



European Labor Mobility Support –

LAMOS EU

ICT Tool for assessment of capability and readiness for transnational labour mobility

Technical Guide

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Introduction

This document provides a comprehensive guide on the usage of the ICT tool developed for the needs of LAMOS EU project. The ICT Tool is located at <https://ict-tool.lamos-project.eu>.

What is LAMOS EU ICT Tool for assessment of capability and readiness for transnational labour mobility

The **LAMOS EU** project output (I.O3) “ICT Tool for assessment of capability and readiness for transnational labour mobility” (ICT Tool) is an online tool to assess the capability and readiness of an individual for transnational labour mobility by defining the competitive gaps and areas needed to be developed. Its purpose is to provide the means to perform self-evaluation to individuals that want to assess their competencies for mobility as well as to propose the individual training path.

It is a standardized tool with norms and dimensions prepared according to the psychometric approach. After completion of the questionnaire, every user gets an automatic report that includes the results of the assessment. Based on the results, the report also suggests an individual training path where the individual can develop the specific competences by taking advantage of the LAMOS EU project training materials per competence.

The tool can be used by individuals interested to participate in transnational labour mobility as well as counsellors, trainers and HR departments.



ICT Tool

It is a web based tool and is accessible through the web address ict-tool.lamos-project.eu. It is a free subscription based system and its functionality and features are available only to register users and administrators. Registration of regular user is open to anyone who provides a valid email address during the registration process.

Key Features

Feature	Subfeature	Details
User Management	User Accounts	The system supports the below type of accounts <ul style="list-style-type: none"> Registered User Account Regional Administrator Account
	User Account Registration	User accounts can only be registered as below <ul style="list-style-type: none"> User Account: Register using the register form of the tool Regional Administrators: Register using the register form of the tool and ask for administrator account upgrade
	Functionalities	<ul style="list-style-type: none"> Login/Logout Register Forgot Password
Interface	Navigation	<ul style="list-style-type: none"> Distinct navigation menu <ul style="list-style-type: none"> Submit assessment test Download assessment report
	Assessment Test	<ul style="list-style-type: none"> Different page for each norm Dimension items on the same page Progress Bar indicated
Reports	Users	<ul style="list-style-type: none"> Assessment report
Communications	Emails	<ul style="list-style-type: none"> Users receive email when user account is created/approved Forgot password sends emails for resetting password
Localization	Languages	ICT Tool supports multi-language <ul style="list-style-type: none"> English Polish Greek Spanish German
Help/Support	Assessment Test	<ul style="list-style-type: none"> Guide available to download



Registration

The ICT Tool is subscription based and only registered users can access the functionalities provided. Registration is the process of a user registering a new user account to the system. All users are uniquely identified by their email account, meaning the email provided needs to be unique within the ICT Tool, which is required on the registration form. Registration process includes the following actions/steps

- Access registration page
- Complete registration form
- Submit registration form

Access Registration

To access the registration, you need to navigate to the main ICT tool web address ict-tool.lamos-project.eu where the main login page will be displayed. The registration page is accessed through the “Register” link on the login page. Upon selection, the registration form is presented in order to fill up the fields and register to the system.

Complete Registration

Registration form contains a number of fields which need to be completed prior submitting the form. All fields are mandatory to complete and if left empty a specific warning will be shown upon submission of the form.

Field Name	Field Type	Values	Details
Full Name	Text	Any	Name and Surname
Gender	Drop down list	Male Female	
Age	Integer	Integer	
Country	Drop down list	<ul style="list-style-type: none"> • Cyprus • Germany • Greece • Poland • Spain • Rest EU 	
Current employment status	Drop down list	<ul style="list-style-type: none"> • I work in my home country • I work abroad • I am unemployed person • Other 	



Are you planning to work abroad	Drop down list	<ul style="list-style-type: none"> • Yes • No 	
Email Address	Email	Valid email address	The registration email
Password	Password		Password for the account
Confirm Password	Password		Confirm the password on the previous field. The two should match

Submit Registration

Submitting registration is initiated with the “Register” button on the registration form. The submitted content is used to create a new user account to the system which, after user confirmation, the user can use to access the ICT tool.

Login/Logout

The ICT tool is accessed only from registered users that login to the system using the credentials provided during registration process. In order to login to the system, the email and password provided should be used.

After completing using the tool the user can logout using the user menu link which is located at the top right of the tool screens.

Forgot Password

It can be a common scenario for a number of users where the password provided during registration is either lost or forgotten. The ICT Tool provides a way for the user to provide a new password (even the same as the old one) in order to be able to access the tool again.

The process is initiated by using the link “Forgot your password” on the main login page of the ICT Tool. The email of the user account is required to be provided and on submission of the form, the user will receive a “forgot password” email containing a link which is used for resubmitting a new password to the system.



Navigation

The ICT tool provides easy navigation with the use of two type of menus. The main menu is used for navigating through the test and the results of the test. The user menu is used for logout functionality.

Main Menu

The main menu is placed horizontally on the interface. It contains access links for the two different main areas of the tool.

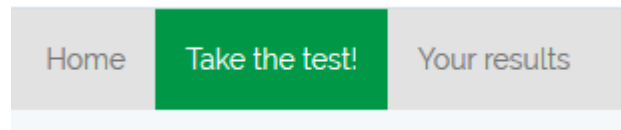
- Take the test: Redirects the user to the take the test section. The user can answer the questions and the results will be recorded upon final submission.
- Your Results: Redirects the user to the page where the assessment report can be downloaded. If the user has not taken the test yet, the link will not be available. Upon successful submission the link will be enabled.

User Menu

The user menu is located on the upper right of the screen and is accessible by hovering the mouse pointer over the email address of the user. The user menu is in the form of drop down menu which appears on the event of mouse hover over the user email. This menu provides the logout functionality.

Take the test

The users have the option to take the test and assess their selves. The relevant tool area is accessible through the horizontal main menu of the system.



Completing the assessment

The test is a multi page assessment form with each page containing a set of statements to be answered. The user cannot progress to the next page unless all statements are answered.

The navigation between the test pages is performed using the next and previous buttons.

Upon the final page submission, the answers are saved to the tool and used for the report generation. Unless the user reaches the final page/stage of the test and clicks complete button, the answers are not saved.



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An electronic tool for the assessment of capability and readiness for transnational labour mobility

Statements referring to various situations related to employment abroad can be found below. For each of them, select an answer on a scale from 1 to 6 that best expresses your opinions about yourself. Individual numbers have the following meanings:

- 1 - Strongly disagree
- 2 - Disagree
- 3 - Slightly disagree
- 4 - Slightly agree
- 5 - Agree
- 6 - Strongly agree


There are no right or wrong answers in the test. There are important answers that express your opinions and feelings about yourself.

Self Assessment

	1	2	3	4	5	6	7	8
	1 - Strongly disagree	2 - Disagree	3 - Slightly disagree	4 - Slightly agree	5 - Agree	6 - Strongly agree		
I like trying new things	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6		
I am open to new opportunities	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6		
I know how to cope with changing circumstances	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6		

Test Section/Area	Details
Header	The header of the assessment
Help/Instructions	Right below the header, the necessary instructions are provided relating to the scoring system of the statements
Progress Bar	Round numbers in green indicate the test pages, the current page the user is on and the overall progress
Statement scoring values	The scoring values for the statements
Statements/Answers	The statements within the page and the available scoring answers for the user to select from
Navigation Buttons	Previous/Next buttons at the bottom used for navigating/progressing through the test

Self Assessment



	1 - Strongly disagree	2 - Disagree	3 - Slightly disagree	4 - Slightly agree	5 - Agree	6 - Strongly agree
My qualifications are sufficient to work abroad	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5	<input type="radio"/> 6
I am aware of my achievements, abilities, values and weaknesses	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5	<input type="radio"/> 6
I am sure I will be happy living and working abroad	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5	<input type="radio"/> 6
I believe that connecting with people from other cultures is enriching	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5	<input type="radio"/> 6
I am an open-minded person	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5	<input type="radio"/> 6

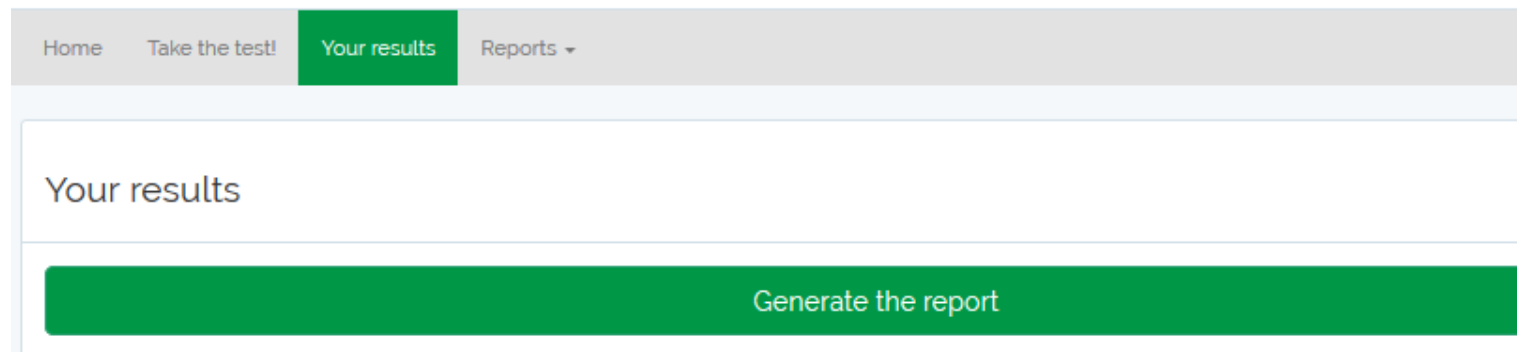
At the final page of the test, the complete button is available. When the user clicks the complete button, the answers are saved and he/she is redirected to the report assessment download page.

Download the assessment report

The assessment becomes available upon successful completion of the test. Otherwise, the menu item is not available.

The page can be accessed with two different ways

- After completing the test, the user is automatically directed to the page
- By clicking the relevant menu item “Your results”



When the user clicks the “Generate the report” button, the assessment report is generated based on the answers provided by the user and the user is asked to download the report.