



Practical Tools to Support the VET Sustainability Transition

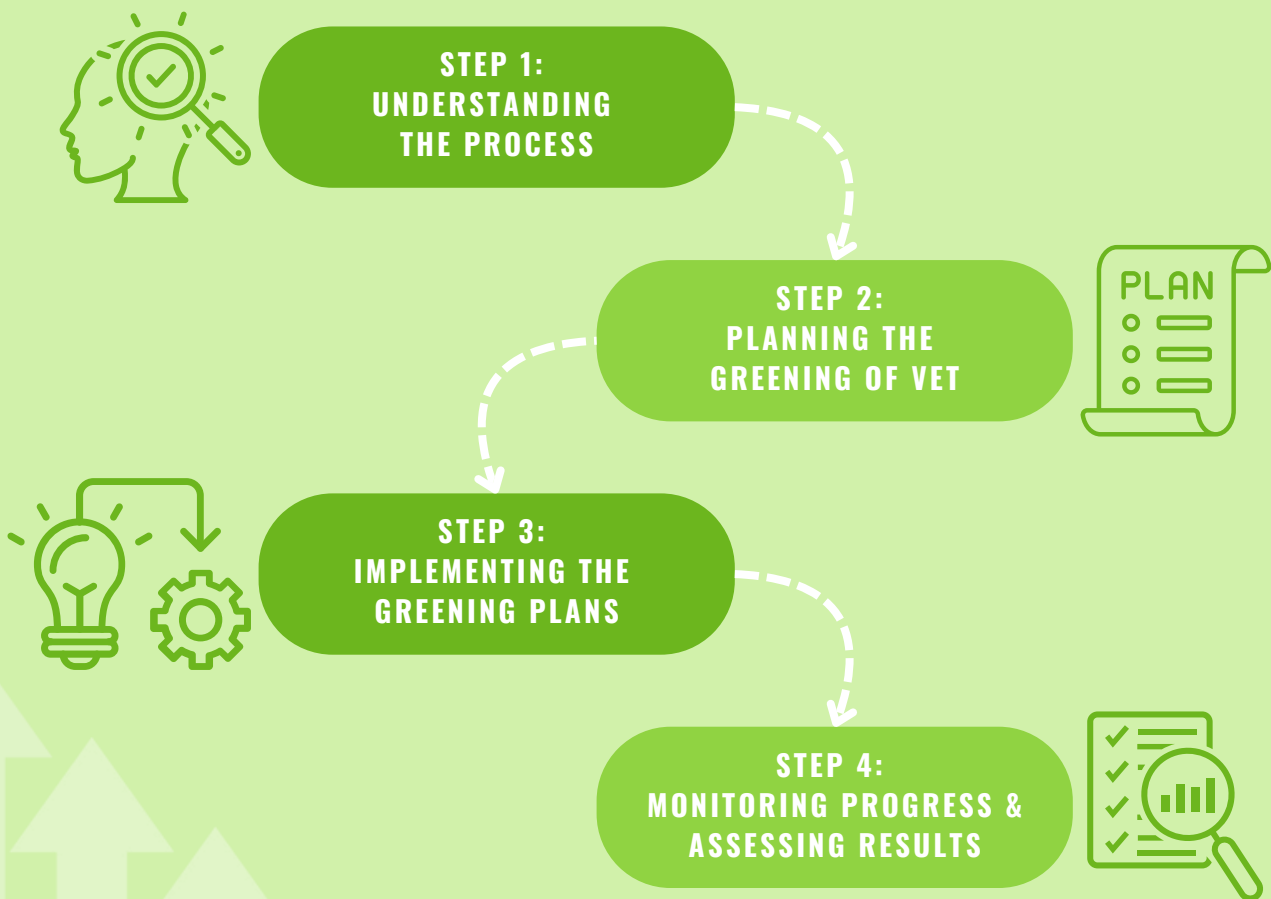
Annex to the everGREEN Framework



INTRODUCTION

This document was created as part of the everGREEN - Empowering VET Institutions towards Greener Initiatives project, funded by the Erasmus+ programme. It serves as an annex to the everGREEN Framework document, which provides Guidelines to Support the VET Sustainability Transition. The document at hand focuses on the everGREEN Support Tool.

To assist managers, teachers, practitioners, and other stakeholders in making their VET institutions more sustainable, the everGREEN consortium has developed the everGREEN Support Tool. This tool provides an online guide through the 4-Step Process (developed by UNESCO) which is described in detail in the everGREEN Framework. The 4-Step Process was designed to support the green transition in VET institutions. The four steps are as follows:



ONLINE SUPPORT TOOL

The 4-Step Process is supported by a range of practical tools developed by the everGREEN team specifically to make implementation more feasible for VET organisations. For each step, the Support Tool provides innovative approaches, methods, and resources that streamline the process, making it more operational and accessible for VET organisations as they put these steps into action.

ACCESS TO THE EVERGREEN SUPPORT TOOL

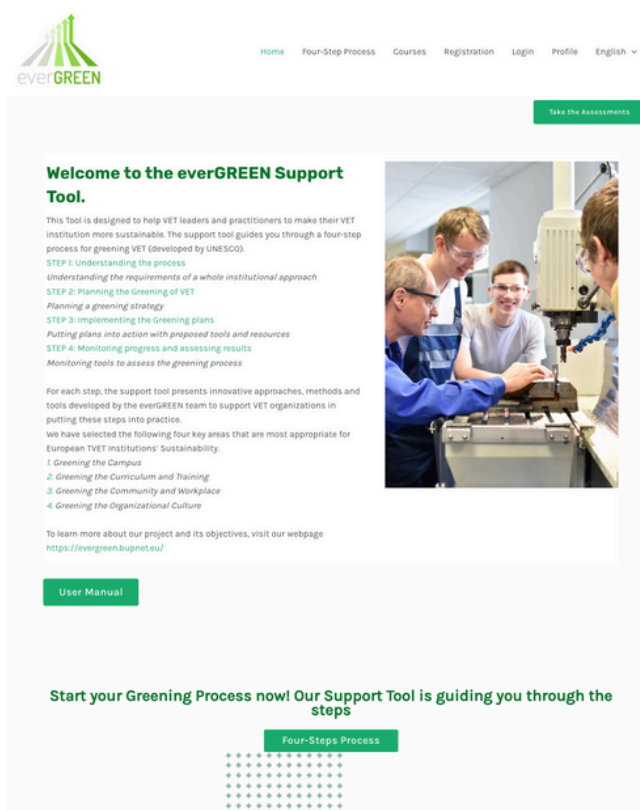
You can access the Online Support Tool directly by clicking [here](#) or by visiting the everGREEN website at <https://evergreen.bupnet.eu/> and clicking on the corresponding tab in the navigation.

The everGREEN Support Tool is available free of charge and will remain accessible at least until the end of 2029. For the majority of the tool's features, no registration is required. However, to fully utilise the assessment tool in Step 2 of the 4-Step Process, registration is necessary. This is because the platform generates personalised recommendations for your greening process, based on your responses in the self-assessment.

The Support Tool is available in six languages—English, French, German, Greek, Italian, and Slovenian. You can easily switch between languages by clicking on the button that shows the currently selected language.

If you need help navigating the Support Tool, you can refer to the User Manual. [Download the User Manual here](#) or click on the User Manual button on the Support Tool main page for a comprehensive guide through each feature and step.

In the next section, we provide an overview of all the practical tools and methods available in the Online Support Tool, designed to assist with the implementation of the 4-Step Process.



PRACTICAL TOOLS

Clicking on the "Four-Step Process" button in the navigation bar will open a new page where the entire process is presented. The elements on this page are interactive, and by clicking on them, you will access additional pages or pop-up boxes with detailed explanations.

Each step of the process is supported by practical tools.

FOUR-STEP PROCESS

In 2017, UNESCO published the guide *Greening Technical and Vocational Education and Training - A Practical Guide for Institutions to support VET leaders and practitioners in embracing Education for Sustainable Development*. This guide introduces a four-step process for greening VET, which forms the foundation of the everGREEN project's structural design. At everGREEN, we have taken UNESCO's four-step process and enriched it with innovative approaches, methods, and practical tools tailored to the needs of VET organizations. On the right, you'll find an overview of the UNESCO four-step process, enhanced by everGREEN's tools. We provide you with strategies and worksheets designed to help you effectively implement these steps in your VET organization.

1

- ▶ Worksheet 1.1
- ▶ Worksheet 1.2
- ▶ Worksheet 1.3

2

- ▶ Worksheet 2.1
- ▶ Worksheet 2.2

3

- ▶ Worksheet 3.1

4

- ▶ Worksheet 4.1

Introduction

After working through the presentations and worksheets of the 4 steps, you will easily be able to create, implement and monitor your own individual Greening Plan for your VET organisation. The materials provided here will give you the knowledge and tools you need. The following template for your individual greening plan will help you to keep your goals in view and will continuously grow and accompany you during the implementation process. Find the template [HERE](#).

PRACTICAL TOOLS TO SUPPORT STEP 1 UNDERSTANDING THE PROCESS



Step 1 is made up of four tasks designed to help you gain a clearer understanding of your greening process:

- Clarifying the Concept of Greening
- Navigating Institutional Influence: Understanding global mandates, policies, and commitments for effective impact.
- Emphasising the Institution's Global Approach
- Engaging Teams

For a more detailed explanation and to view Step 1, click [here](#).

Related practical tools available on the Support Tool include:

- **Worksheet 1.1: Clarifying the Greening Concept:** This worksheet helps you consider the key elements of your greening process, bringing you closer to defining your needs and the best starting point for your individual strategy.
- **Worksheet 1.2: Navigating Institutional Influence:** Aligning your greening strategy with official policies, legislation, and commitments enhances your chances of gaining external support, such as funding or promotion.
- **Worksheet 1.3: Engaging Teams:** At the beginning of your greening journey, it's crucial to identify the support available to you and determine who within your organisation can collaborate on this transformation.

PRACTICAL TOOLS TO SUPPORT STEP 2 PLANNING THE GREENING OF VET



In Step 2, you will assess your organisation's current situation—how ready is your organisation for sustainability measures, and what level of ambition do you have in greening it? This step is divided into five sub-tasks to help guide your planning process:

- Raising Awareness and Formulating the Rationale
- Developing a Vision
- Promoting Broader Engagement
- Assessing Current Realities
- Developing an Institutional Greening Plan of Action

The first three tasks focus on getting people on board, building support and awareness within the organisation. The final two tasks focus on planning the change, where you will assess the current state and develop a clear action plan for greening your organisation.

For a more detailed explanation and to view Step 2, click [here](#).

Related practical tools to get people on board include

- **Worksheet 2.1: Creating a Rationale:** Formulating a rationale is crucial, as it ensures that everyone understands the importance of the greening process and sees the benefits it brings to students, staff, the community, and the institution as a whole.
- **Worksheet 2.2: Developing a Vision Statement:** What would you like your organisation to become in the future? This worksheet will help you define a clear and inspiring vision for your greening journey.

Related practical tools to plan the change include

- **Assessment Tool:** Questionnaire to evaluate the organisation's individual readiness level for greening and to define their targeted greening level.
- **9 Greening Scenarios:** Every scenario describes a possible starting point of an organisation. The nine scenarios correspond to each possible combination among low-medium-high readiness and light-medium-intense greening target in the self-assessment.
- **32 Mini-Courses to improve green skills:** Participants receive a recommendation as to which courses they should complete based on the scenario they find themselves in - i.e. based on their initial readiness level and intended greening level.
- **Worksheet: Development of Basic Greening Plan:** Helps to clearly define greening goals for VET organisations.



After completing these worksheets, you can move on to the assessment tool, which plays a key role in planning the change. The assessment tool is the heart of the everGREEN Support Tool and is the most innovative feature of the project.

It allows users to evaluate their organisation's current level of greening and set their target level—essentially determining how green they aim to become. Based on their self-assessment results, users will receive tailored recommendations on which mini-courses to take, specifically designed to support their greening process. This personalised approach ensures that each user's path is aligned with their institution's unique situation and goals.

To better understand your starting position, your level of ambition, and readiness for greening, take the assessment test. This test will place you in one of nine scenarios, guiding you to the most appropriate mini-courses. Click on the "**Take the Assessment**" button to access the questionnaire. Please ensure you are registered on the platform before taking the assessment.

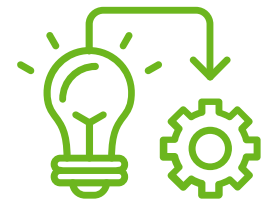
Once you've completed the self-assessment, you'll receive results like this example:

"Congratulations, you finished the assessment! Your ambition level is MEDIUM and your readiness level is MEDIUM. Suggested Courses: 5th Scenario."

Clicking on "5th Scenario" will open a new window with a description of the scenario and the recommended mini-courses.

If you want to explore all the scenarios, click on the "Courses" tab here: <https://evergreen-vle.eu/my-courses/>.

PRACTICAL TOOLS TO SUPPORT STEP 3 IMPLEMENTING THE GREENING PLANS



After working through the presentations and worksheets from the first two steps, you will be well-equipped to create, implement, and monitor your own individual Greening Plan for your VET organisation. In this step, we focus on four key areas that are most relevant to European VET institutions striving for sustainability:

- Greening the Campus
- Greening the Curriculum and Training
- Greening the Community and Workplace
- Greening the Organisational Culture

These areas cover the broad scope of changes needed to embed sustainability in your institution, from environmental practices on campus to integrating sustainability into your training programmes and organisational culture.

For a more detailed explanation and to view Step 3, click [here](#).

Related practical tool to support Step 3

- **Worksheet 3.1: Implementing your Greening Initiative:** This template will guide you through planning the specific steps of your greening initiative, helping you assess the resources you need, and clarify the time horizon for your greening efforts. It will also assist you in outlining practical actions for each area of your greening plan.

PRACTICAL TOOLS TO SUPPORT STEP 4 MONITORING PROGRESS AND ASSESSING RESULTS



Step 4 is primarily dedicated to learning about and defining suitable Key Performance Indicators (KPIs) to effectively monitor and assess your greening initiatives. This step ensures that you can track your progress and evaluate the success of your actions, allowing for adjustments and improvements where necessary. By establishing clear metrics, you can measure the impact of your sustainability efforts and ensure that your organisation stays on the right path.

For a more detailed explanation and to view Step 4, click [here](#).

Related practical tool to support Step 4

- **Worksheet 4.1: Template for Planning Metrics and KPIs:** This template will guide you in defining the key areas of activity within your greening plan, setting related goals and sub-goals, and identifying the main KPIs and metrics to track progress. You will also outline the key actions needed to achieve these goals and determine how to monitor and assess your greening initiatives effectively.

CREATING AND IMPLEMENTING YOUR INDIVIDUAL GREENING PLAN



After working through the presentations and worksheets from all four steps, you will be well-equipped to create, implement, and monitor your own individual Greening Plan for your VET organisation. The materials provided throughout this process offer you the essential knowledge and practical tools you need to make your sustainability journey a success.

To help you stay on track and ensure your plan evolves as you progress, we've provided a template for your individual greening plan. This template will support you in keeping your goals in view and will serve as a valuable resource throughout the implementation process, growing alongside your efforts to integrate sustainability into your organisation.

You can find the template [[here](#)].

After a certain period, for example a few months, you can revisit the self-assessment. By doing so, you are likely to find yourself in a different scenario, with updated mini-course recommendations tailored to your progress. This ongoing process allows you to refine and adjust your Greening Plan as you move forward.

With each iteration, your understanding and readiness for sustainability will grow, ideally leading you to reach the ninth scenario—characterised by a high level of ambition and an advanced stage of readiness. This continuous improvement ensures that your greening journey remains dynamic and aligned with your institution's evolving goals.

THE EUROPEAN ALLIANCE FOR GREEN VET

The European Alliance for Green VET is dedicated to extending the success of the everGREEN project by welcoming new members committed to advancing sustainability in vocational education and training (VET). By joining the Alliance, you will gain access to the tools, frameworks, and methodologies developed through the everGREEN project, empowering your institution to begin or enhance its greening process.

The mission of the Alliance is to enable VET institutions across Europe to adopt sustainable practices, integrate green skills into their curricula, and contribute to the wider green transition. Through collaboration and shared resources, the Alliance helps institutions strengthen their sustainability efforts while fostering a community of like-minded organisations.

HOW TO JOIN THE ALLIANCE

The European Alliance for Green VET is open to VET institutions across Europe. Please note that the Alliance is only available in English. To join, follow these simple steps:

1. Go to the everGREEN project website at <https://evergreen.bupnet.eu/>.
2. Click on the "Alliance for Green VET" button.
3. Scroll down the page and click on the "Join the Alliance" button.
4. Fill in your contact details, and we will get in touch with you shortly to confirm your membership.

BENEFITS OF JOINING THE ALLIANCE

By joining the Alliance, you will gain access to several key benefits:

- **Access to the everGREEN Framework and Tools:** Utilise these resources to integrate sustainability into your VET programmes and initiatives.
- **Invitations to Exclusive Events and Training Sessions:** Enhance your knowledge and expertise with tailored events and professional development opportunities.
- **Networking Opportunities:** Connect with like-minded organisations and professionals across Europe, potentially finding partners for Erasmus+ projects or other collaborative ventures.
- **Ongoing Support and Resources:** Continue to receive guidance and tools to help ensure the success of your sustainability initiatives.

JOIN THE MOVEMENT TOWARDS A GREENER FUTURE IN VET

By joining the European Alliance for Green VET, you are not only taking the next step in your institution's sustainability journey but also becoming part of a broader European movement towards greener and more sustainable vocational education and training. Together, we can create lasting change and support the green transition that our world needs.



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