



Adding your training with LOs to BIMEET platform (Energy BIM Portal)

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Adding a training: 8 steps in total

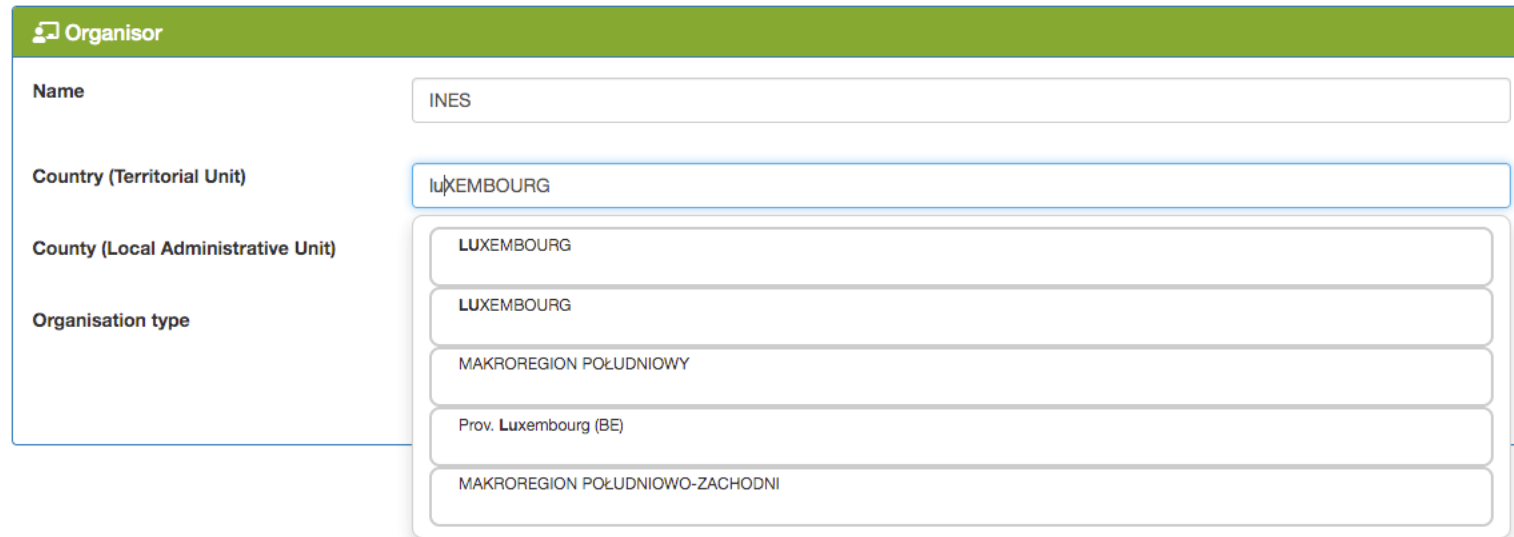
The form is titled "Adding a training: 8 steps in total". It features a progress bar with 9 steps: 1. Organisator (highlighted in green), 2. Training information, 3. Venue, 4. Availability, 5. Exam & Diploma Name, 6. Targeted public, 7. Learning outcomes, 8. Supporting Materials, and 9. Finish. The first step, "Organisator", is expanded to show a form with the following fields:

- Name**: A text input field with placeholder text "Organisator Name (please start typing)".
- Country (Territorial Unit)**: A text input field with placeholder text "Organisator Country (please start typing)".
- County (Local Administrative Unit)**: A text input field with placeholder text "Organisator Local Administrative Unit (please start typing)".
- Organisation type**: A dropdown menu with the text "Please select" and a small downward arrow icon.

A "Next →" button is located at the bottom right of the form.

- Organisator → Training information → Venue → Availability → Exam & diploma name → Targeted public → Learning outcomes → Supporting materials

Step 1: Organisator



The screenshot shows a web form titled "Organisator" with a green header bar. The form contains four input fields on the left and a corresponding dropdown menu on the right. The fields are labeled "Name", "Country (Territorial Unit)", "County (Local Administrative Unit)", and "Organisation type". The dropdown menu is open, showing a list of options. The "Name" field contains the text "INES". The "Country (Territorial Unit)" field contains "luXEMBOURG". The "County (Local Administrative Unit)" field contains "LUXEMBOURG". The "Organisation type" field contains "LUXEMBOURG". The dropdown menu lists the following options: "LUXEMBOURG", "LUXEMBOURG", "MAKROREGION POŁUDNIOWY", "Prov. Luxembourg (BE)", and "MAKROREGION POŁUDNIOWO-ZACHODNI".

Field Label	Value
Name	INES
Country (Territorial Unit)	luXEMBOURG
County (Local Administrative Unit)	LUXEMBOURG
Organisation type	LUXEMBOURG

Dropdown menu options:

- LUXEMBOURG
- LUXEMBOURG
- MAKROREGION POŁUDNIOWY
- Prov. Luxembourg (BE)
- MAKROREGION POŁUDNIOWO-ZACHODNI

- We can add a new organisator or selected from a list of existing organisators. The fields have an autocomplete feature from the database.
- If we select an existing organisator, the *Country*, *County* and *Organisation type* fields are prepopulated.

Step 2: Training information

Training information

Title

Enter Training Title

Description

Enter Training Description

Price

€

Language

Please select

URL

Enter Training URL

Training Period

December 3, 2019 - December 24, 2019

Training Duration

21

Training Start Date

2019-12-03

Training End Date

2019-12-03

Delivery type

Please select

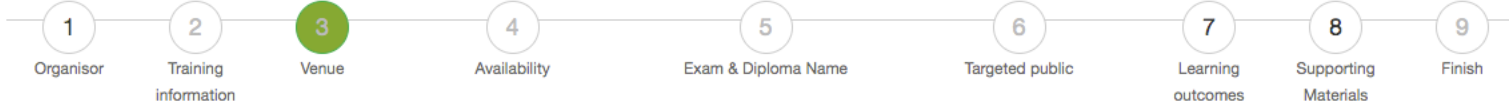
Select the RIBA stages that Apply for the Training Course

0 - Strategic Definition	1 - Preparation and Brief	2 - Concept Design	3 - Developed Design	4 - Technical Design	5 - Construction	6 - Handover and Close Out	7 - In Use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next →

- When we select the training period, the duration, start date and end date fields are prepopulated..
- Depending on the RIBA stages selected at this steps, the list of modules will be selected

Step 3: Venue step



Venue

Name

Country (Territorial Unit)

County (Local Administrative Unit)

[Next →](#)

- We can add a new venue or select from a list of existing venues. The fields have an autocomplete feature from the database.
- If we select an existing venue, the *Country* and *County* type are populated automatically..

Step 4: Training availability

1 Organisator

2 Training information

3 Venue

4 Availability

5 Exam & Diploma Name

6 Targeted public

7 Learning outcomes

8 Supporting Materials

9 Finish

☒ Availability

Is the training available on demand?

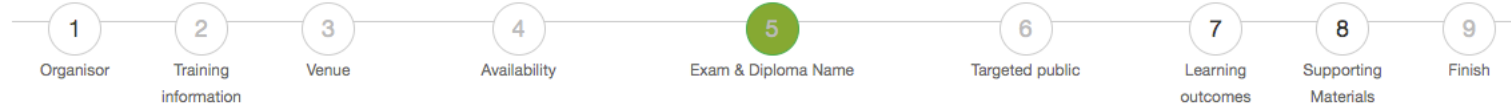
☒ Yes

☐ No

Next →

- Simple, but necessary binary question...

Step 5: Exam & diploma name step



Exam & Diploma name

Is there an exam at the end of the training course?

Yes

If there is an exam, please fill in the following field:

Diploma name

Enter Diploma Name

Next →

- We can select if there is an exam at the end of the course.
- If there is an exam, we are asked to complete the diploma name (this field appears only if we select Yes at the previous question).

Field validation (all steps)

1 2 3 4 5 6 7 8 9

Organisator Training information Venue Availability Exam & Diploma Name Targeted public Learning outcomes Supporting Materials Finish

Exam & Diploma name

Is there an exam at the end of the training course?

Yes

If there is an exam, please fill in the following field:

Diploma name

Enter Diploma Name

Next →

- We need to complete the information in the required fields. Otherwise, we are not let to progress to the next step

Step 6: Targeted public

1 2 3 4 5 6 7 8 9

Organisator Training information Venue Availability Exam & Diploma Name Targeted public Learning outcomes Supporting Materials Finish

Targeted public

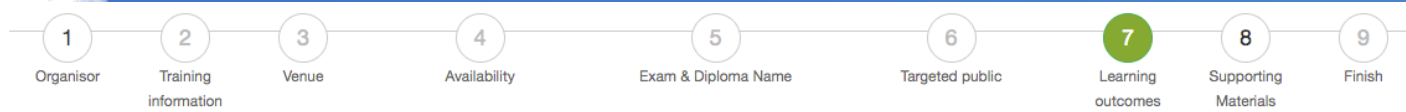
Please select the targetted public roles from the list below:

- ☒ Architectural design
- ☒ Building services design
- ☐ Client & client advisors
- ☐ Construction work
- ☐ Maintenance work
- ☐ Structural design

Next →

- We need to complete the information in the required fields. Otherwise, we are not let to progress to the next step;
- Selecting these is essential for the next step.

Step 7: Learning outcomes



Targetted Learning Outcomes

Modules corresponding to selected RIBA stages:

Module name	Reference	Tutor name	Tutor organisation	Price (€)	Duration	RIBA Stage									
Architectural design		Building services design													
				Prerequisite		Expertise level after training course									
LO136	Explain the fundamentals of BIM and the underlying principles of uses with respect to building life-cycle.			0	1	2	3	4	5	0	1	2	3	4	5
LO200	Recall essential contents, summarize and give examples of BIM terminologies, definitions and standards.														
LO202	Recall essential contents, summarize and give examples of overall BIM process for a building's life cycle.														
LO063	Explain and use standard information exchange processes for different design domains in general and especially in detailed technical design.														
LO093	Explain the essential issues related to information management, data transfer and sharing.														
LO088	Explain the added value of using open file formats (i.e. IFC) to ensure interoperability.														
LO205	Recall, summarize and explain essential contents and relevant parts of national BIM guidelines.														
				Prerequisite		Expertise level after training course									
LO138	Explain the fundamentals of sustainable and energy-efficient buildings and building performance.			0	1	2	3	4	5	0	1	2	3	4	5
LO058	Explain and give examples of aspects and terminologies of energy and building performance.														
LO046	Describe the financial and environmental aspects and related indicators, benchmarks and certification systems of energy and building performance.														
LO099	Explain the issues that affect energy performance of buildings and demonstrate competence in domain specific solutions.														
LO084	Explain relations between life-cycle costs, energy performance and building performance.														
LO155	List and explain the core concepts of sustainable building rating and certification systems.														
LO214	Summarize and give examples about the potentials of renewable energy sources applicable to buildings including district-scale solutions.														
LO173	Point out legislation and regulations related to energy performance, thermal comfort and air quality.														
				Prerequisite		Expertise level after training course									

- Table for selecting learning outcomes prerequisites and expertise maturity levels are generated based on the information selected at *Step 6*.
- The modules are generated based on the RIBA stages selected at *Step 2*.

Step 8: Supporting materials

Add materials

Document name

Author

Description

Submit to BIMEET Check 

- Additional supporting materials can be added for the training course.
- This is the final step before submission.

Review page

Finish

Trainings

Title	Price	URL	Duration	Start date	End date	Type	Location
Le BIM au service de l'efficacité énergétique des bâtiments	1495.00	http://www.ines-solaire.org/formation/!/formation/le-bim-au-service-de-lefficacite-energetique-des-batiments/www.cstb.fr/www.cnrs.fr/	3	2019-10-20	2019-10-23	Certification	On Site

- The information entered throughout the form can now be reviewed.
- The training will not be public before being approved by an administrator.