



for work-based learning

**A GUIDE FOR SCHOOL
COORDINATORS AND COMPANY
COORDINATORS**

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A particular version of the SELFIE tool (**SELFIE WBL**), has been designed for **work-based learning education** a type of vocational education and training alternating in time, school education with learning in a place of work. In SELFIE, we use the VET abbreviation for Vocational Education and Training, and WBL for work-based learning. Many VET institutions also provide opportunities for their students to gain workplace-based skills and experiences, known as WBL. WBL schemes offer students key insights into working life and work experience and improve their chances of finding a job after their studies. In that way, WBL facilitates the transition from school to employment. In sum, work-based learning refers to knowledge and skills acquired through carrying out – and reflecting on – tasks in a vocational context, either in the workplace or in a VET institution.

SELFIE and SELFIE WBL are designed to support collaborating VET institutions and companies to reflect on their use of digital technologies for training purposes. Using the SELFIE tool alongside the SELFIE WBL module, VET institutions can set up an exercise and invite collaborating companies to participate. Both schools and companies can track participation and access their results through their profiles. To use SELFIE and SELFIE WBL at your school or company, the first step is to designate an individual or a small team who will coordinate participation in the exercises.

This guide is divided into two parts based on the two coordinator profiles and explains how to use SELFIE and SELFIE WBL in the VET and WBL context:

- **SELFIE school coordinators at the upper secondary vocational level (VET)**
- **SELFIE WBL company coordinators**

If you are a SELFIE school coordinator, you should read this guide along with the ***SELFIE guide for SELFIE school coordinators***. It offers detailed, step-by-step instructions on registering in the SELFIE platform and setting up SELFIE exercises. While the process is largely similar for WBL, there are a few key differences to keep in mind, such as the involvement of in-company trainers and an additional questionnaire category specifically for them.

For this reason, we will focus in this guide on the features designed for setting up an exercise that includes the participation of **in-company trainers**. These features are integrated into the SELFIE tool but are considered "extras" that only appear when the upper secondary vocational level (VET) is selected in the set-up of an exercise.

When consulting the SELFIE school coordinators' guide, please keep in mind that every time we mention three categories of users, in the WBL version you will always find four categories (including in-company trainers). This also means four types of questionnaires, etc. The feedback from the in-company trainers is also represented in the SELFIE school report.

SELFIE school COORDINATORS – UPPER SECONDARY VOCATIONAL LEVEL (VET)

COMPANY ASSOCIATION

As a SELFIE school coordinator at the VET level, you have the option to invite in-company trainers to answer the SELFIE questionnaire specifically tailored for this user profile. To invite them to the survey, you must first associate their companies to your SELFIE school account. These companies should be partners of your institution and must have their own profiles on a module of the SELFIE tool: **SELFIE for work-based learning** (SELFIE WBL). The SELFIE WBL company coordinator registers the company on their own initiative or on your invitation in SELFIE WBL. This module features a distinct interface, while still sharing some common elements with the central SELFIE tool, which is primarily managed by the SELFIE school coordinators.

From your school profile you can manage the companies with which you collaborate. Access the **School profile** in the top right corner of the SELFIE main menu (Figure 1) and scroll down to the bottom where you will see the button **“Company list”**. It will take you to the page from where you can manage the companies.

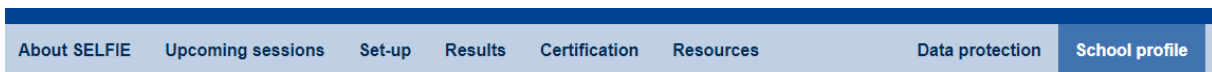


Figure 1: SELFIE main menu – School profile

On this page, you will see any company that is already associated with your school (Figure 2). You can enable or disable them as needed. Even if you disable a company, it will remain as an associated company in your list. The status simply changes from **“Enabled”** to **“Disabled”**.

| Companies | | | Associate company |
|-------------------------------------|---------------------------|--|-------------------|
| Enabled | Company name | Actions | |
| <input checked="" type="checkbox"/> | Laura Molina_Testing_0924 | Actions <input type="button" value="v"/> | |
| <input checked="" type="checkbox"/> | Testing 7 | Actions <input type="button" value="v"/> | |

Figure 2: List of associated companies

To associate new companies, click the yellow **“Associate company”** button located at the top right. In this new **Company search** page, you will see a complete list of already registered companies (Figure 3). There you can search for the company or companies you need to associate. Applying filters through the **“Show filters”** button can help with the company search.

Company search

Invite a company

Show filters ▾

| Company name | Country | Region | Company sectors | Associated? | Actions |
|----------------------------|----------------------------------|----------------------------------|---|-------------|---------------------------|
| Demo Company 1 | France | Alsace | Arts, Entertainment and Recreation | ✔ | Disable |
| LM_Testing_Company_Staging | United Kingdom | United Kingdom | Administrative and Support Service Activities | ✔ | Disable |
| Profile Testing | Bahrain | Bahrain | Arts, Entertainment and Recreation Education | ✔ | Disable |
| Profile testing 2 | Saint Vincent and the Grenadines | Saint Vincent and the Grenadines | Manufacturing | ✔ | Disable |
| Selfie test | Romania | South-East | Accommodation and Food Service Activities | — | Associate |
| Selfie test 02 | Germany | Detmold | Construction | — | Associate |

Figure 3: Company search

If the company you wish to associate does not yet have a profile in SELFIE WBL, you can send them an invitation to create an account (Figure 4). When the SELFIE WBL company coordinator has created the company profile on the platform, you can then come back to this page and associate the company with your school.

Invite a company

Full name

Email*

Language

Antispam Audio version Refresh

Move the slider to **seven** or **nine**.

You've selected: 0

Cancel [Send invitation](#)

Figure 4: Invite a company

Once the company is registered in the SELFIE WBL module, you, as the SELFIE school coordinator, will then be able to invite them to participate in exercises.

SETTING UP AN EXERCISE FOR VET

Once you have created your account in SELFIE and registered your school, you can click on the **Set-up** tab in the main menu (Figure 5). Here, you will be able to create a self-reflection exercise for your school.

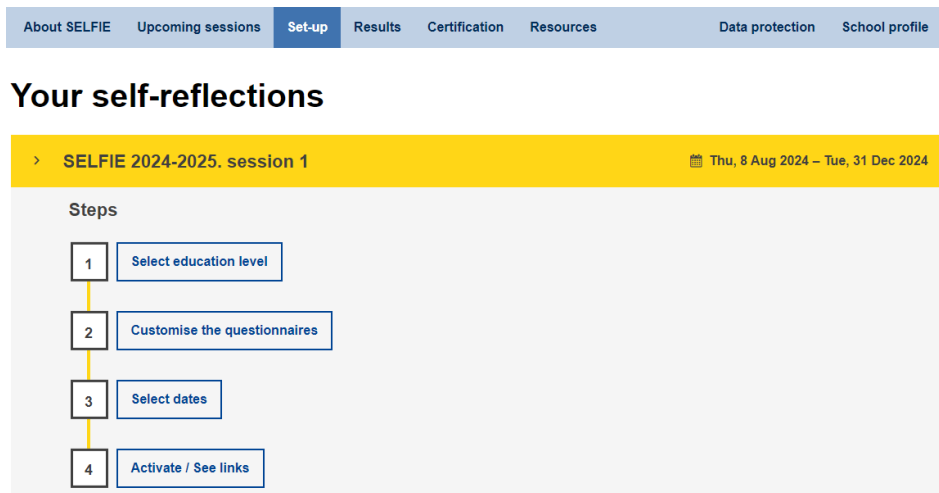


Figure 5: Set-up

To set up a SELFIE exercise, you have to **select the education level** for which you are doing your set-up. This is Step 1 of the set-up path. For VET and WBL, it must be the fourth education level: **Upper secondary vocational level** (Figure 6).

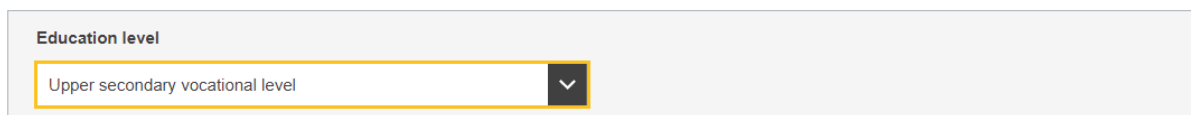


Figure 6: Select education level

The **participants' definitions** of who will be invited to answer the questionnaire are slightly different from the ones described in the *SELFIE guide for SELFIE school coordinator*. These are the definitions of the participants' categories in the WBL context:

- With **'school leader'** in the context of VET and WBL we understand management positions and institutional leadership positions that oversee the whole institution, or a specific part of the institution (e.g. department), for example the school head/principal or deputy head/principal. School heads and deputy heads should be considered as school leaders even if they also have teaching duties.
- With **'teacher'** in the context of VET and WBL we understand teachers and trainers working in the school/institution.
- With **'student'** in the context of VET and WBL we understand students in the school, as well as apprentices who learn in the workplace.

- With ‘in-company trainer’ in the context of VET and WBL we understand mentors that support students during their time with employers.

You will need to enter the overall number of members of school leaders, teachers and students, and then insert how many of them will be invited to answer the questionnaire.

If you wish to invite in-company trainers to participate in the exercise, **tick the checkbox** on the right of the question “**Will companies take part in this survey?**” at the bottom of the screen. A new section will appear that allows you to manage the participating companies for that survey. Clicking on the “**List of companies**” selector displays all the companies that are already associated to and currently enabled for your SELFIE school account. To proceed with the set-up, if you want to invite in-company trainers to the survey, you need to select at least one company from the selector and click on “**Add**”. The companies that had been added to the survey will then appear below the selector (Figure 7).

The screenshot shows a user interface for managing companies. At the top, there is a section titled "List of companies*" with a dropdown menu labeled "Select one option" and a downward arrow. To the right of the dropdown are two buttons: a blue "Add" button and a yellow "Associate company >" button. Below the dropdown is a list of two companies: "LM_Testing_Company_Staging" and "Profile testing 2". Each company name is followed by a blue "Remove" button. At the bottom right of the interface, there are two buttons: a grey "Cancel" button and a blue "Update the set-up" button.

Figure 7: Managing companies participating in a self-reflection exercise

If you have not yet associated any company, you can also do this during the set-up of the exercise. For this, click on the “**Associate company**” button, it will take you to the **Company search** page (Figure 3). Please follow the association process as described in the previous section COMPANY ASSOCIATION. When you have associated at least one company with your SELFIE school account, click on “**Back**” and continue with the set-up of your SELFIE exercise.

You can add companies to the list of participating companies at any point of the set-up, even during a running exercise, as long as the checkbox of the question “Will companies take part in this survey?” has been ticked before activating the links. **This is the only allowed modification you can make after activating the links in Step 4 of the set-up.**

Companies can also be removed from the list of participating companies before and during an exercise. However, if an in-company trainer of a specific company has already answered the questionnaire, this company can no longer be removed from the set-up and the answers will be included in the results. If an in-company trainer has submitted the survey, the “**Remove**” button will be disabled for his/her company (Figure 7).

CUSTOMISE THE QUESTIONNAIRE

As in other educational levels, the **upper secondary vocational education (VET)** level also includes **core statements** and some **optional statements** (Figure 8) specifically designed for in-company trainers. Therefore, the exercises for the VET level involve four participant profiles: school leaders, teachers, students, and in-company trainers. The optional statements are tailored to the participant profiles, if applicable to the specific profile.

> Infrastructure and Equipment

Devices for students

| School Leader | Teacher | Student | In-company Trainer |
|---|---|---|---|
| In our school, there are school owned and managed portable devices that students can take home when needed | In our school, there are school owned and managed portable devices that students can take home when needed | In our school there are portable devices for me to take home when needed | In our company, there are company or school -owned and managed portable devices that students can take home when needed. |
| Show choices ▾ | Show choices ▾ | Show choices ▾ | Show choices ▾ |
| Show help text ▾ | Show help text ▾ | Show help text ▾ | Show help text ▾ |

Figure 8: Example of an optional statement

Finally, as school coordinator, you can also add **your own statements**. Schools can create up to ten customised questions tailored to their specific needs. These questions can be directed at specific respondent groups and must be aligned with the 5-point response scale.

In the **Preview the questionnaires** section, you can preview the surveys for all four participant groups, including that for the in-company trainer (Figure 9). You can make changes to the survey by adding or removing optional statements, or editing your own questions at any time using the **“Edit”** button, provided the links for the participants have not yet been generated. Once the links are created, no further changes to the set-up are permitted, except for one: adding or removing companies to an ongoing exercise. However, if an in-company trainer has already answered the questionnaire, that specific company can no longer be removed.

Preview the questionnaires

Below you can preview (in a new tab) the questionnaires that participants will see. This includes the core statements, optional statements you have selected, and any statements you have created for your school.

[Preview \(School Leader\)](#) [Preview \(Teacher\)](#) [Preview \(Student\)](#) [Preview \(In-company Trainer\)](#)

Figure 9: Preview of questionnaires

ACTIVATE LINKS AND SHARING THE QUESTIONNAIRE


After activating the links, a link for each participant profile will be generated: one for school leaders, one for teachers, one for students, and one for in-company trainers (Figure 10). Copy the links by clicking on the icon and insert them where needed (e.g. in an email to the school community or in-company trainers). You can also preview the questions to see how they will appear for the participants. Regarding the participation of in-company trainers, there is additionally the option to download a sample invitation letter to inform them about the exercise and encourage their participation, although it is recommended to contact them in person also.



Figure 10: Activated links

PARTICIPATION RATES

Once the SELFIE exercise begins, you will be able to **monitor the participation rates** of the different participant profiles in real time. For school leaders, teachers and students, it is an interactive progress bar chart with percentages. **For the in-company trainers, the exact numbers are shown.** If multiple companies participate in the exercise, they will be listed by name, and their participation will be shown for each company (Figure 11).

 **In-company trainers**
Upper secondary vocational level

| Company name | Participation |
|----------------------------|---------------|
| <i>Total</i> | 4 |
| LM_Testing_Company_Staging | 4 |

Figure 11: Participation rate of in-company trainers

SELFIE SCHOOL REPORT FOR VET INSTITUTIONS

Once the SELFIE exercise is over, the day after the set end date, the SELFIE school coordinator can access the **SELFIE school report** from the **Results** tab. In the **Results** section, you can view all the reports of your past self-reflections and even compare the results of two self-reflections with each other. Select the self-reflections you want to view or compare the results of in the respective selectors. In the SELFIE school report for VET Institutions, also the view of the in-company trainers are integrated in the results. In addition, for the VET level, you have the option to view and compare them by filtering for a specific company sector or company (Figure 12).

SELFIE school report

| | | |
|---|--|--|
| Self-reflection pechego test DELETE | compare to | Self-reflection SELFIE 2024-2025, session 1_WBL_2_2_St |
| Education level | | Education level |
| Primary level (not participating) | - | Primary level (not participating) |
| Lower secondary level (not participating) | - | Lower secondary level (not participating) |
| Upper secondary general level (not participating) | - | Upper secondary general level (not participating) |
| Upper secondary vocational level | View | Upper secondary vocational level |
| Post-secondary non-tertiary level (not participating) | - | Post-secondary non-tertiary level (not participating) |
| Company sector Financial and Insurance Activities | Company LM_Testing_Company_Staging | |

Figure 12: VET results – Filter options

The online report will be displayed below the filter options for the SELFIE school report. The data relating to the view of all the in-company trainers and the data related specifically to the company sector of both in-company trainers and your students are displayed in the sections **SELFIE areas – Company** and **Other areas – Company** of the SELFIE school report. A **green icon** (Figure 13) represents the view of the in-company trainers.

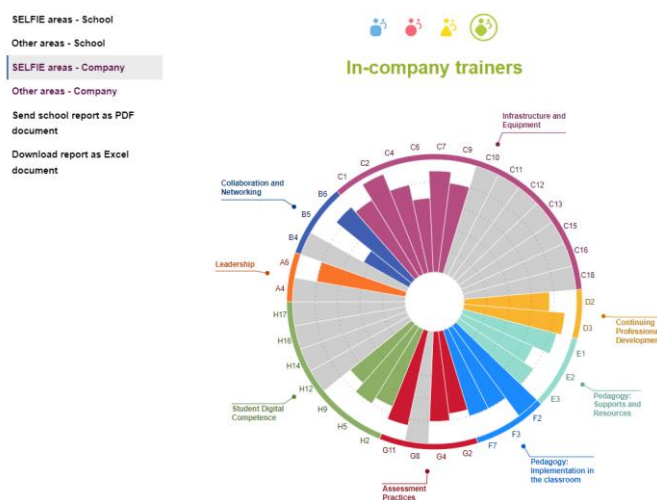


Figure 13: Responses of in-company trainers displayed in the wheel chart

The SELFIE school report for VET institutions will vary depending on the filters you apply when generating it:

- If **no filter** is applied, the report will reflect the TOTAL participation of both your VET institution and the companies you collaborated with during the selected sessions.
- When you filter by **company sector**, the numbers displayed will pertain only to the students and in-company trainers from that specific sector.
- If you filter **by company**, the report will show data for your ENTIRE VET institution, while the information related to the in-company trainers will be limited to the selected company.

You can also request a SELFIE school report in PDF format, which will be sent to the communication email address (es) registered in the **School profile**. Please note that if you apply filters when generating the report in PDF, the data in the sections **SELFIE areas – Company** and **Other areas – Company** are displayed according to the selected filters. The applied filters are indicated in the overview section of the PDF report.

Furthermore, you can download the results in Excel format. In this case, the selected filters for company sector and company do not apply. The data shown in the Excel file corresponds to the TOTAL participation of both your VET institution and the companies you collaborated with in the selected sessions.

For both the PDF and Excel reports, you can select from a drop-down menu the preferred available language below the **“Request”** and **“Download”** button, respectively.

SELFIE FOR WORK-BASED LEARNING – COMPANY COORDINATORS

REGISTER A COMPANY IN SELFIE WBL

As a SELFIE WBL company coordinator, you can register your company in the SELFIE WBL module either upon invitation from a school you collaborate with or on your own initiative. The company should be registered with an official company email address which will serve as the internal communication channel from the tool to the company. This will be the SELFIE WBL company account and it belongs to the company. To **log into** that account, the SELFIE WBL company coordinator will need an **EU Login account with two-factor authentication**. EU Login is the European Commission's Central Authentication Service that allows a Single Sign-On for users of different online applications and services. The coordinator's personal EU Login account will then be associated to the SELFIE WBL company account and is used only for authentication. Any changes related to EU Login account management can be easily made within the SELFIE WBL company account (see next section LOG INTO SELFIE WBL).

SELFIE school coordinators can send partner companies an **invitation to register in SELFIE WBL**. To begin the registration, you, as the SELFIE WBL company coordinator, must access the link provided in the invitation email (Figure 14) that will take you to the registration page.



Figure 14: Invitation email

If you **register on your own initiative** and access the SELFIE homepage <https://schools-go-digital.irc.ec.europa.eu>, you will first have to click on the yellow “If you are a company click here” button (Figure 15).

Is your school making the most of digital technologies for learning?

SELFIE is a free, customisable tool to help schools reflect on how they use digital technologies to support learning. SELFIE enables schools to get a picture of where they stand and to develop an action plan in order to enhance their digital capacity. To access the tool, you will need an EU Login account. Find more about SELFIE at [SELFIE portal](#).

[Sign in using EU Login](#) [Sign up >](#)

[If you are a company click here >](#)

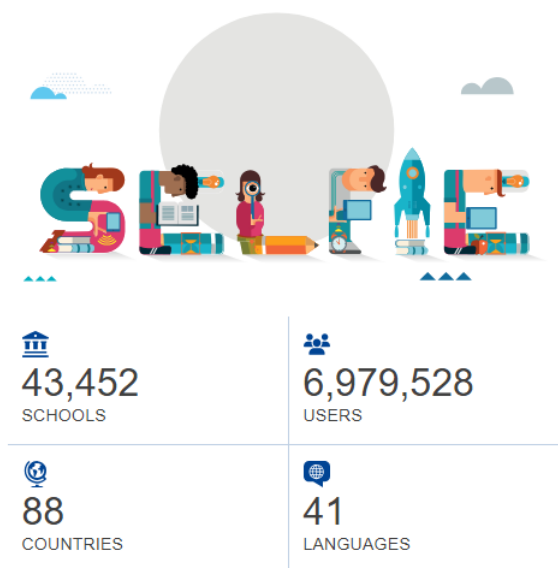


Figure 15: SELFIE homepage

It will redirect you to the SELFIE WBL module, where you can register by clicking the yellow “Sign up as a company” button (Figure 16).

Does your company support the digital transformation of vocational training?

SELFIE WBL (SELFIE for work-based learning) is a free, customisable tool to support the digital transformation in vocational education and training. Participating as a company you can help vocational institutions to reflect on their use of digital technologies for training purposes. To access the tool, you will need an EU Login account. Find more about SELFIE WBL at [SELFIE WBL portal](#).

[Sign in as a company](#) [Sign up as a company](#)

[If you are a vocational institution click here](#)

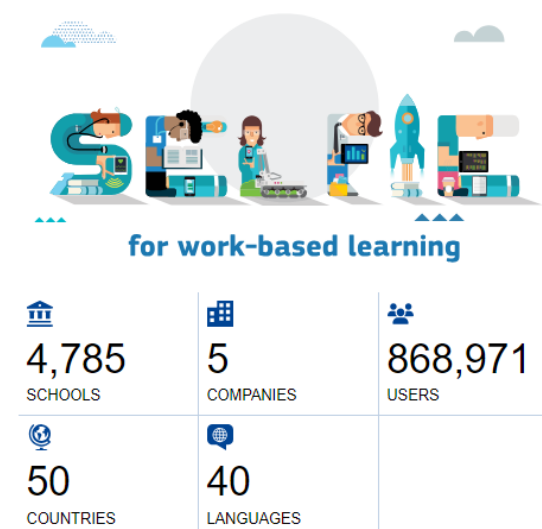


Figure 16: SELFIE WBL homepage

On the registration page, you can proceed to register your company by providing an email address (Figure 17). We strongly recommend using a non-personal, official company email address as the SELFIE WBL account belongs to the company. All communication such as

emails, reports and notifications will be sent to this email address. Once registered, you will also have the option to provide an additional email address (see next section LOG INTO SELFIE WBL).

Register your company

Email address
SELFIEdemo.company2@gmail.com

Antispam | Audio version | Refresh

24

Move the slider to the higher of ~~twenty-two~~ or ~~twenty-four~~.

You've selected: 24

I agree with the SELFIE privacy policy, data protection and data use.

Sign up Cancel

Figure 17: Registering a company

After signing up, an email will be sent to the company's official email address, requesting you to complete the registration. To do so, simply click the link provided in the email and authenticate yourself using an EU Login account with two-factor authentication. If you do not yet have an EU Login account, you will be prompted to create one (Figure 18). You can find information on how to create an EU Login account and how to add a second factor for authentication at: https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

EU Login
One account, many EU services

English (en)

Create an account Login

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en)

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account Cancel

Figure 18: Create an account in EU Login

Once you have completed the registration in EU Login (if you were not previously registered), you will be ready to access SELFIE WBL and complete your profile information in the **Company Profile** section.

LOG INTO SELFIE WBL

Once registered, as the company coordinator, you will be able to log into SELFIE WBL by going to <https://schools-go-digital.jrc.ec.europa.eu/wbl> and using your personal EU Login account. When you click the blue “Sign in as a company” button (Figure 19), the tool will ask you to use your EU Login account.

Does your company support the digital transformation of vocational training?

SELFIE WBL (SELFIE for work-based learning) is a free, customisable tool to support the digital transformation in vocational education and training. Participating as a company you can help vocational institutions to reflect on their use of digital technologies for training purposes. To access the tool, you will need an EU Login account. Find more about SELFIE WBL at [SELFIE WBL portal](#).

[Sign in as a company](#) [Sign up as a company](#)

[If you are a vocational institution click here](#)



Figure 19: Signing into SELFIE WBL

In the **Company profile** section, you will need to provide some information about your Company (Figure 18). You will also have the option to add an additional communication email address. Just as with the official company email address, all communication from the SELFIE WBL tool, such as emails, reports and notifications, will be sent to this additional email address.

SELFIE WBL - Discover your company's digital potential

[Company Home](#) | [Upcoming sessions](#) | [History](#) | [Results](#) | [Certification](#) | [Resources](#) | [About SELFIE](#) | [Company profile](#)

Home > Company profile

Company profile

Company name *

The name of your company in your own language

Company official code

The official company code given by national or regional authorities

Email address *

Enter the company's email address

Additional email

Enter an additional email address for the company. This address will be additionally used for communication, such as receiving validation links, reports, etc.

Figure 20: Completing the Company profile

At the bottom of the **Company profile** section, you can manage the EU Login accounts associated to the SELFIE WBL account. If needed, you can also associate additional EU Login accounts to the company's SELFIE WBL account or, in general, make any necessary changes regarding the associated EU Login accounts. This allows you to react to personnel changes, to guarantee the continuity of the SELFIE WBL company account without losing any data.

Whenever requesting any change regarding the associated EU Login account(s), an email will be sent to the provided email addresses, i.e. the company's official email address and, if applicable, to the additional email address. **If necessary, please forward this email with the association link to the person who will take over the role of a SELFIE WBL company coordinator, so they can connect their personal EU Login account to the SELFIE WBL company account.**

- ❖ *Please check your company profile at least once per year and make updates if needed (right side of the main SELFIE WBL menu).*

NAVIGATING THE SELFIE WBL MODULE

When accessing the SELFIE WBL module, at the top of the page, you will find the main menu that allows you to navigate through the different areas of the platform (Figure 21):

- **Company Home:** The main page displaying the participations in self-reflections of the current session and the list of associated schools.
- **Upcoming sessions:** A section showing the scheduled SELFIE sessions.
- **History:** A record of your company's previous participations in SELFIE exercises.
- **Results:** An interactive section where you can access the results of completed exercises.
- **Certification:** A section for obtaining certificates and digital badges for the participation in an exercise during a SELFIE session.
- **Resources:** A space containing additional materials.
- **About SELFIE:** An overview of the tool's purpose.
- **Company profile:** A space to manage your company's profile details and associated EU Login accounts.

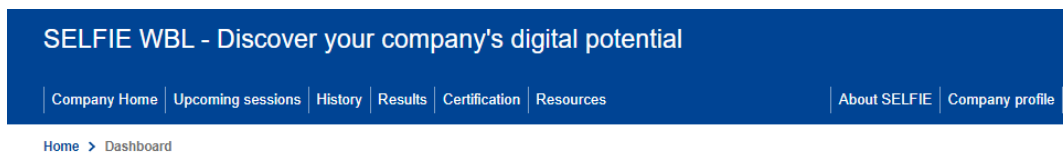


Figure 21: SELFIE WBL main menu

The **Company Home** dashboard serves as the starting point for companies to manage and track their participation in the current session and to view their associations with VET institutions in SELFIE. It is divided into two sections: **Active self-reflections** and **Associated schools**.

The **Active self-reflections** section displays a list of exercises in which the company has been invited to participate in the current session (Figure 22). Each invitation to an SELFIE exercise includes details such as the name of the school conducting the exercise, the self-reflection period and the real-time participation rates of both the VET institution and your company. In addition, you can preview the questionnaire for the in-company trainers, copy the links for sharing and download the invitation letter for the in-company trainers to participate in the individual exercises.

Active self-reflections

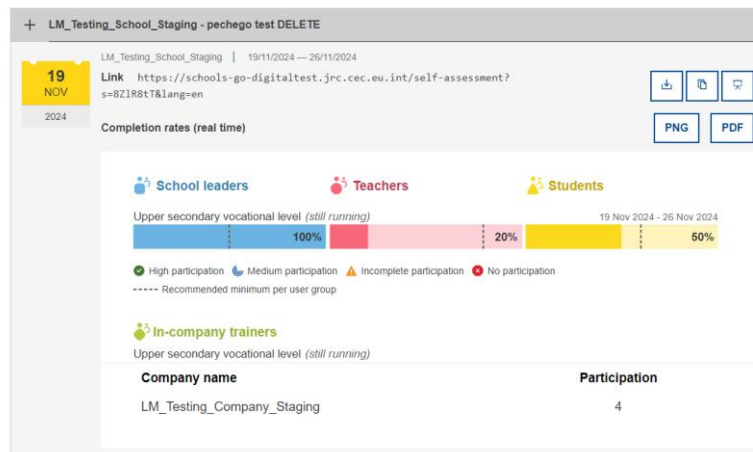


Figure 22: Active self-reflections in SELFIE WBL

The **Associated schools** section (Figure 23) displays a list of the schools that have added your company in the SELFIE tool as a collaborating company and that can invite your in-company trainers to participate in self-reflection exercises.

Welcome to SELFIE WBL (work-based learning)

Active self-reflections

LM_Testing_School_Staging - pechego test DELETE

Associated schools

| School official name | Locality | Region | Country |
|---------------------------|------------|-----------|----------------|
| ceip josefa frias | santiponce | Andalucia | Spain |
| demo silvia eu 1 | Dhaka | | Bangladesh |
| SELFIE JRC testt2 | Sevilla | Andalucia | Spain |
| LM_Testing_School_Staging | London | | United Kingdom |

Number of results 4

Figure 23: List of associated schools

SELFIE WBL COMPANY REPORT

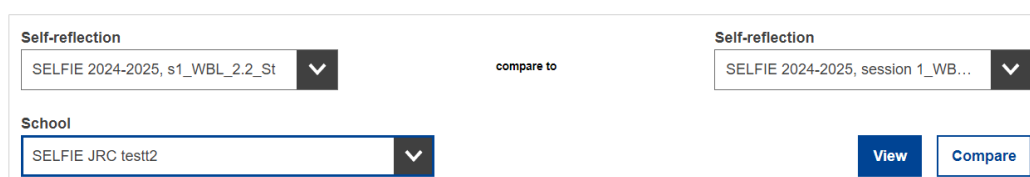
In each session, for the participation in SELFIE exercises set up by schools, a **SELFIE WBL company report** can be generated. It can be accessed from the **Results** or **History** section within the SELFIE WBL module. Results are available only one day after the end of the self-reflection period time selected by the VET institution. **This is the case even if participation rates are reached before the final date.**

The user groups are colour-coded throughout the results (**school leaders [blue]**, **teachers [red]**, **students [yellow]**, **in-company trainers [green]**). Colours are also used to show the eight areas of SELFIE WBL (e.g. **Leadership, Collaboration and Networking, Infrastructure and Equipment** etc.).

The results in the report provide a snapshot of where your company is at in relation to strategy and practice in the use of digital technology for teaching and learning. The report is based on information provided by school leaders, teachers, and students from the VET institutions your company collaborates with, as well as from your in-company trainers who answered the **WBL-related questions and statements in the SELFIE exercise.** The results can be used for **self-reflection**, to start a **discussion** within your company and the collaborating school communities and to create an **action plan** to improve the use of digital technologies for better teaching and learning.

To generate the SELFIE WBL company report, **select the session** for which you want to generate a report. **You have the option either to view your participation with all schools or to view it filtered by a specific school.** In the first case, the data shown in this report corresponds to the TOTAL number of VET institutions you collaborated with in the selected sessions. In the second case, when filtering by school, the data shown in the report corresponds to the participation of the ENTIRE VET institution. In either case, the data regarding the in-company trainers reflects only your company's participants. After setting your filters, click on **“View”** or alternatively on **“Compare”** if you wish to compare the results of two specific sessions (Figure 24).

SELFIE company report



The screenshot shows a web interface for generating a SELFIE WBL company report. It features two dropdown menus for 'Self-reflection' sessions, with the first set to 'SELFIE 2024-2025, s1_WBL_2.2_St' and the second to 'SELFIE 2024-2025, session 1_WB...'. A 'compare to' label is positioned between these two dropdowns. Below the sessions, there is a 'School' dropdown menu set to 'SELFIE JRC test2'. At the bottom right, there are two buttons: 'View' and 'Compare'.

Figure 24: SELFIE WBL company report – Filter options

The online report will be displayed below the filter options for the SELFIE WBL company report. The results are shown in two main sections: **SELFIE WBL areas** and **Other areas**. They are presented as average scores in charts organised by question and participant group. You can choose to view the results either by score or by the position of the questions in the

questionnaire by clicking the arrow next to “Sort by”. If you have selected only one session, the data can be sorted by four filters: **highest score**, **lowest score**, **ascending position**, and **descending position**. If you wish to compare the results of two sessions, you can also sort the data by **greatest increase** and **greatest decrease**. To support the analysis of the results, a set of icons is used in the comparison view (Figure 25).

Comparison key





-  The result has increased compared to report 2
-  The result has decreased compared to report 2
-  The result is the same as in report 2
-  The comparison is not possible

Figure 25: Comparison key

The participation of your in-company trainers will be detailed in a list organised by the name of the VET institutions. Depending on whether you apply the school filter or not, you will notice a change in the completion figures of the different user groups. For in-company trainers, you will see only the exact number of participants. In contrast, for the other three user groups – school leader, teacher and student – you will see the percentage of completion. The first number in parentheses indicates the actual number of participants, while the second number shows the total number of invited or expected participants for that particular user group (Figure 26).

Completion rates

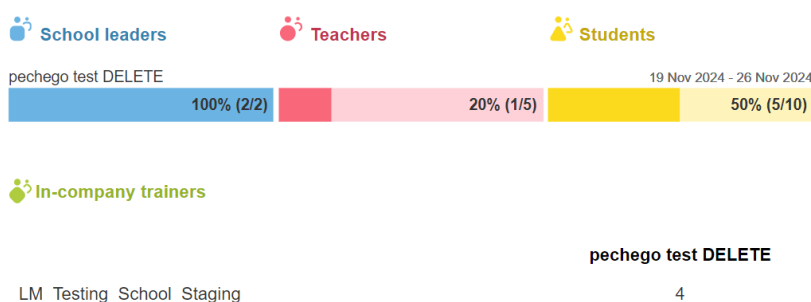


Figure 26: Completion rates

The SELFIE WBL company report is also available in PDF and Excel formats. The Excel file containing the results of the SELFIE exercise can be downloaded immediately. To obtain the PDF format, click on the request button and the SELFIE WBL company report will be sent as an attachment to the communication email address(es) registered in the **Company profile**. The data regarding the in-company trainers are **only from your company**, while the figures for the VET institution(s) reflect their overall participation. If you applied filters when generating the report in PDF, the data will be displayed according to the selected filters.

Please note that this PDF is an extract of the full results for your company. If you want to look further into certain areas or statements, you should refer to the online report and download any charts you need. In the case of the Excel report, filtering by school is not applicable. The data shown in this report corresponds to the **TOTAL number of VET institutions** you collaborated with in the selected sessions.

For both the PDF and Excel reports, you can select from a drop-down menu the preferred available language below the “**Request**” and “**Download**” button, respectively. Please note that if the school added customised statements, these will appear in the original language in which they were written and are not translated automatically.

CERTIFICATION

After participating in a SELFIE exercise, the SELFIE WBL company coordinator(s) can download a participation certificate for himself/herself by going to the main menu and clicking on **Certification**. In the '**Certificate for you**' section on the left side of the screen, the coordinator(s) can select the session for which he/she wants to generate a printable certificate and enter his/her name to personalise it (Figure 27). Please note that the names entered to personalise the certificates are **not stored**, as participation in SELFIE is always anonymous.

The screenshot shows the 'SELFIE WBL - Discover your company's digital potential' interface. The navigation bar includes 'Company Home', 'Upcoming sessions', 'History', 'Results', 'Certification', 'Resources', 'About SELFIE', and 'Company profile'. The breadcrumb trail is 'Home > Digital badge and certificate'. The main heading is 'Digital badge and certificate'. There are two forms side-by-side:

- Certificate for you:** Includes the instruction 'Please enter your name to get a certificate of participation for you.' It has a 'Self-reflection *' dropdown menu with 'SELFIE 2024-2025, session 1_WBL_2.2_St' selected, and a 'Your name *' text input field. A blue 'Submit' button is at the bottom right.
- Digital badge request:** Includes the instruction 'Please select a self-reflection to get a Digital badge for your company.' It has a 'Self-reflection *' dropdown menu with 'SELFIE 2024-2025, s1_WBL_2.2_St' selected. Below it is a note: 'To earn a badge for the selected session, at least one in-company trainer must have participated in the session.' A blue 'Request' button is at the bottom right.

Figure 27: Requesting a certificate

DIGITAL BADGES FOR COMPANIES

Companies that participated in a SELFIE exercise can **request a digital badge** as recognition of their involvement. Digital badges are tokens of recognition or accomplishment issued online by organisations usually to reward an individual's achievements. **The SELFIE WBL digital badge, however, is a badge for companies.** It is company-specific and can be used on the company's blog, websites, and social media platforms or within the company email signature.

The SELFIE WBL company coordinator can request the SELFIE WBL digital badge (Figure 28) from the dashboard in the **Certification** tab. Select the session for which you want to request a badge using the session selector. Alternatively, you can request and preview your digital badges also in the **History** section. Once issued, the digital badges are stored in the SELFIE WBL company account and can be exported for promotional use. It serves as a symbol of the company's commitment to digital technologies in a work-based learning context and highlights its collaboration with educational institutions.

Digital badge preview

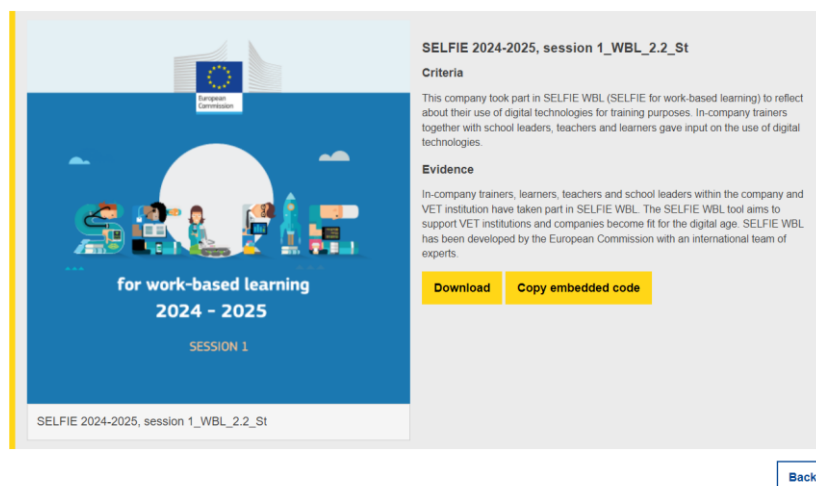


Figure 28: Digital badge preview

HOW TO FIND MORE ABOUT SELFIE WBL?

The [SELFIE WBL portal](#) and the **Resources** section of the SELFIE WBL module provide additional material on using SELFIE in the VET and WBL context. The **Data privacy statement** outlines how data is collected, stored, and used within the module. In the **News** section of the website, you can find the most recent information about events and resources related to SELFIE WBL and the use of digital technologies for learning in the digital age.

