TABLE: Tackling environmental sustainability through blended learning opportunities for iVET in the furniture and
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I. INTRODUCTION

I.1. The TABLE project

I.1.1 Background

The greening of economies is causing unprecedented shifts in skills requirements. These changes include shifts in the ways in which jobs are performed, the emergence of new skilled occupations and the greening of existing jobs. Achieving a green economy requires much more integration of skills and employment development policies into a green economic agenda.

The TABLE project intends to deliver a completely innovative training system based on micro-learning opportunities to i-VET teachers in the furniture and wood sector, thus giving them new knowledge about environmental sustainability and reduction of the consumption of natural resources to increase the engagement of students into VET programmes related to furniture.

To reach this objective, the project consortium will develop a MOOC for i-VET teachers to learn about this subject and how to transfer this knowledge and skills to their students. This represents the first Intellectual Output of the project.

The project will work to achieve three main goals:

- **Improve the environmental sustainability through education**: TABLE wants to green the furniture and wood sector from the production to the consumption phase by supporting teachers in I-VET school to apply sustainability principles into their courses.

- **Ensure a quality culture in VET programmes**: TABLE wants to develop approaches which reflect the provider’s circumstances and self-assessment, as well as support staff training in relation to quality assurance by using data and feedback to improve VET and guaranteeing the involvement of external and internal stakeholders.

- **Enhance access to VET training and qualifications for all**: TABLE wants to equip teachers and trainers with a new approach to the subject based on sustainability, making VET careers more attractive in collaboration with NGOs working for the reduction of consumption of natural resources and SMEs in the furniture sector, which can provide insights about the sustainability trends in the market of reference.

I.1.2 Training course

The project will deliver high quality material for the I-VET teachers, as it’s strictly important nowadays to investing in sustainable practices for the preservation of natural resources and
waste management starting from school education. The training course is also innovative as it facing sustainability challenging also matching the needs of the SMEs that needs to adapt to new ways of manufacturing and logistic to comply with the European rules.

The I-VET teachers will have the chance to learn anytime, anywhere, and according to their learning methodology. Furthermore, the online learning environment will leave the chances to teachers to interchange their knowledge and upload scenario-based material to implement in class with their students.

The expected results from the implementation of this training course are to:

1. Empower VET school teachers on how to engage students starting from environmental sustainability and climate change as motivational spring.
2. Increase in the competences of VET teachers in terms of innovative pedagogy, online learning and environmental sustainability applied to furniture and wood classes in VET schools (and not only).
3. Increase in the digital and linguistic competences of VET teachers attending the course both online (digital) and offline (with like-minded colleagues during the C1 activity).
4. Higher awareness for the teachers in VET schools to have a central role as “change makers” to make green careers more attractive to students and the workers of tomorrow.
5. Increase the exchanges among the teachers and experts working in the field of furniture and sustainable development, increasing the chances of peer learning and building bridges among different realities.

The curriculum is structured in the following way:

### Module 1
**From sustainable development to sustainable consumption and production patterns**

<table>
<thead>
<tr>
<th>Unit</th>
<th>From sustainable development to the Sustainable Development Goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Wood sustainability from theory to reality and vice versa.</td>
</tr>
<tr>
<td>1.2</td>
<td>Transforming the narrative promoting a systemic approach in the wood sector.</td>
</tr>
</tbody>
</table>

**Module 2**
Climate change, biodiversity, and renewable energies – The wood industry at the forefront of challenges

Within this module, the participants learn about wood sustainability to understand the neutral carbon footprint of natural and renewable wood materials for building.

In this light, the participants will learn novel concepts and strategies of the wood sector to minimize climate change effects and the conservation of biodiversity. Participants will learn the role of renewable energies and technologies using natural and renewable raw material to minimize climate change and the loss of biodiversity.

Moreover, the course promotes creativity and innovation with new learning methods to enhance the functioning of renewable wood material to help solving environmental degradation.

- **Unit 2.1** Climate change, the heat is on.
- **Unit 2.2** Biodiversity and the forest and wood sectors at the forefront of challenges but also of opportunities.
- **Unit 2.3** Energies and renewables.

Module 3
Sustainable design in the furniture and wood sector

Within this module, the participants will learn what eco and sustainable design is and how to implement it in the furniture and wood sector.

The learner will get familiar with key principles and strategies of eco and sustainable design and understand the importance of minimizing the impact of a product throughout the phases of its life cycle.

- **Unit 3.1** Introduction to Eco and Sustainable Design.
- **Unit 3.2** Principles and Strategies of Eco and Sustainable Design.
- **Unit 3.3** Cost and Life Cycle Analysis in Eco and Sustainable Design.
- **Unit 3.4** Implementation of Eco and Sustainable Design.

Module 4
Waste management in the furniture and wood sector
Within this module, the participants will be trained to learn to prevent and reduce wood waste and what are the methods by which recyclable materials can be transformed into new ideas and opportunities.

Also, they will be trained about measures that can be applied to reduce the wood waste and to recycle hazardous waste. Then the participants will be trained about how to implement the methods regarding waste separation and how can be used recycled materials to obtain new innovative products/by-products, and how to use waste for transforming them into energy and how to design new products for green buildings/passive houses.

### Module 5
**Impact and use minimization of resources in the furniture and wood sector**

Within this module, the participants will be trained to learn about solid wood and its properties, and about different types of engineered wood products (EPW) such as: veneers, laminated wood (LVL, Glulam, etc.), wood-based panels (PB, OSB, MDF, HDF, etc.) and their properties.

Also, they will be trained about quantification Environmental Footprint of product or organization. They will be trained how collect data and report impact on environment through Eco-Management and Audit Scheme.

- **Unit 5.1** Material use.
- **Unit 5.2** Impact quantification and impact monitoring.
- **Unit 5.3** Reporting and verification.

### Module 6
**Green skills, communication strategy and market development in/for the furniture and wood sector**

Within this module, the participant will be trained to understand the concept of green skills and how to include green jobs in the furniture and wood sector. Also, they will become aware of the environmental impact of a job, and its possible contribution to greener economies.

After finalising the module, participants will acquire new and emerging skill needed on the greening job market and will know how to implement sustainable communication strategies and green marketing strategies.

- **Unit 6.1** Green jobs and skills in furniture and wood sector.
- **Unit 6.2** Sustainable communication strategy.
- **Unit 6.3** Green marketing in wood & furniture sector.
I.1.3 About this guide

The e-learning platform guide developed in the scope of the TABLE project (Tackling environmental sustainability through blended learning opportunities for iVET in the furniture and wood sector, 2020-1-FR01-KA202-079899_202010141216) is a set of recommendations on the technical development and use of the online platform. It includes information on the usability of the platform, but also the information on all its elements and sections.

Supporting the descriptions throughout the whole Guidelines are visuals that make it easier to understand and grasp the steps to follow once inside the platform. The guidelines were written with consideration of both professionals and any adult user, therefore the instructions provided within this document address both public.

The design and implementation of the e-learning platform and the peculiarities of the target groups were carefully analyzed. The considered users of this e-learning platform are:

- Teachers of I-VET schools.
- Students of I-VET Schools (with a particular glance on furniture sector).
- Local authorities and decision-makers interested in exploiting the results of the project by training civil servants and staff working in the definition of economic and social policies.
- Local sustainability learning centres.

As a result, e-learning has been delivered to simplify the participation in all available sections of the platform by any user. Although the course content is mostly in English, the platform is available in few languages to ease the navigation: English, Spanish, French, Italian, Polish and Romanian.

To access the platform, please, click here: https://table.learning-platform.eu

You can also be redirected to the platform through the TABLE e-learning link on the project website: https://tableproject.eu

The following instructions will introduce all sections of the e-learning platform, describing how to benefit from all the functions.
II. TABLE E-LEARNING PLATFORM

II.1. Create an account

If you are a new user, click on “Create new account” in the Login field.

The username created has allowed several special characters, including space, period (.), hyphen (-), apostrophe (‘), underscore (_), and the @ sign.

The first name and surname you include will be the personal information that will appear on the course certificates. Also, you should include your country for statistical purposes for TABLE Consortium.

In addition, there is a need of a valid email address. All emails from the system will be sent to this address.

Before you continue, you should acknowledge the TABLE privacy policy by ticking the box “I agree to the Privacy Policy and Terms of Use”.

To complete the registration, you must answer a math question and just go to click in “Create new account”.

Finally, all the instructions about entering the platform and finishing the activation will be sent to your email. If you do not receive the email, please check your junk mail (spam) folder.

When you click on the activation link, your account will be successfully created.
II.2. Navigate the e-learning platform

After logging in, you will access the "Home" screen where these TABLE e-learning platform guidelines are available for download in the left of the page. In addition, there is a short introduction of the course, with a video that explains the whole course of TABLE project.

In order to select the training course from the training catalogue and start learning, you should click on the “Training” icon in the top menu, and later on, click on the training course option selected, the TABLE ones.
Once you have started a training course, shortcut access to the training content will be available from the home page: You will have a direct link to enter the course below the user guide. When re-entering the course, you will arrive precisely where you stopped it in the previous access to the e-learning course.

II.3. The training course

Before entering the different training modules, you will find a short introduction to the training course and its objectives.

If you interest has been triggered, you are invited to explore the treasures within the specific module and continue the training by clicking on “Continue Training” bottom, directly by clicking on the module’s name in green color that you are interested in studying or clicking at sentence “Click here to access the content of this module”.

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**TABLE Project | E-learning Platform Student Guide**

**TABLE Project**

**E-learning Platform Student Guide**
Regarding the content, you will find the following structure for each module:

- An introductory video.
- A glossary for each unit.
- The coursebook of each unit.
- A few case studies.
- Additional resources to deepen your knowledge.
- Final assessment of the course.

Once inside the module and its multiple contents, you can navigate back and forth through the module with the "next" and "back" buttons at the bottom right. You can also go back to the other modules and their units through the left screen navigation.

II.4. Module evaluation

After all the training material of each module, there will be a compulsory assessment. This will contain ten multiple-choice questions to check if students have acquired the necessary knowledge of the module.

There are 10 questions per module and the passing threshold is 80%. In case you don’t reach this 80% level at your first attempt, you can try again to take a new set of questions.
You can try again a maximum of two times. If you fail 3 times, the module will be considered failed.

Please, consider that questions in each attempt will be different as they are randomly selected from a pool of questions for each module.

II.5. Course certificate

At the end of the e-learning course, there is the possibility to receive a certificate for the completion of the whole course, i.e., 5 modules. For that purpose, you will have to pass all the single modules evaluations with at least the passing threshold of 80%.

If you achieve at least 80% in all the Final Evaluation, a Final Certificate will be issued. The level of proficiency in the topics addressed is presented in the table below:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Achieving more than 80% score in the modules’ evaluations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Try again</td>
<td>Achieving less than 80% score in the modules’ evaluations.</td>
</tr>
</tbody>
</table>

You can find the certificate in "Achievement Section".
The certificate will be issued in English (no matter the platform language you use). In case you would like to have the certification document in your language, please contact the TABLE Consortium through the following email: table@energies2050.org

II.6. Platform menus

The main menu, located on the top side of the screen, includes the following buttons in chronological order from the left to the right side:

- **Home**, which is the e-learning course landing page after logging in.
- **Training**, which shows the list of available courses apart from the recently accessed courses.
- **Achievements**, where you can find all the results of your trainings, see the details of your scores, and download certificates if you have successfully passed the training and if the training offers a certificate.

Top right menu, which contains the following items:
- **Notifications:** Clicking on this pictogram opens the list of the latest notifications. The total number of unread notifications is displayed inside the red bullet.
- **Messages:** Clicking on this pictogram opens the list of the latest messages received. A red bullet highlights the number of unread messages.
- **User:** Clicking on this pictogram opens the user menu, which allows you to view the user profile, edit settings, access help pages and log out.