

# HANDS

## traditional craft Heritage trAining, design and marketing in jorDan and Syria

### WP3 – Employment sector database

### Outcome 3.1 – Nominate craft specialists at consortium universities

### Guidelines for the selection of craft specialists

#### Document history

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## Introduction

This document has been developed as part of WP3 – Employment sector database of the **HANDS – Traditional craft Heritage trAining, design and marketing in jorDan and Syria** project, funded by the Erasmus+ programme.

The following guidelines are aimed at supporting consortium universities in Jordan and Syria in the selection of the craft specialists that will cooperate in the development of the material for the portal and the delivery of some courses. Their involvement since the first phases of the database development is aimed at fostering the cooperation between universities and craft society in order to develop training courses more in line with the labour market needs. This will favour the employment of graduates from faculties on craft, particularly in architecture and interior design.

On the other hand, the participation of craft specialists in the development of the training material will be crucial to combine the academic knowledge on traditional craft and more modern design craft processes.

The selection process has to take into consideration these main aims and will provide the consortium universities guidelines on how to implement it.

Therefore, the document includes:

- The *fundamental principles* that will guide universities in the selection of craft specialists and will include information on the scope of their involvement in the project.
- The *requirements* that should be taken into consideration for the selection of the craft specialists, including some suggestions on additional points that should be taken into consideration whenever possible.
- The *selection process* with guidelines on the different steps that should be followed in order to nominate the craft specialists who will collaborate in the development of the database's material.

We have also included a template of the application form to be used for the selection process (Annex I). The application form will allow to have an initial overview of the candidates' main experience and their motivation to participate in the project.

This form can be adapted to the necessities and specificities of the context in which should be used. The application form should be sent along with a Curriculum Vitae or resumé including detailed information on the experience of each candidate.

## Fundamental principles

Through the HANDS project, we aim at fostering the cooperation between universities and craft societies in order to transfer their vast experience and knowledge into academic courses in higher education. To achieve it, craft specialists will be actively involved in the development of the training

courses and material for the database. They will contribute to transforming the vast craft knowledge into e-learning courses and media as a way to spread the traditional craft culture within societies.

Since the initial phase of the database development, the craft specialists will be required to provide their feedback on it. This will allow to have further inputs on how to develop a tool that can be user-friendly and effective in the learning process. Furthermore, along with the universities' representatives, the craft specialists will develop the material to be uploaded on the database, thus it would be important to develop a tool that can be easily accessible for them too.

Throughout the project, the craft specialists will be involved in the development of the training material and in its adaptation to an e-learning format. They will cooperate with consortium universities for the delivery of the courses.

Each university should recruit at least 3 craft specialists to support the identification of the main current labour market needs, the development of the training material and the implementation of craft workshop, if relevant.

The whole selection process will be based on the following selection principles:

➤ *Equal opportunities*

Equality of opportunity will be an integral part of the whole selection process. The HANDS consortium is committed to ensuring there will be any discrimination on grounds of gender, race, nationality, ethnic origin, religion or belief and disability. It is the responsibility of each consortium university to ensure no applicant receive less favourable treatment than others on any of these grounds.

The selection will be made exclusively on merit basis considering the requirements set out in the call for applications.

➤ *Transparency*

This principle will be applied for the whole selection process to ensure that it will be fair and consistent duly reflecting equality of opportunity. This will include that the HANDS team will ensure that the selection process will be conducted in a timely and responsive manner.

➤ *Confidentiality*

The HANDS team will respect the confidentiality of the process and of the data provided by the applicants. Particular attention will be taken in relation to sensitive personal data. All applications will be treated with strict confidence.

➤ *Cooperation between universities and craft societies*

The selection process itself will be aimed at promoting cooperation between universities and craft societies. Indeed, the call for applications will be disseminated also through the support of craft societies' representatives, which will ensure reaching as many craft specialists as possible.

Cooperation among these two actors will remain for the whole duration of the project as it is one of the main pillars of the whole project to guarantee the provision of training courses aligned to labour market needs. They will collaborate with their knowledge of traditional craft as well as innovations in design and production processes.

## Selection process

1. Each university should **publish a call for the selection** of the craft specialists including at least the following information:
  - The main aim of the project and its main activities to provide potential applicants with background information on the activities in which they will be involved.
  - The requirements that will be taken into consideration in the selection of the craft specialists based on the indicative list outlined in the previous paragraph.
  - Information on the selection process in which all the different steps will be outlined, including an indicative timeline on how it will proceed. This will respond to the transparency principle and will allow the potential candidate to have information on the different steps he/she will undertake.
  - A deadline for the submission of the application.

In the call for application, it must be mentioned the Erasmus+ by including the official disclaimer.

2. The designated project staff within each university should examine and evaluate all the application received. The evaluation has to be based on the requirements and criteria set out in the call. It should be taken into consideration the gender balance criteria in the development of the list of pre-selected candidates.  
Indeed, each consortium university will ensure equality of opportunity at every stage of the evaluation and selection processes giving priority to applications from women and from people coming from a disadvantaged background.
3. The list of pre-selected candidate will be published in the project and/or university websites in order to ensure transparency in the process and that all participants are aware of the results.
4. **Pre-selected candidates will be interviewed** in order to further evaluate their competences, knowledge and relevance to their role. Pre-selected candidates will be informed at least one week earlier about the date of the interview.
5. The final list of selected candidates will be published on the project and/or university websites. Each university will make sure that all the selected candidates are aware of their role in the project and the activities in which they will be involved.

## Requirements

We are including in this paragraph the main requirements that should be taken into consideration in the selection of the craft specialists. This is an indicative list that could be enlarged by each consortium university according to the context and specific needs.

- Relevant experience in the craft sector, particularly in the following fields: architecture, interior design, applied arts.
- Knowledge of the traditional craft design and production processes.
- Experience in applying innovative design, production and marketing processes in the craft field.
- Knowledge of the country specificities in the craft sector in relation to the market needs.
- Preferred experience in developing training and learning material.
- Experience in developing training and learning material, preferably in relation to the craft field.
- Experience in delivering training sessions and/or conducting workshops on craft disciplines.
- Preferred experience in development and/or delivery of training courses at academic level.
- Preferred experience in using digital learning tools and platforms, including experience in developing digital training modules.

If relevant, it is highly suggested to include also language criteria in the case the courses should be provided also in English or other languages than the national one.

All the requirements must be included in the call for applications and it must be clear to all potential candidates how their experience will be evaluated. It is important that each potential candidate is aware of the weight that specific experience will have in the evaluation process.

## Annex I – Application form

### HANDS

#### Application form for craft specialists

<b>Name</b>	
<b>Surname</b>	
<b>Current job position</b>	
<b>Field of expertise</b>	<input type="checkbox"/> Architecture <input type="checkbox"/> Interior design <input type="checkbox"/> Applied arts <input type="checkbox"/> Other
<b>If other, please specify</b>	
<b>Overall years of experience in the craft sector</b>	
<b>Experience in the development of training material and/or courses</b>  <i>*Please, for each relevant experience indicate the main topic of the training and if the use of online tools was foreseen</i>	
<b>Experience in using online learning platforms</b>  <i>*Please, include the name of the platform used/known and the level of experience in using it (basic, intermediate, proficient)</i>	
<b>Please, briefly describe your motivations to apply for this position and how do you think you can contribute to the development of the training courses</b>	
<b>How do you think it is possible to combine innovative craft design and production processes the traditional ones?</b> <i>Please, briefly explain your opinion on this point.</i>	
<b>Please, mention here any additional relevant experience/fact that you think should be taken into consideration</b>	