



**LIFELONG LEARNING PROGRAMME
European Qualifications Framework (EQF) Projects
Transversal Programme**

Key Activity 1: Policy cooperation and Innovation

Deliverable 2B

**Comprehensive Functional Analysis of the
European Aquaculture Sector**

Project Acronym:	VALLA
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1 Introduction

This section explains the methodology behind the development of the Occupational and Functional Maps devised by VALLA and how to use these. Consultation with key stakeholders, employer and employer representatives, education and training providers and professional bodies is essential to the development of the Maps to ensure that all the job roles within the sector and all the functions required to operate effectively within these roles have been clearly identified. This, in turn, ensures that the Maps are as comprehensive as they can be at the point of publication. It is important to recognize that the Maps are a snapshot in time and will require to be re-visited regularly to ensure continuing validity and currency.

The methodology used by VALLA to develop the Online Tool clearly demonstrates the importance of comprehensive Occupational and Functional Mapping of the sector, prerequisite to the development of occupational standards of competence for an industry. This is a tried and tested methodology and is used by National Accrediting Bodies to develop, accredit and validate qualifications. The content of the Occupational and Functional Maps demonstrates how the Tool can be used effectively to evaluate both formal and informal learning and experiential learning, invaluable in determining existing skills and knowledge of individuals within the workforce and to identify future needs.

2 Methodology

The VALLA partners employed the following methodology to map the occupational sector of Aquaculture and carry out a comprehensive functional analysis of the sector. These were then used to develop the Online Tool.

- The starting point was to review the outcomes of the WAVE Project and revisit the Key Deliverable of this Project: the Master List of Competencies.
- This was followed by desk research on developing occupational and functional maps using a range of sources such as SQA (the National Accrediting Body for Scotland), Lantra, (the Sector Skills Council for the Landbased sector in the UK), and other National Bodies in partner countries and aligning these to the EQF.
- Consultation with industry representatives, employers and stakeholders in the partner countries. Each of the Partners took responsibility to consult with relevant individuals and organisations within their states and to report back to the Group to inform the development of the Maps.
- Extensive discussions at Partner meetings to revise and rework the WAVE Master List of Competencies and develop the Occupational and Functional Maps and the Online Tool were held. There were six Partner Meetings held between January 2008 and March 2010 – (Start-up meeting Athens (March



2008), Working meeting Glasgow (July 2008), Partner meeting Glasgow (November 2008), Partner meeting Crete (June 2009), Partner meeting Crete (September 2009), Workshop Dublin (November 2009), Final meeting Brussels (March 2010). At these meetings, the Master List was examined in detail and updated as required.

- Between meetings there was ongoing liaison and work between partners to further the development work and confirm findings.
- A major workshop held in Dublin (November 2009) to present the Occupational and Functional Maps and the Online Tool to a range of stakeholders from across Europe.

The review of the Master List allowed the Partners to confirm its content and currency. This formed the basis of both the Occupational and Functional Maps. By reviewing the competencies, we were able to identify all of the job roles within the sector from which we developed the Occupational Map. Once we had identified the job roles, we were then able to begin to identify the key functions of each part of the industry and associated WAVE competencies were assigned to each key function. This '*functional analysis*' was a key, if time-consuming, stage in the development of the Functional Map.

This is an iterative and on-going process and allowed for gaps in the List to be addressed as, for example, changes in work practices, new legislation etc. emerged. It was necessary to consult with the field yet again in order to confirm the relevance of these 'missing competencies'. As a result of this, a number of new competencies were identified, agreed and added to the Master List. This, then, represents a comprehensive analysis of all functions required to work effectively across the range of job roles within Aquaculture and present these in the Functional Map.

3 How to use the Maps

The Occupational Map identifies the key job roles within an industry and then the Functional Map can be followed from broad functional areas through to more detailed functions to enable you to find specific competencies. The Functional Map provides a framework from which to develop and revise Occupational Standards. It describes the outcomes (functions) of work activities, rather than the process involved. This approach helps in defining occupational competence in terms of performance within the workplace.

The development of a Functional Map begins with the definition of the industry. The next stage is to define the key functions that may be carried out by the industry and the process is continued until the functions or activities identified can be carried out by an individual rather than by a team or organisation. Not every organisation within





the industry will carry out all of the functions or activities included in the map but should be able to identify those that apply.

Once individual activities have been defined, national occupational standards can be developed. The online tool will allow the Functional Map to be searched for the competencies needed, either on an individual level or for a whole team, across the range of occupational functions which include:

- Occupationally-specific skills and knowledge
- Health and Safety
- Legislation
- Marketing and business skills – getting the product to the marketplace
- Environmental awareness
- Education and learning needs
- Management and administration

Once competences have been located they can be saved into lists. The online tool can then be used to:

- Carry out role design or redesign.
- Build up competences into a role profile, or a job description and develop a knowledge and skills profile
- Devise a workforce plan.
- Create a team or service profile/list from which you can then develop a number of role profiles/lists
- Create competence based training programmes.
- Create profiles and lists on a larger scale based on your 'ideal' workforce

4 Functional map online:

<http://tool.vallaproject.com/media/functionalmmap/index.html#Topic2>