

ROLE ANALYSIS

One important step in software development, is to analyse the different roles which are played on the application. We have figured out 3 roles:

- The “talented” under-graduated or graduated. We will call it, for short, **student**.
- The educational centres. We will call it, for short, **institution**.
- The people from the educational centres, who validates either under-graduated or graduated, in order to access to TE platform. We will call it, for short, **validator**.
- The companies who contact the under-graduated or graduated, in order to offer a job place. We will call it, for short, **company**.

Student Role

- The student may currently study or has just finished his studies.
- Once the student finishes his studies, he could register into the application for a maximum of 3 years.
- The student must renovate each year his participation in TE.
- The student may have 2 types of skills:
 - o Professional skills. These skills, at the same time, are divided into 2 subtypes:
 - Accredited professional skills. For instance: grade cards, language certificates, qualifications, certified training, ...
 - Knowledge professional skills. The student will use keywords to define them.
 - o Personal skills. They are a predefined items set. For instance: Ability to integrate into a working group, satisfy the established standards, positive attitude when participating in tasks, healthy habits, ability to analyse the information and deal with it, ...
- During the register process, the student can provide whichever documents he considers necessary in order to prove that he is a talented student.
- Later on, after his validation, and if it is necessary, he could fill out his profile providing additional information.
- Regarding the personal skills, both student and validator fill out the profile with a limited set of items. Later on, information coming from both (student and validator) is crossed and is displayed in a suitable way.
- Student data (mandatory fields underlined):
 - o Name.
 - o Surname.
 - o Nationality.
 - o Profile picture.
 - o Date of birth.
 - o Phone.
 - o Address.
 - o Institution.
 - o Completed studies.
 - o Type of studies (European Frame).
 - o Europass curriculum.
 - o Grade card.
 - o Languages (level, language certificate)

- Training (name, date and certificate).
- Work experience.
- Professional skills.
- Personal skills.
- Proposed validator (name and email).
- Platform will notify automatically to the student, that he must fill out some data. There will be automatic and periodic reminders through email for pending documentation or procedures.
- The student can modify his profile at any time, except he was not yet validated.
- Not validated talented students won't appear when searching.
- Disclaimer: TE is not responsible of veracity of students' certificates.

Validator Role

- Validator data (mandatory fields underlined):
 - Institution.
 - Name.
 - Surname.
 - Email.
 - Department.
 - Position.
- During the validation process, the institution will be allowed to designate several validators.
- When the student fills out the application, another teacher could be proposed as validator, so that the institution, upon request by the proposed teacher, may assign the role of validator.
- Validations requests (VR) reach all validators. The status of these validations will remain: pending, in process, done.
- It is necessary that the validator accepts explicitly to include his name in the validators list.
- A proposal for registering (via email) is sent to the validator. He signs up (if desired) and the institution validates him.
- Validation requests are coming from the students to the validators. The validator will validate them (or not) and fill out the attitudinal items and furthermore could give a brief recommendation. Either positive or negative resolution, the student will be informed.
- The institution could retake a dismissed VR and put it again as pending. The idea is to give another change or to correct a mistake.
- If the proposed validator (from a student) does not resolve the VR after certain period of time, both student and institution will be notified in order to assign a new validator.
- The validator information will be shown to the company when a contacted student is reached. This allows to regulate false validation (in case of not talented students), since the company could know which validator validated the supposed talented student that the company had just hired.
- If the student is not validated, the student will receive an email without the name of the validator.

Institution Role

- We consider 2 types of institutions:
 - o HEI: Higher Education Institution
 - UFA: University Faculty
 - HIS: Highschool
 - o VET: Vocational Education Training
- Institution data (mandatory fields underlined):
 - o Name.
 - o Type.
 - o Email.
 - o Person in charge.
 - o Fiscal-ID.
 - o Address.
 - o Country.
 - o Validators (1 to N) identified by emails.
- The institution is registered by the “person in charge”.
- An authenticity document must be uploaded to the platform, in order to prove the existence of the institution.
- Companies may read this authenticity document.
- The institution must sign up new validators and/or the ones proposed by students. This will be made when the student proposes to his validator (emails and application messaging).
- The person in charge will have access to the Validation Request Queue (VRQ).
- When the institution involves in TE, it will receive a “participation stamp”.

Company Role

- Institution data (all fields are mandatory):
 - o Name.
 - o Email.
 - o Fiscal-ID.
 - o Address.
 - o Country.
 - o Activity sector.
 - o Person in charge.
- An authenticity document must be uploaded to the platform, in order to prove the existence of the company.
- A company can perform two main actions: search and contact students.
- A company may contribute a student’s profile, adding keywords (for skills) and comments/recommendations.
- The contact company-student is done through the application.
- The company have to confirm the engagement of the student. An email with the contacted students is sent to the company, and, from there, the company must mark if the students has been hired or not.
- The profile of the student changes when he is hired. At anytime, it can change to “unemployed”.
- When the company contact with a student, information about his validator is revealed.
- When the company involves in TE, it will receive a “participation stamp”.

Validation process

