstrate their ability to apply acquired knowledge and skills by presenting a developed project proposal or a section of project documentation, and by explaining the key elements of the project.

The practical examination is conducted in three parts:

1. Completion of a project assignment comprising:

- preparation of the basic elements of a project proposal;
- analysis of a given project case and identification of the problem;
- defining objectives, expected results, and target groups;
- activity planning and timeline development;
- preparation of the basic project budget;
- description of the method of implementation and expected project outcomes;

2. Presentation of the development process and results of the project assignment, along with an explanation of the key decisions made in the preparation of the project.

3. Answering questions from the Examination Board to verify understanding of the procedures for preparing, implementing, monitoring, and reporting on EU and other projects.

7. GRADING CRITERIA

The assessment of participants' knowledge and skills is carried out according to the following criteria.

Each criterion is assessed on a scale from 0 to 2 points, with a maximum total score of 14 points [max. 14].

ASSESSMENT CRITERIA:

- Analysis of the project case and clear definition of the problem;
- Formulation of objectives, expected results, and target groups;
- Planning of project activities and the implementation timeline;
- Development and feasibility of the project budget;
- Logical coherence and alignment of the elements of the project proposal (logical framework);
- Knowledge of the procedures for project implementation, monitoring, and reporting;
- Quality of presentation, communication, and responses to questions from Examination Board members;

10

Each criterion is assessed as follows:

0 – criterion not met

1 – criterion partially met

2 – criterion fully met



8. CONDITIONS FOR PROGRAMME COMPLETION AND ASSESSMENT OF PERFORMANCE

A participant successfully completes the programme if they achieve a minimum of 8 points out of a possible 14 in the practical examination.

Based on the total number of points achieved, performance is determined as follows:

- **0 – 7 points** – failed
- **8 – 11 points** – passed
- **12 – 14 points** – passed with distinction

Upon completion of the programme, the participant receives a certificate of qualification for working as an associate in the preparation and implementation of EU projects. This is a prerequisite for receiving the microcredential (certificate with Open Badge).



9. PROCEDURE FOR OBTAINING AN OPEN BADGE

Šolski center Novo mesto, Šegova ulica 112, 8000 Novo mesto
ProjeCt: CL.BVET Education and Training for Collaborative Learning in
Blended Learning Environments
WEB: <https://www.cl-bvet.eu/education-and-training/>

To receive the Open Badge, participants must successfully complete the training programme and fulfil the following requirements:

- successful attendance and full completion of the training;
- submission of the completed project assignment based on the assigned project case;
- preparation and delivery of a short presentation of the project assignment;
- positive assessment of the project assignment and presentation by the examination board.

The Open Badge is awarded to participants who have demonstrated the competencies acquired in the field of EU project preparation and implementation through practical work and evaluation.

12

Task Selection:

- The participant selects or is assigned a project case from the field of EU project preparation and implementation.
- The participant develops a project assignment (project documentation) based on the selected case.
- The use of pre-existing or previously completed solutions is not permitted.
- The completed project assignment must be submitted via the link provided below.

Presentation:

- A short presentation (7–10 slides) is prepared, presenting the development process and the key elements of the project assignment.
- The presentation must be submitted via the link provided below.



Submission Deadline:

All digital materials (project assignment and presentation) must be submitted no later than 10 days before the date listed on the Notice Board.

Application and submission link:

<https://openbadgefactory.com/c/earnablebadge/T419EAaQD80a7B8/apply>

The Open Badge is awarded to participants who successfully complete all of the above steps and whose project assignment and presentation receive a positive assessment.





10. QUALITY ASSURANCE METHODS

QUALITY ASSURANCE IS CARRIED OUT IN ACCORDANCE WITH THE REGULATIONS ON THE QUALITY ASSURANCE SYSTEM FOR SHORT TRAINING PROGRAMMES WITH MICROCREDENTIALS (OPEN BADGE).

