

# **The User Guide of the MACT Learning Platform**

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# Introduction

The following manual is dedicated to users who join the platform [www.mastertheact.eu](http://www.mastertheact.eu).

The website [www.mastertheact.eu](http://www.mastertheact.eu) is the official website of the Erasmus+ Project “Master the Act” and it includes also a learning platform developed by the project partners to train the future Creative Mentor for Employability.

## The mission of the MACT Project

The main purpose of the "Master the Act" is to develop and train a new professional profile: **the Creative Mentor for Employability (CME)**, a professional able to support jobseekers in developing their employability by the use of a methodology broader than the FakeltMakelt one, that keeps including not formal and theatrical techniques and combines them with mentoring techniques and professional development.

Therefore, the MACT Methodology aims to upskill and broaden the working methods of two target groups:

- the **job facilitators and enablers** (HR managers, recruitment specialists, career counsellors, public and private employment agencies);
- the **theatre professionals** (in particular, the theatre trainers and educators).

## Main actions and outputs

In order to reach this goal, **the partners of the project conducted research at the European level, in order to define a professional profile of the CME** that includes all the key competencies necessary for the Creative Mentor of Employability.

After this, they developed and tested **a training methodology specifically designed for the Creative Mentors of Employability.**

The entire methodology is contained in the MACT Handbook (PART II and PART III), along with the MACT Training Box (PART IV), a collection of tools and practical activities that the CME can use in his work with job seekers.

The partners of the MACT Project have also developed **an online course for the CMEs** that is available on the project learning platform: <https://mastertheact.eu/register/>. The purpose of the MACT learning platform is also to bring together all the European CMEs and give them a common space for sharing and professional development.

It is possible to consult the main results of the project at [www.mastertheact.eu/results](http://www.mastertheact.eu/results).

## The context of the project

The “Master the Act” Project is part of a broader European framework of designing and developing training programmes for European professionals that aim to improve a complex and essential skill set like digital skills, emotional intelligence, creative thinking, interpersonal and communication skills, leadership and teamwork, along with global competence needed to thrive in a changing labour market.

In this regard, it supports the accomplishment of the [17 Sustainable Development Goals \(SDG\)](#), especially SDG 8 (Promoting sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all).

Likewise, it raises awareness about opportunities offered to Europeans looking for a job and funds dedicated to SMEs (Small and Medium-sized Enterprises) for helping them hire European professionals.

# Website structure

The website consists of different sections, articles, categories, and social and e-learning environments.

The main structure of the website can be found by seeing the main navigation menu:

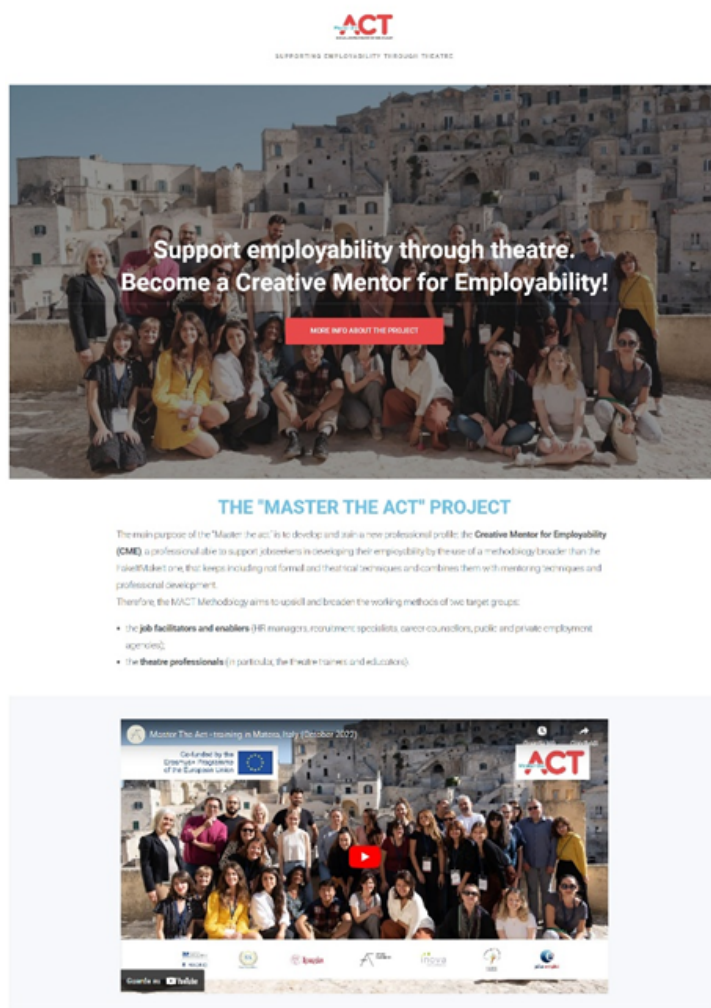
- Home
- Project
- The CME Professional Profile
- Handbook and Resources
- Online Training
- News Section
  - Blog
  - Newsletter
- Login Section
  - Profile
  - Register
- Language switcher

The majority of the web pages (with the exception of the “News”, “Login” and “Community” sections) **are available in all six languages of the project** (English, Italian, French, Spanish, Polish and Romanian). To navigate the website in a different language, just click on the language switcher identified by the flag icon.

Below is a short description of all the main website sections.

## Home / The Project

Link: <https://mastertheact.eu/>



The home page of the website contains an overview of the project, objectives and partnership.

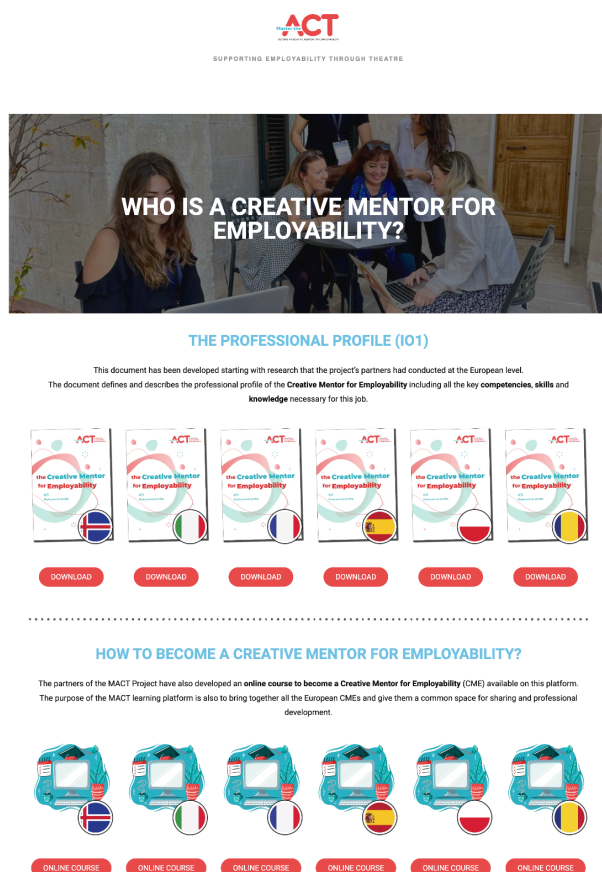
Project and Partnership menu voices are anchor links to the related sections on the home page.

The home page includes also a video presentation of the project.



## The CME Professional Profile

Link: <https://mastertheact.eu/professional-profile-creative-mentor-for-employability/>



This page contains the **Intellectual Output 1 (IO1)** to download in all languages of the project, which defines and describes the **professional profile of the Creative Mentor for Employability** including all the key competencies, skills and knowledge necessary for this job.

The page includes also links to the **online course (IO3)** to become a creative mentor for employability in all language versions.



## Handbook and Resources

Link: <https://mastertheact.eu/resources/>

**MACT HANDBOOK AND RESOURCES**

**THE MACT HANDBOOK (IO2)**

The entire training methodology, developed and tested during the project and specifically designed for the Creative Mentors of Employability, is collected in the MACT handbook. The handbook includes also the MACT Training Box, a collection of tools and practical activities that the Creative Mentor for Employability can use in his work with job seekers.

Download buttons for languages: French, Italian, Polish, Spanish, Romanian, Bulgarian.

**THE PRACTICAL ACTIVITIES FINDER**

The "practical activities finder" will help you to find the activities that are right for you and your class. You can filter the activities by type, soft skills involved, number of participants, and more... (It is recommended to not use it from mobile but from the desktop)

Read the instructions

Go to the tool buttons for languages: French, Italian, Polish, Spanish, Romanian, Bulgarian.

**THE SELF-ASSESSMENT TOOL**

The self-assessment tool is useful for job seekers to assess the development of their competencies and abilities at the beginning and the end of a training programme.

Go to the tool buttons for languages: French, Italian, Polish, Spanish, Romanian, Bulgarian.

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This page contains the Intellectual Output 2 (IO2) to download, which is the **MACT Handbook** that includes the entire training methodology, developed and tested during the project and specifically designed for the Creative Mentors of Employability, and the MACT Training Box, a collection of tools and practical activities that the Creative Mentor for Employability can use in his work with job seekers.

The web page contains also links to the **practical activities finder** (a tool to find the activities that are right for you and your class) and to the **self-assessment tool**.

All the documents and tools are available in all partners' languages.



## Online training

Link: <https://mastertheact.eu/courses/mact-online-training/>

The screenshot shows the website for the ACT project. At the top, there's a navigation bar with links like HOME, THE PROJECT, PARTNERSHIP, ONLINE TRAINING, TRAINING WEEK, LATEST NEWS, NEWSLETTER, PHOTOS, REGISTER, and a search icon. Below this is the ACT logo and the tagline 'SUPPORTING EMPLOYABILITY THROUGH THEATRE'. The main heading is 'BECOME A CREATIVE MENTOR FOR EMPLOYABILITY'. It features a 'Current Status' section with 'GET ENROLLABLE', a 'Price' section with 'Free', and a 'Get Started' button with 'Login to enroll'. A central graphic shows a person at a computer with a speech bubble. The 'Course Content' section lists six modules, each with a 'Expand' button. At the bottom, there's a red banner with the ACT logo, the European Union flag, and text stating 'Co-funded by the Erasmus+ Programme of the European Union' and a disclaimer from the European Commission.

## Online course presentation

The **Online Training** page (Intellectual Output 3 - IO3) contains the presentation of the online course to become Creative Mentor for Employability with links and basic information about the six training modules, plus the chance to enroll on the course or log in/register to do it.

The course consists of 6 training modules of about 2 hours each and includes video lectures, exercises and the MACT handbook, which contains in-depth material and more than 60 activities for unemployed persons and job seekers.

At the end of the course, and on passing the **final quizzes** for each module, participants will receive a **certificate of attendance** and the title of **Creative Mentor for Employability**.

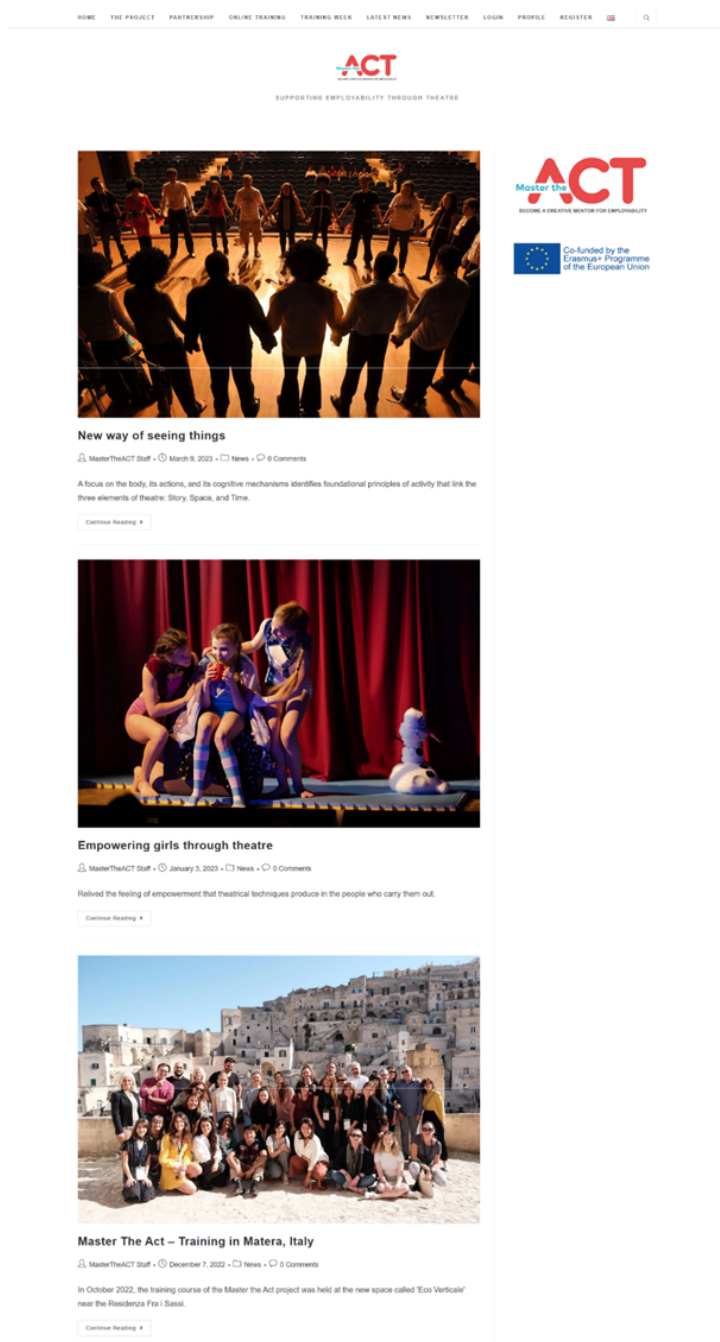
## The MACT Community

The "MACT Community" Section is essentially a Forum Page with threads where enrolled user can write their introduction, share ideas and opinions with other users, take part in already published discussions and publish threads.

The MACT Community Section is accessible only to users enrolled on the online course.

## News Section

This section is divided into two parts: Blog (<https://mastertheact.eu/latest-news/>) and Newsletter (<https://mastertheact.eu/category/newsletter/>).



## Blog

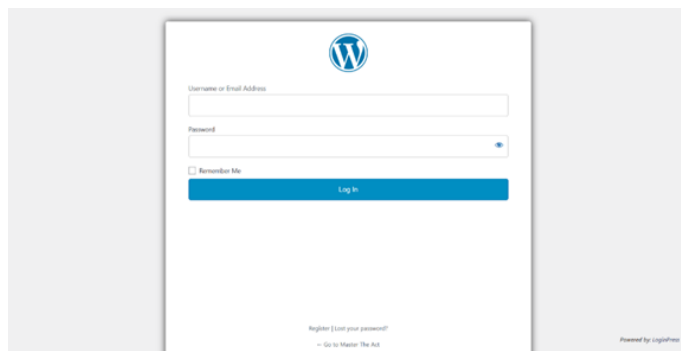
This page contains the latest 10 news about the project.

## Newsletter

This page contains all the newsletters published during the project.

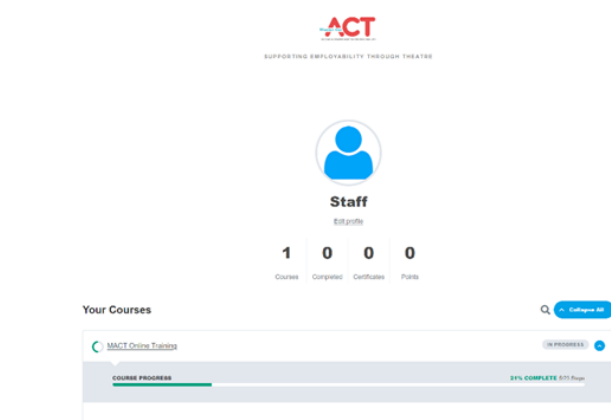
## Login Section

This section includes 3 main web pages:



### Login

The login page allows registered users to log in to the platform or reset their password. It also allows non-registered users to go to the registration page to create a profile.



### Profile

The profile page allows registered users to see their profile and the state of enrolled courses just by clicking on the blue button “Expand all”.



### Register

The register page allows users to create their own profile on the platform just by filling in the form with data.

Once they click on “Add user” they will receive an e-mail to confirm their registration.

# FAQ: How to use the web platform?

## 1. How to register on the platform?

Registering to the platform and creating your profile is easy. Click on “Login” > “Register” and you will see the following page (<https://mastertheact.eu/register/>):

Master the ACT | Customize | 2 | New | Edit Page | Edit with Elementor | Rank Math SEO | Purge cache | Notes | Hi, MastertheACT Staff

HOME THE PROJECT PARTNERSHIP ONLINE TRAINING TRAINING WEEK LATEST NEWS NEWSLETTER LOGIN PROFILE REGISTER

**ACT**  
SUPPORTING EMPLOYABILITY THROUGH THEATRE

First Name

Last Name

Username \*

E-mail \*

Password \*

Minimum length of 8 characters  
The password must have a minimum strength of Strong

Strength indicator

Repeat Password \*

☐ I have read the [privacy policy](#) and I agree to the processing of my personal data \*

ADD USER

Once here, you should fill in the form with the required data (first name, last name, username, e-mail, password, and privacy policy acceptance).

Once filled in the form, click on the Register button: an e-mail will be sent to the e-mail account you typed to confirm your registration. After that, you will be allowed to manage and edit your profile from the WordPress dashboard:

## 2. What to do if I don't receive the confirmation email?

If you don't receive the confirmation e-mail, feel free to contact us by sending an e-mail to [carlomagni@materahub.com](mailto:carlomagni@materahub.com).

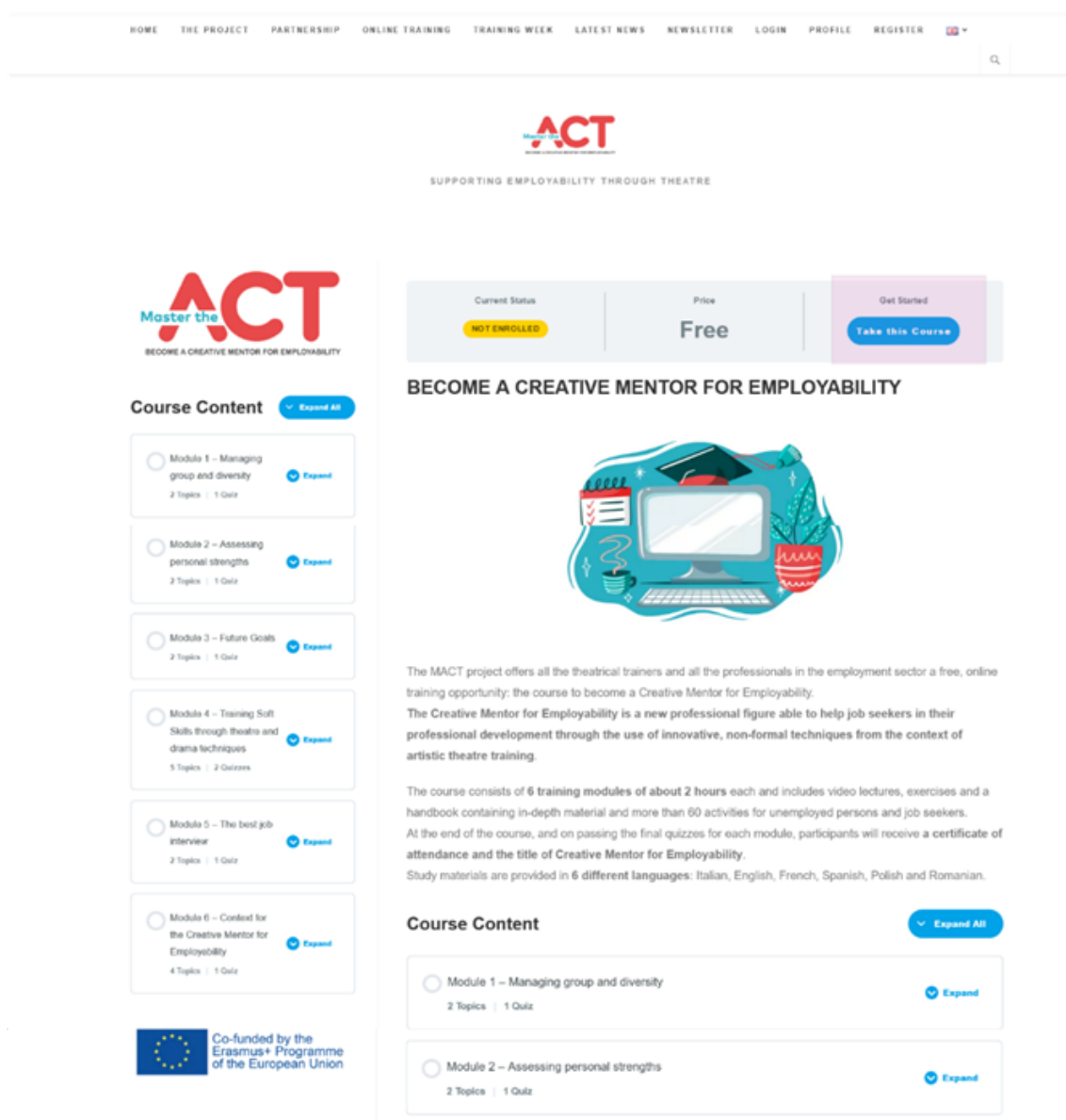
## 3. How to get the Creative Mentor for Employability certificate?

Once you complete the course, you will get a message in which we explain how to get the certificate: simply fill in the platform evaluation form to receive by email the final certificate. The link will be shown at the end of the course.



## 4. How to apply for the online training course?

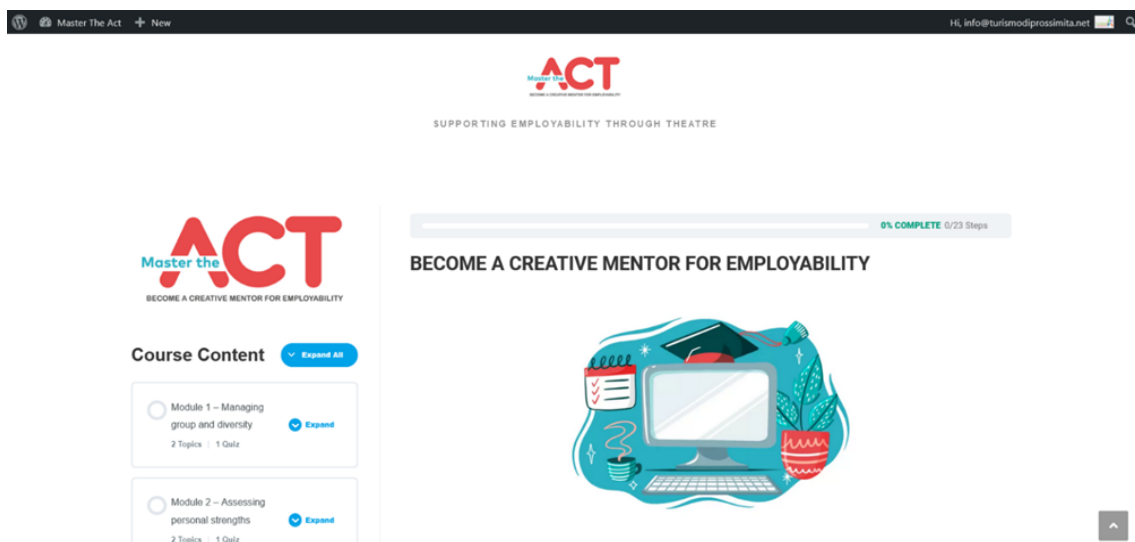
If you are registered to the platform, you can enrol the online training. To go into the online training course, you should click on the “Online training” menu voice. Once there, you will see the following screen:



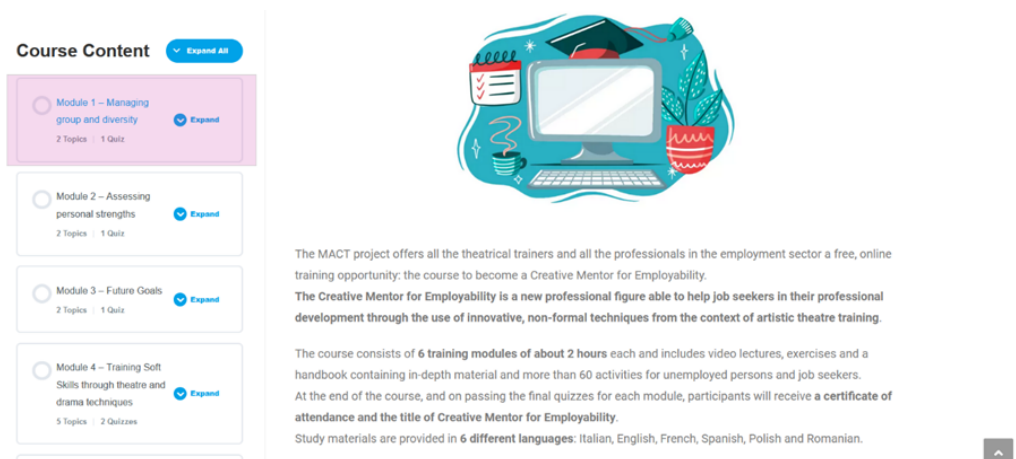
The screenshot displays the ACT online training course page. At the top, there is a navigation bar with links: HOME, THE PROJECT, PARTNERSHIP, ONLINE TRAINING, TRAINING WEEK, LATEST NEWS, NEWSLETTER, LOGIN, PROFILE, REGISTER. Below the navigation bar is the ACT logo and the tagline 'SUPPORTING EMPLOYABILITY THROUGH THEATRE'. The main content area features a course card for 'BECOME A CREATIVE MENTOR FOR EMPLOYABILITY'. The card includes a 'Current Status' section with a 'NOT ENROLLED' button, a 'Price' section showing 'Free', and a 'Get Started' section with a 'Take this Course' button. Below this, the course title is repeated, followed by an illustration of a person at a computer. The course description states: 'The MACT project offers all the theatrical trainers and all the professionals in the employment sector a free, online training opportunity: the course to become a Creative Mentor for Employability. The Creative Mentor for Employability is a new professional figure able to help job seekers in their professional development through the use of innovative, non-formal techniques from the context of artistic theatre training. The course consists of 6 training modules of about 2 hours each and includes video lectures, exercises and a handbook containing in-depth material and more than 60 activities for unemployed persons and job seekers. At the end of the course, and on passing the final quizzes for each module, participants will receive a certificate of attendance and the title of Creative Mentor for Employability. Study materials are provided in 6 different languages: Italian, English, French, Spanish, Polish and Romanian.' Below the description is a 'Course Content' section with a list of modules: Module 1 - Managing group and diversity (2 Topics, 1 Quiz), Module 2 - Assessing personal strengths (2 Topics, 1 Quiz), Module 3 - Future Goals (2 Topics, 1 Quiz), Module 4 - Training Soft Skills through theatre and drama techniques (5 Topics, 2 Quizzes), Module 5 - The best job interview (2 Topics, 1 Quiz), and Module 6 - Context for the Creative Mentor for Employability (4 Topics, 1 Quiz). Each module has an 'Expand' button. At the bottom left, there is a logo for the European Union and text indicating co-funding by the Erasmus+ Programme of the European Union.

To enroll, you have to click on the button “Take this course”, underlined in the screenshot above.

After the click, you will be redirected to the same page but different at the top, as shown below:



Then, you should start the course from the first module just clicking on the related box:



After the click, you will be redirected to the Module 1 page and start to learn. The process is the same for all the modules:



SUPPORTING EMPLOYABILITY THROUGH THEATRE



BECOME A CREATIVE MENTOR FOR EMPLOYABILITY

## Course Content

Expand All

Module 1 – Managing group and diversity  
2 Topics | 1 Quiz

Expand

personal strengths  
2 Topics | 1 Quiz

Expand

Module 3 – Future Goals  
2 Topics | 1 Quiz

Expand

Module 4 – Training Soft Skills through theatre and drama techniques  
5 Topics | 2 Quizzes

Expand

Module 5 – The best job interview  
2 Topics | 1 Quiz

Expand

Module 6 – Context for the Creative Mentor for Employability  
4 Topics | 1 Quiz

Expand



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MACT Online Training – Module 1 – Managing group and diversity

IN PROGRESS

LESSON PROGRESS

0% COMPLETE

Lesson

Materials

Module 1 | Introduction | "Managing group and diversity" Objectives

Develop soft skills and a plural mindset through innovative methods that are used in the theatrical world

Common definitions about diversity, categorisation, and the power of empathy

Identify and deconstruct stereotypes to fight discrimination

Guarda su YouTube

To complete this module, watch the videos of each unit, try the suggested activities and read the Handbook. At the end take the quiz. You need to pass the quizzes of all the modules to obtain the MACT certificate and become a Creative Mentor for Employability.

### Lesson Content

0% COMPLETE | 02 Steps

Module 1 – Unit 1 | Creating the group to value the individual

Module 1 – Unit 2 | Inclusion, not discrimination

Module 1 Quiz

Back to Course

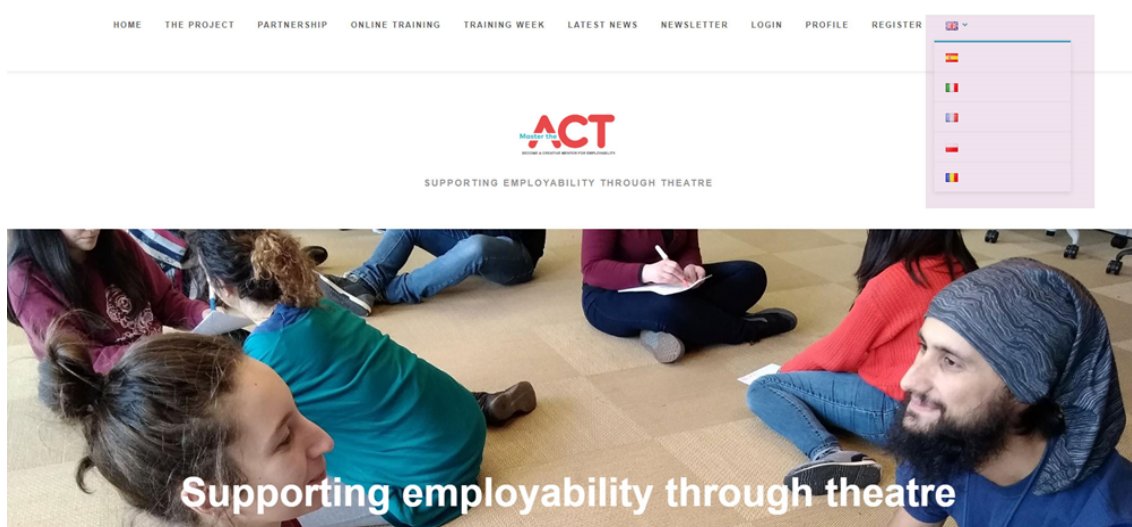


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## 5. Is the online course available in multiple languages?

Yes, the course is available in 6 languages: English, Spanish, Italian, French, Polish, and Romanian. To select your preferred language, please go to the right of the main menu and choose the language as shown in the screenshot below:



## 6. Why can't I continue with the Course?

There are two main reasons why you cannot go ahead with the online course:

1. failure to achieve the minimum result of a quiz;
2. the previous module was not completed or passed.

To continue with the course, you must complete the modules and pass the related quizzes in the numerical order in which they appear.

For example, you cannot access Module 2 if you have not completed and passed Module 1.

## 7. I have resources to share with other users where can I upload them?

You can share them within the community or make a request by writing to [cristina.palermo@lalbero.org](mailto:cristina.palermo@lalbero.org)

## 8. How to open a discussion within the community?

To open a discussion or participate in already published discussions, you need to enter the Community Forum section just clicking on the related menu voice.

Inside there are all the threads created, as you can see from the following screenshot:

Home > Forums > MACT Community Forum

This forum has 14 topics, 480 replies, and was last updated 1 day, 11 hours ago by CARMEN DORADO.

Viewing 14 topics - 1 through 14 (of 14 total)

Topic	Voices	Posts	Last Post
Let's introduce ourselves! 1 2 ... 6 7	66	95	1 day, 11 hours ago CARMEN DORADO
Module 3 - Unit 1   Activity "Become who you are" 1 2 3 4	42	46	2 weeks, 3 days ago Sandrine LEVEQUE
Module 4 - Unit 2   Activity "Generation of alternatives" 1 2 3	36	39	1 month ago Mirela Dolut-Suterczek

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To open a new discussion/topic, scroll down the page, where you will find the form to fill in to open a new topic:

Master The Act + New HI, info@turismodiprossimita.net

Viewing 14 topics - 1 through 14 (of 14 total)

Create New Topic in "MACT Community Forum"

Topic Title (Maximum Length: 80):

Topic Tags:

☐ Notify me of follow-up replies via email

SUBMIT

Fill in the form with the required data and click on "Submit" and you will create a new topic.

To participate in existing discussions, simply click on one of those found on the Community Forum page:

HOME THE PROJECT ONLINE TRAINING BLOG COMMUNITY FORUM LOGIN

**ACT**  
Master the ACT  
SUPPORTING EMPLOYABILITY THROUGH THEATRE

Home > Forums > MACT Community Forum [Subscribe](#)

This forum has 14 topics, 480 replies, and was last updated 1 day, 11 hours ago by [CARMEN DORADO](#).

Viewing 14 topics - 1 through 14 (of 14 total)


Topic	Voices	Posts	Last Post
<a href="#">Let's introduce ourselves!</a> 1 2 ... 6 7 Started by <a href="#">Cristina Palermo</a>	66	95	1 day, 11 hours ago <a href="#">CARMEN DORADO</a>
<a href="#">Module 2 – Unit 1   Activity "Evaluate yourself as a child or a teen!"</a> 1 2 3 4 Started by <a href="#">Cristina Palermo</a>	44	50	1 week, 5 days ago <a href="#">Astid Loyo</a>

**Master the ACT**  
BECOME A CREATIVE MENTOR FOR EMPLOYABILITY


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Inside you will find all the messages left so far by users and, below, the form for leaving your message:




Master The Act
+ New

HOME
THE PROJECT
ONLINE TRAINING
BLOG
COMMUNITY FORUM
LOGIN






SUPPORTING EMPLOYABILITY THROUGH THEATRE

Home > Forums > MACT Community Forum > Let's introduce ourselves!
Favourite | Subscribe

Tagged: abilities, bible, capabilities, competencies, development, enogram, interviews, jobs, occupations, skills, theater, training

This topic has 54 replies, 65 views, and was last updated 1 day, 11 hours ago by CAISIE NICHOLSON

Viewing 15 posts - 1 through 15 (of 95 total)

Author	Posts
August 20, 2022 at 7:20 am	REPLY 12010
	<p>Impact on your job...</p> <p>Now, it's your turn! (If you prefer, you can also write your presentation in your mother tongue).</p> <p>—</p> <p>Ciao a tutti! Creative Mentor for Employability!</p> <p>Sono Cristina e faccio parte del team del progetto MACT. Questo è il posto in cui conosco gli altri Creative Mentor come te. Quindi... presentati a noi! Raccontaci da dove vieni, qual è il tuo lavoro, perché sei qui e cosa ti aspetti da questo gruppo.</p> <p>Comincio io! Come ho detto sono Cristina e lavoro come Project Manager e formatrice per la compagnia teatrale L'Albero, partner del progetto MACT. Spero che riusciremo a creare una vera comunità piena di interazioni, feedback e commenti. Abbiamo lavorato tanto per creare questo corso di formazione e speriamo che possa avere un effetto positivo sul tuo lavoro.</p> <p>Ma ora è il tuo turno! (Se preferisci puoi scrivere la tua presentazione direttamente nella tua lingua madre).</p>
September 13, 2022 at 11:42 am	REPLY 12011
 carmen elizalde Participant	<p>¡Hola a todos los Mentores Creativos para la Empleabilidad!</p> <p>Soy Carmen, del equipo del proyecto MACT. Aquí es donde conocerás a otros Mentores Creativos como tú. Así que... ¡preséntate! Dinos de donde eres, cuál es tu trabajo, por qué estás aquí y qué esperas de este grupo.</p> <p>¡Empiezo yo! Como ya he dicho, soy Carmen y trabajo como responsable de comunicación en Proyectos Europeos de la Agenda para el Empleo de Madrid, socia del proyecto MACT. Espero que podamos crear una verdadera comunidad con muchas interacciones, retroalimentación y comentarios. Hemos trabajado duro para crear este curso de formación y deseamos que tenga un impacto positivo en tu trabajo.</p>
 Silvia Monaco Participant	<p>Ciao a tutti!</p> <p>Sono Silvia e sono una Psicologa, sto seguendo un corso di dottorato di ricerca a Roma. Mi piace molto il mondo del Lavoro e delle Risorse Umane e adesso occuparmi di formazione, essendomi già messa alla prova con gli studenti universitari.</p> <p>Ho iniziato da un anno un corso di teatro, sono alle prime armi ma mi sta piacendo tanto anche il mondo teatrale, che trovo essere un contesto del tutto possibile sviluppi.</p> <p>Trovo molto bella questa iniziativa e spero di apprendere cose nuove!</p> <p>A presto, Silvia</p>
September 14, 2022 at 9:20 am	REPLY 12012
 Cristina Pascual Kerguelen	<p>Bienvenida Silvia!</p>



## 9. Who do I contact in case of technical problems?

If you have issues during the process of registration, enrolling or training, feel free to contact us by sending an email to [carlomagni@materahub.com](mailto:carlomagni@materahub.com) explaining what's the matter and sending some screenshots of the problem you met.

## 10. Who do I contact if I have questions about the training program and pilots?

- Italy: [cristina.palermo@lalbero.org](mailto:cristina.palermo@lalbero.org)
- Spain: [gutierrezomc@madrid.es](mailto:gutierrezomc@madrid.es)
- France: [69806international.69806@pole-emploi.fr](mailto:69806international.69806@pole-emploi.fr)
- Poland: [w.ochmann@fundacja-arteria.org](mailto:w.ochmann@fundacja-arteria.org)
- Romania: [tommaso.busini@ipazia-production.com](mailto:tommaso.busini@ipazia-production.com)
- UK: [info@inovaconsult.com](mailto:info@inovaconsult.com)