D6.2 – Validation Analysis and Recommendations (Companies)

Document status

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1. Introduction

CIRCVET project, Circular Economy Practical Training Materials for Plastics Manufacturing Industries, aims at developing the most extensive, free, and tailor-made training in Circular Economy for plastics at European level.

The consortium of the project composed by 6 European Union countries (Spain, Portugal, Italy, France, Germany, and Lithuania) has the objective to enhance the adoption and awareness of Circular Economy in Plastic Manufacturing Industries, through the improvement of the culture, knowledge and the skills of people working in this sector.

This deliverable aims to elaborate a common standard guideline to evaluate the final set of courses materials prepared for C-VET level.

2. Validation process: meaning and steps

In this report the Task leader intends to explain the process that will be used for the final validation of the training material by all the partners.

First for all, it is important to clarify the meaning of the "validation process" and the steps necessary to achieve it.
The definition is: "Method validation is the process used to confirm that the analytical procedure employed for a specific test/product is suitable for its intended use. Results from method validation can be used to judge the quality, reliability and consistency of analytical results; it is an integral part of any good analytical practice."

2.1 How to conduct the validation process?

The best practices for conducting a process validation study are:
a. Define the scope and objectives.
b. Select the appropriate validation approach.
c. Design and execute the validation protocol.
d. Analyze the validation data.

Regarding the CIRCVET project and the first point of the process (point a), *the scope and the objective of the validation process* are to prove that the material prepared for the training course is in line with the needs of the companies.

In the following points, the Task leader will explain the best practices that will be adopted to implement the validation process for companies.

3. Validation approach with companies (C-VET)

After the piloting session, the partners have adapted the contents of Task 4.4, following the inputs received from the Advisory Board and the companies' workers that have participated to the training courses during the workshops.

This previous process (piloting) has been fully completed, verifying the materials modified and controlled by the partners leaders of the modules together with the partners participants in the development of the contents.

To validate the set of materials, partners decided to face two different approaches in order to have the possibility to select the better option for the companies of the clusters involved in CIRCVET.
The two approaches are the following:
1. Organization of several webinars *(named "webinar mode")*
2. Organization of one workshop and follow up *(named "workshop mode")*

To validate the set of materials at least one of the training courses will be done fully on-line in order to test the capabilities of the platform. To check if the participants have concluded the whole material of one module selected as the most interesting for them. They would have to sign on to the platform and complete the tests presented.

4. Design the validation process with companies (C-VET)

How – when – who - what –

The C-VET Course materials will be validated with plastic manufacturing companies as well as during the piloting process. The partners have decided to validate key material of each module.

The criteria for the validation process will be the following:

- The partners should invite participants from the plastic manufacturing companies focused on the strongest value chain of each organizer partner.

- The partners should decide if they organize the *webinar mode* or the *workshop mode*

- In any case, the workshop or the webinars should be organized in each partner country.

- The participants should have to register to the e-learning platform to check the course materials.

The validation process with companies to check the C-VET course will start setting up the timeline as follows:

Timeline: December 2024 – May 2025

The first validation will be the one in Italy and will count with the participation of the rest of the partners, as a shared experience that will allow to prepare the ones in the rest of the countries.

4.1 Partners involved

The partners that will have to deliver this task are:
LINPRA (task leader)
AIJU
CENTIMFE
PROPLAST
POLYMERIS

These partners will try to be supported by some of the Associated Partners involved in the project because they have a strong connections and networks. The AP are:
CEIV (Cluster de Empresas Innovadoras del Valle del Juguete - ES)
COFIN (Cofindustria Trento - IT)
MANGC (Mancomunidad de Ayuntamientos del Norte de Gran Canaria – ES)

4.2 Participants/KPIs

The number of companies per country has been calculated, the goal is to include at least **65 companies** from the plastic sector in **5 different countries** and the number on **trained people** of companies should be **100** in total. The partners should involve the following number of companies:
LINPRA (Lithuania) – **5** companies
AIJU (Spain) – **15** companies
CENTIMFE (Portugal) – **15** companies
PROPLAST (Italy) – **15** companies
POLYMERIS (France) – **15** companies

The number of employees from the companies is not specified. The set KPIs are the minimum KPIs, partners can involve more companies than it is necessary. There can be a few participants from the same company, but the necessary KPI of the companies should be achieved. The partners will offer the validation activities in their

native language. There are no restrictions of the job position or competencies that the participants should have to join the activities.

4.3   Webinars mode - introduction

The validation course for companies, named *webinars mode* and designed by Aiju, starts on January 30th with an introductory webinar led by the project coordinator. Weekly webinars will follow, covering each module of the course until the final module in April, with ongoing monitoring by the coordinator to ensure successful completion.

By May, all participating students are expected to have completed the CIRCVET course and received their certificates.

At the end of the webinars, students will have to complete the questionnaire of satisfaction. **(Annex 1 – Validation materials Questionnaire)**

4.3.1   Methodology and contents of the webinars

The methodology of the webinars is the following:

- The validation course begins with an introductory webinar conducted by the organisation
- The first webinar consists of a brief introduction to the CIRCVET course, a brief explanation of how the E-Learning platform works and a summary of module 1.
- Every week, the participants have a panoramic of the materials of the modules starting from an introduction of each one and following with the explanation of the contents.
- Once the final module number 8 is reached, each student is monitored to assess if they have completed the training course correctly.
- During the process, a tutor must monitor the students and also resolve any doubts or questions that may arise.
- At the end of the process, the students have successfully completed the CIRCVET course and obtained the corresponding certificate.

4.4   Workshops mode - introduction

If the partners decide to adopt this methodology, named workshop mode, one workshop is organized in each partner country. The first one was as "pilot" workshop and has been coordinated by Proplast in Alessandria, Italy, in February 2025.

Workshops should gather feedback on course materials (WP2) and be the **final version** of the **key materials**.

4.4.1 Methodology and contents of the workshop

Following this methodology, partners will have to reach out to plastic manufacturing companies in their network and invite them to participate in local workshops in presence. They are recommended to use the list of the companies that have participated in the piloting process and answered the questionnaire in WP4 and WP5. They have to plan the date of their local workshop and fill in the date and location for the local workshop in the table WP6 Piloting and Validation Log in the Share point.

The complete procedure has to be the following:

- The organizer partners will plan the workshop and be supported by the lead partners of the modules

- The lead partners of the modules will decide the target key elements for each industrial sector.

- The organizer partners should invite plastic manufacturing companies, confident in Circular economy issues, to share their experience during the workshop. To illustrate one or more modules, invited companies could share their services, facilities, applications or products in order to show good practices to the audience.

- An important part of the workshop is related to support the participants navigating into the e-learning platform.

- At the end of the workshop, they are able to complete one module and one test.

4.4.2 Organization and dissemination of the workshop

Workshops can be organized in presence or online, however, it is recommended to have a live workshop for full potential. The first workshop was in Alessandria, Italy in February 2025, led by Proplast. All workshops should be held until May 2025.

Partners can use all their communication channel (website, partner organizations' websites, social media channels, other local events and private communication through phone calls, visits to companies) in order to involve participants and in addition, the CIRCVET project media channels will be used to promote the single workshops.

It is recommended to send 1 month in advance the invitation and the promotion of the workshop to the stakeholders.

The workshops, on the other hand, can be organized in English or in the native languages as partners preferred.

4.4.3 Registration form

If the workshop is held face to face, the participants should sign a registration form upon arrival to the workshop. Partners are recommended to use **Annex 2 Workshop registration form** for this purpose. Partners can adapt the form to their needs and translate it to their native languages.

If the workshop is held online the partners should collect participants list from the platform (MS Teams or Zoom) to prove the attendance of the participants to the workshop.

4.4.4 Content of the workshops

The workshop will use examples from the set topics and test the key materials of Course (developed in WP2) and company cases (collected in WP4).

Partners can invite keynote speakers to deliver presentation on the set topic of the module. They should invite a company that is confident in Circular economy topics to share good practice example. The workshop can be moderated by the consortium partner (if partner has enough competence) or by an expert, company representative. The moderator should be experienced and have already implemented the topics of the workshops practically. The moderator should be able to moderate the practical exercise of solving company cases (WP4). The partners can organize a visit to plastic manufacturing company implementing CE practices to share experience.

4.4.5 Workshop program

	Activity	Duration
10.00	Introduction to the project and e-learning platform	30 min
10.30	Overview of Key material of each module: 4 modules	40 min
11.15	Break	20 min
11.30	Overview of Key material of each module: 4 modules	40 min
12.10	(Keynote) 2 speakers' presentation on "company cases"	30 min

12.30	Discussion/Q&A	20 min
12.35	Piattaforma e-learning e test	30 min
13.10	Lunch	

Workshop plan and duration of the activities can be adapted according to the needs of the partners and the specifics of the topics of the modules.

Partners should prepare final workshop programme at least 2 weeks before the workshop and upload it to the Share point.

4.4.6 Workshop follow-up

In order to receive feedback and to be sure that the validation process is going to be completed, the organization partners have to check the test and the work done in the e-learning platform. Otherwise, they have to activate a process of mailings and calls to the participants in order to achieve the KPIs of the project.

4.5 Certificates/accreditation

As the accreditation system, the participants should receive a certificate proving that he/she was enrolled in a certain module and participated in a workshop of set topic. The partners should provide a certificate according to the modules they are assigned for piloting. Partners can use **Annex 3 Certificate Template** to provide it to the participants. Partners can adapt the template to their needs and translate it to their native languages.

Certificates should be issued to those participants who successfully completed the modules. Successfully completed is related to those who:
1. Participated in workshops;
2. Completed the modules on e-platform;
3. Completed all the tasks including interim evaluations;
4. Completed participants' feedback questionnaire

4.6 Validation feedback of the participants

Feedback on the piloting and the course materials will be gathered according to **Annex 1 – Validation materials Questionnaire**

5. Glossary of terms, abbreviations, and acronyms

Partner shortname	
P1-AIJU	Partner 1 – ASOCIACIÓN DE INVESTIGACIÓN DE LA INDUSTRIA DEL JUGUETE CONEXAS Y AFINES (Spain)
P2-CENTIMFE	Partner 2 – CENTRO TECNOLOGICO DA INDUSTRIA DE LOS MOLDES E FERRAMENTAS ESPECIALEIS – CENTIMFE (Portugal)
P3-KIMW-Q	Partner 3 – Gemeinnützige KIMW-Quaòifizierungs GmbH (Germany)
P4-POLYMERIS	Partner 4 – POLYMERIS (France)
P5-PROPLAST	Partner 5 – Consorzio per la promozione della cultura plastica – PROPLAST (Italy)
P6-LINPRA	Partner 6 – LIETUVOS INZINERINES PRAMONES ASOCIACIJA LINPRA (Lithuania)
P7-ULPGC	Partner 7 – Universidad de las Palmas de Gran Canaria (Spain)
P8-IDL	Partner 8 – Infinitivity Design Lab (France)
P9-APRC	Partner 9 – ALYTAUS PROFESINIO RENGIMO CENTRAS (Lithuania)
P10-UNITR	Partner 10 – Università degli Studi di Trento (Italy)
P11-HIT	Partner 11 – HUB INNOVAZIONE TRENTINO – Fondazione (Italy)
P12-VPM	Partner 12 – VISAGINO TECHNOLOGIJOS IR VERSLO PROFESINIO MOKYMO CENTRAS (Lithuania)

List of Annexes

Annex I – Validation materials Questionnaire
Annex 2 - Workshop registration form
Annex 3 - Certificate Template

PROJECT INFO

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