

Project: GSSkills – Geothermal and Solar skills

Agreement ref. no.: VS/2013/0315



CASE STUDIES COLLECTION GUIDE



Aim of Good Practices Collection

Purpose of this Style Guide is to provide information and guidelines for case studies collection, developed by the partners of GSSkills project. GSSkills project is a VP/ Progress programme, funded with support from the European Commission.

The Case Studies are an effective educational tool when the goal of the study is to present to interested target groups how the real life of an enterprise converges or diverges from the theory proposed and explained. Through the real "story" of a particular firm, highlights the importance of 'business peculiarities' and "how the entrepreneurs face specific daily and persistent problems. And, with this background studies, educators and interested users can develop a dialogue and a debate that complements with 'added value' the rest educational or consulting process.

GSSkills case studies collection and development main aim is to develop the Successful Stories Book on training offered and provided to workers in geothermal and solar installations. Partners will select experts in geothermal and solar organizations/ enterprises/ training centers for the implementation of the case studies using the proposed methodology described in this guide book. WP leader AOCDTF will collect all Good Practices from partners DEBEGESA and ECTE; will oversee overall editing of case studies for consistency and transparency and promoter CCIC will then proceed with the publication of the Successful book stories.

The first and most essential task in order to design a case study is to determine the purpose and the questions to which the case study is asked to give answers. GSSkills case studies main aim is to collect information on how low-skilled workers in green installations are being trained on new technologies and installations in the field. Our key questions that we intent to answer through the Good Practices collection are:

- What kind of training is provided to workers in green installations? Is an on job training or workers are attending continuous learning programmes?
- Who is providing this training? Enterprises/ companies/ educational institutions?
- Who is financing the training?
- Who is designing these training programmes? Which is the duration/ content/ evaluation/ certification?
- Who can apply this good example and which are the main steps for this application?

Preparation of interviewers

Interviewers that will undertake to carry out the case studies should have the necessary abilities and skills required for this kind of research. Do not forget that this is not a desk research and routine but an alive and unpredictable sometimes research.

The basic qualifications of the investigator should be:

- ✓ The ability to make good questions and interpret the answers.
- ✓ The ability to listen and not raise his own views, ideas or prejudices.
- ✓ The adaptability and flexibility when confronted unexpected situations.
- ✓ Good knowledge of the issues to be explored.

Table of contents of the case study

INDICATIVE TABLE:

a) Background

- The purpose of the study
- Key questions
- Concepts and terminology

b) Methods and tactics

- Interview guide (questionnaire)
- Lists of names and addresses (investigational, executives, etc.)
- Lists of data and documents
- Bibliography

c) Practical tasks

- Closing date visits and preparation meetings with the respondents
- Travel Preparations (if required)
- Preparation of the site visit (in the area business)
- Other procedural issues

d) writing Issues

- Study plan
- Check plan
- Final form
- Text