



METACOIN USER GUIDE

QUICK GUIDE TO MAKING THE MOST OF YOUR META-COMPETENCE LEARNING



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Project № 2022-1-FI01-KA220-VET-000086285

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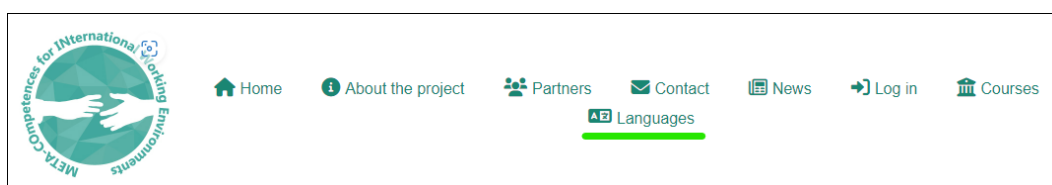
I. About this User Guide

The META-COIN hybrid and e-learning materials resulting from the Erasmus+ META-COIN Project is a course that consists of hybrid group materials with a Trainer Manual, and an individual e-learning course on our learning platform with this User Guide.

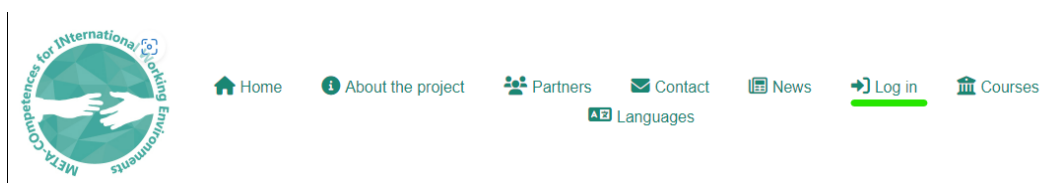
The partnership, from Finland, France, Belgium, Italy, Germany, Hungary, and Scotland was funded by the EU under the Erasmus+ program for a three-year period to bring together the partner's expertise in training and teaching for professional meta competence learning in the field of VET.

II. Registration on the platform

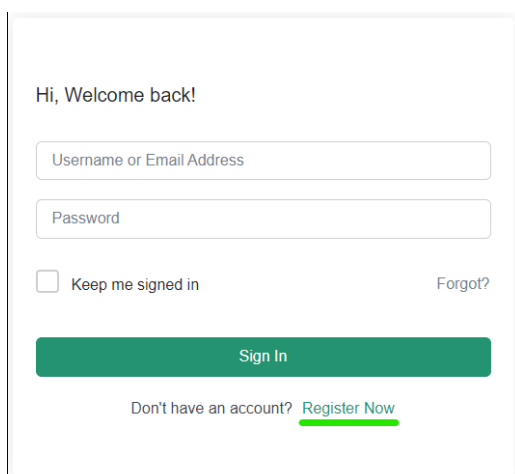
1. Go to [the META-COIN website](#).
2. Change the language if necessary.



3. Select the **Log in** button.



4. Select the **Register now** button.

A screenshot of the login and registration form. At the top, it says 'Hi, Welcome back!'. Below this are two input fields: 'Username or Email Address' and 'Password'. Under the 'Password' field is a checkbox labeled 'Keep me signed in' and a link labeled 'Forgot?'. A large green button labeled 'Sign In' is positioned below the input fields. At the bottom of the form, there is a link that says 'Don't have an account? Register Now', where 'Register Now' is underlined in green.

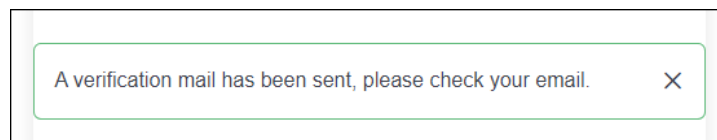
5. Fill in the registration form and select the Register button.

Registration form fields:

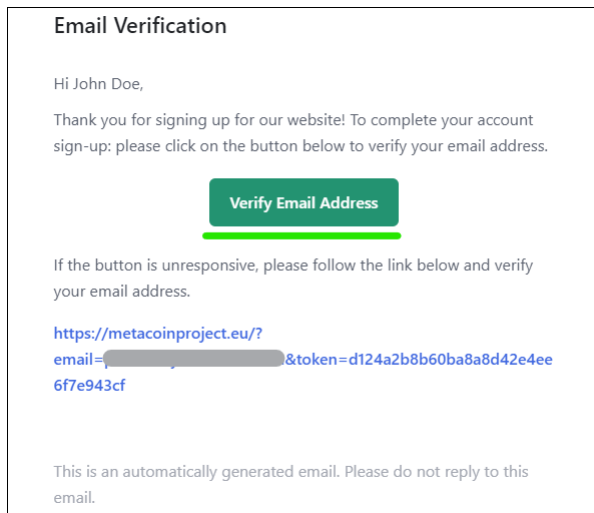
- First Name: John
- Last Name: Doe
- User Name: johndoe
- E-Mail: john.doe@something.com
- Password: [masked]
- Password confirmation: [masked] ✓

By signing up, I agree with the website's [Terms and Conditions](#)

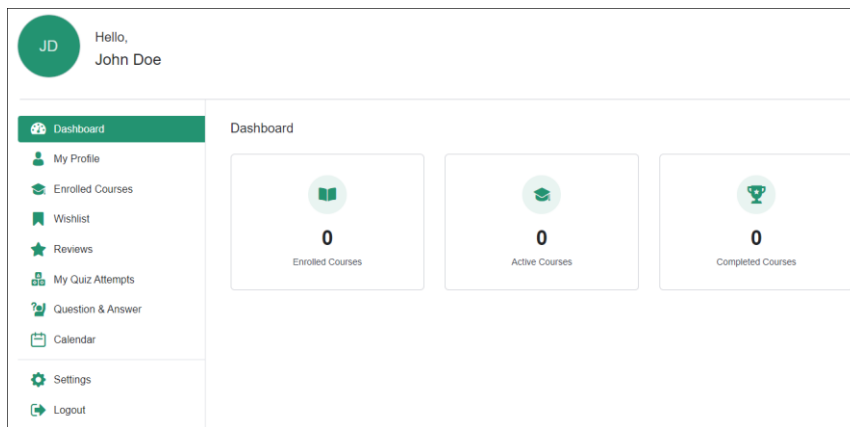
6. A notification will appear. Go to your email account to verify the META-COIN user account creation.



7. The verification email will arrive from noreply@metacoinproject.eu. Check your spam -folder if the email is not in your inbox -folder. Select the Verify Email Address -button.

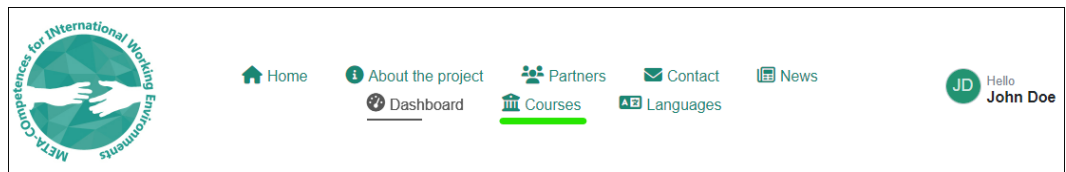


8. You will be taken to the META-COIN site dashboard. Your account is now created.

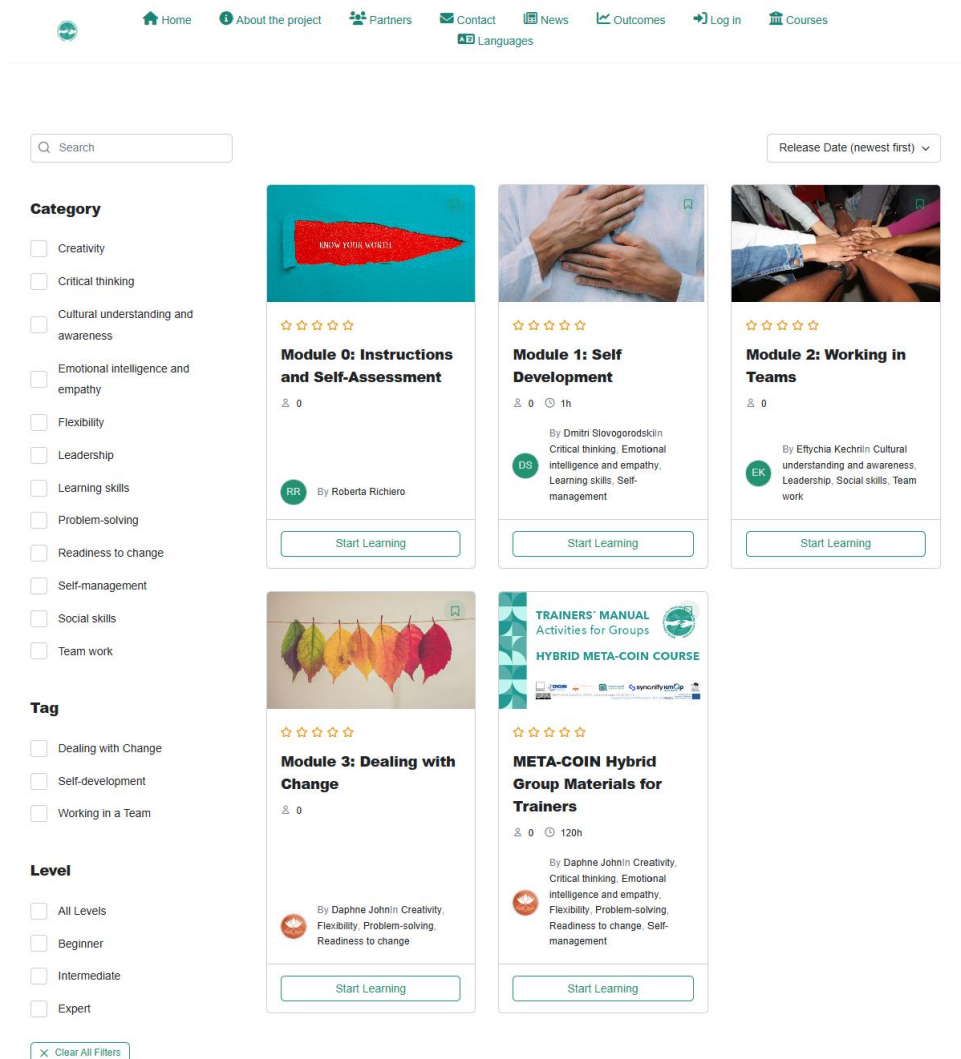


III. Enrolling on a course

1. Go to the Courses page.



2. Choose the module. Start with Module 0: Instructions and Self-Assessment and enroll.



3. Select the Start Learning -button.

4. You are now on the course. The course modules contain more information.

IV. Enjoying the course

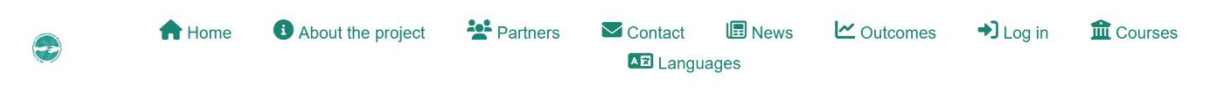
A. Assessing your meta-competences

Please follow the link to the self-assessment tool on our META-COIN project website. It is free to use without logging in. You work through the tool to self-assess, and at the end, the tool tells you which of the meta-competences to learn about in the modules. Each topic helps your personal growth journey. Afterwards, reassess yourself to further reflect and determine how your learning has changed your perception of what competence entails and how you have grown in the learning process.

To compare visually, take a screenshot, or a picture of the pre-self-assessment and then see the post-self-assessment outcome.

<https://metacoinproject.eu/self-assessment-of-meta-skills/>

You will also find this link in the e-learning MOOC itself, under the course, and if you log into the learning course.



Log in Courses

Following the link opens an Excel and you arrive here:

Self assessment of meta skills

Use the tool below to make an assessment of your skills.

It is recommend to you use a desktop or laptop browser. The tool may not be easiest to use in a mobile browser.

Introduction

This tool has 4 tabs. They are shown at the bottom of this tool. You are currently on the first tab 'Intro and Results'.

Note! To find the tabs, you will need to scroll down the web page, not this tool content.

Scrolling down, you find explanations and an empty spider graph that will show your results on completion. **Here is where to take the photo or screenshot after completion for later comparison.**

Introduction

This tool has 4 tabs. They are shown at the bottom of this tool. You are currently on the first tab 'Intro and Results'.

Note! To find the tabs, you will need to scroll down the web page, not this tool content.



1. Go to the 'Self Development' tab and assess your skill level for each of the 4 skills there.
2. Go to the 'Working in Teams' tab and assess your skill level for each of the 4 skills there.
3. Go to the 'Dealing with Change' tab and assess your skill level for each of the 4 skills there.
4. Finally, return to this 'Intro and Results' tab and find the recommended topics to study and your skills plotted in a graph

Based on your self-assessment, you should study the following topics:

Self Development topics:

Skills assessed 5 or lower will appear

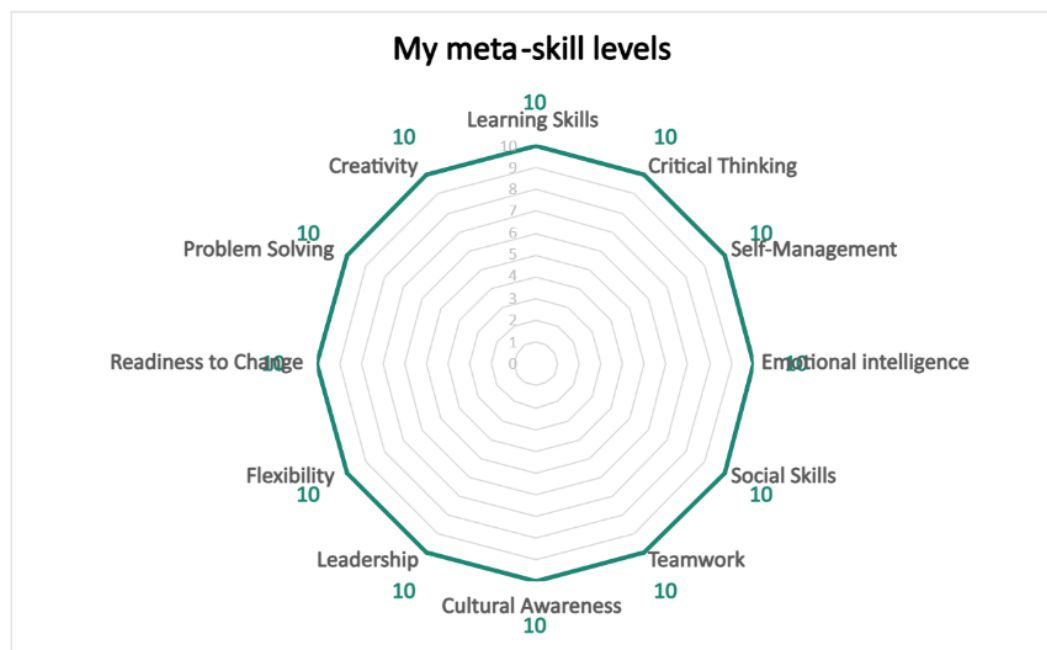
Working In Teams topics:

Skills assessed 5 or lower will appear

Dealing With Change topics:

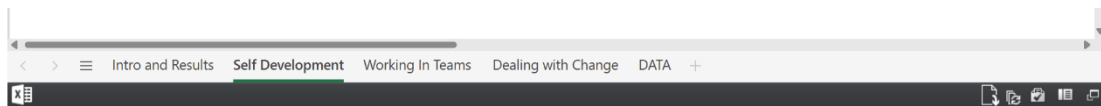
Skills assessed 5 or lower will appear

Your meta-skill levels in a graph:



This graph will show your results.

Scrolling down your PAGE you will see at the bottom are five tabs:



- **Intro and results** – your results spider graph shows here after completion of below self-assessments, take a screenshot or picture when done for later comparison
- **Self-Development** – this is one of the self-assessments for you to go complete
- **Working in Teams** – this is one of the self-assessments for you to go complete
- **Dealing with Change** – this is one of the self-assessments for you to go complete
- **Data** – leave it alone please

Use the tool below to make an assessment of your skills.

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Introduction

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4. Finally, return to this 'Intro and Results' tab and find the recommended topics to study and your skills plotted in a graph!

Based on your self-assessment, you should study the following topics:

Self Development topics:	Working In Teams topics:	Dealing With Change topics:
Skills assessed 5 or lower will appear here.	Skills assessed 5 or lower will appear here.	Skills assessed 5 or lower will appear here.

The self-assessment itself requires you to fill in ONE NUMBER from 1-10 in the top right-hand box choosing one of the statements given for each meta-competence in the three modules. Please fill in the number NEXT TO **My assessment** and go to the next competence, scrolling down.

Note: Insert your self-assessment score of 1 to 10 into the 'My assessment' box below

Assess yourself for the 4 Self Development -skills. Use the table below each skill to help you make the assessment.

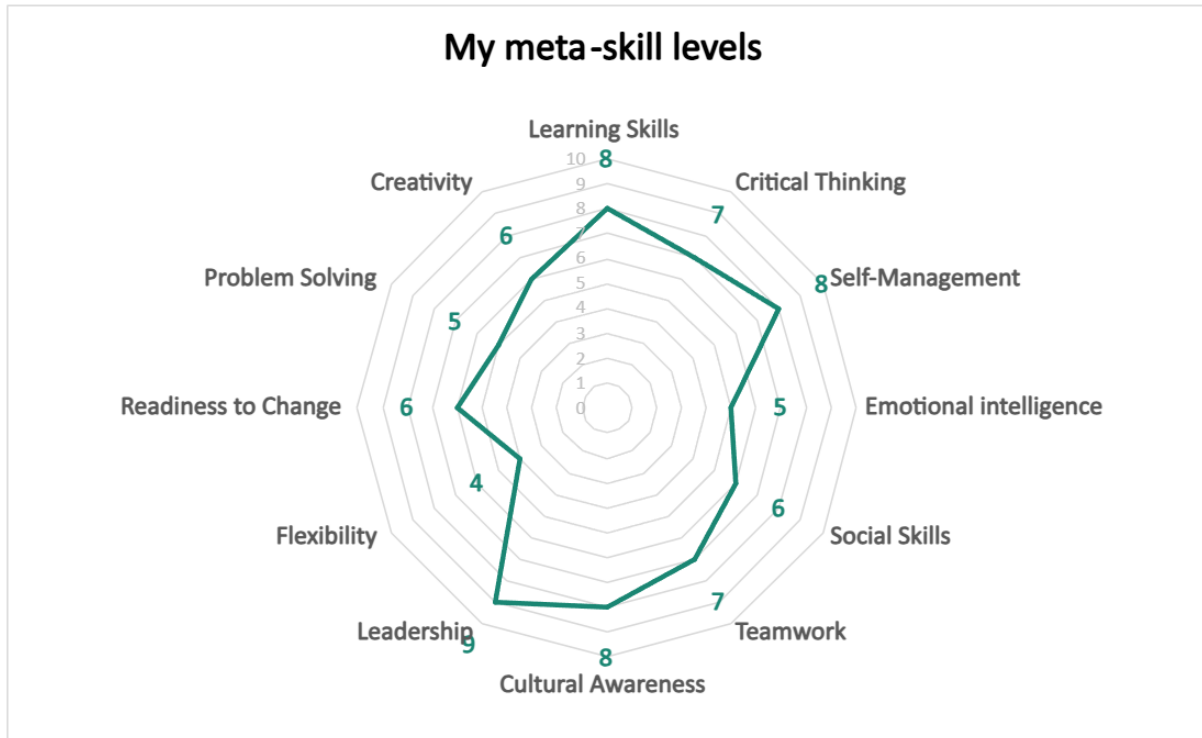
Learning Skills	Do you ask the right questions and recognise patterns in things around you.	My assessment:
Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options.	10
I enjoy exploring different things, learning techniques, asking questions and I notice what is important.	I am confident	10
	I ask for occasional support	9
I will ask questions to understand more deeply and use a range of sources of information to learn and generate ideas.	I still need support	8
	It's early days	7
Mostly I am confident around learning and can generate ideas by combining information and listening carefully. I ask questions to develop my own learning.	I am starting to take responsibility for my actions	6
	I am starting to think for myself	5
I am becoming more confident asking questions and generating ideas, listening carefully and using this to develop my own learning.	I try but always need support to keep going	4
	I try but give up easily	3
I am starting to become interested in knowing more about a topic and beginning to ask questions to find out more.	I would like to try	2
	That sounds like me.	1

After completing your self-assessment for **all three modules in all three tabs**, return to the INTRO AND RESULTS tab and look at your outcome. This can help you choose the next module and topic to attempt.

Note: If you score 5 or less, you will be guided to specific skills to study, i.e. in the example below, 'Dealing With Change' it is recommended that you study the topic on Flexibility as the next step.

Based on your self-assessment, you should study the following topics:

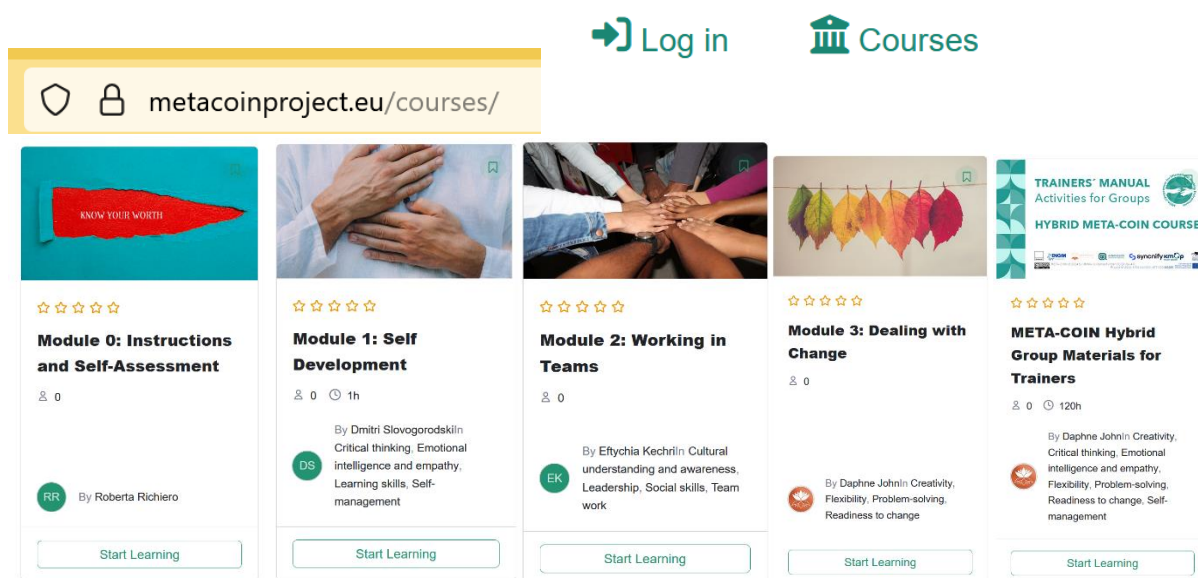
Self Development topics:	Working In Teams topics:	Dealing With Change topics:
Skills assessed 5 or lower will appear here.	Skills assessed 5 or lower will appear here.	Flexibility



Take your screenshot of your status-quo and the result for later comparison. You will notice, coming back to self-assessing after going through the activities and inputs, how your feelings and knowledge base changes.

Enjoy observing your growth!

B. The course structure



Module 0: Instructions and Self-Assessment	Self-Assessment Tool User Guide
Module 1: Self-Development	<ul style="list-style-type: none"> ▪ Learning skills ▪ Critical thinking ▪ Self-management and self-awareness ▪ Emotional intelligence and empathy
Module 2: Working in Teams	<ul style="list-style-type: none"> ▪ Social skills and communication ▪ Teamwork and trust building ▪ Cultural understanding ▪ Leadership
Module 3: Dealing with Change	<ul style="list-style-type: none"> ▪ Flexibility and stress resilience ▪ Readiness to change and adaptability ▪ Problem solving ▪ Creativity
Module 4: Hybrid Group Materials for Trainers	Trainers Guide with download links