PFTT programme

Initial and updating training

No.	Important PFTT area	Documents for translation into English	Evaluation (from 1 to 5) Where 1 means the worst evaluation,5 – the best			Remarks
			Clear, Understanding	Benefit, adaptability for PF needs	Satisfaction of expectations	
1.	Definition of the PF	1.1.1. Concept definition and descriptions 1.1.2. Strength of the concept 1.1.3. Presentation fact sheets per target groups 1.1.4. List of all actually used target groups.				
		1.2.1. Models of plans and departmental structure 1.2.2. Videos and photos of each partner				
		1.3.1. Flowcharts and sociograms models (per target groups) 1.3.2. Different possible target groups typology				
		1.4.1. Description of the departments 1.4.2. Description of tasks per department (graph) 1.4.3. Tasks description samples				
		1.5.1. List of office material				
2.	National and International network	2.1.1. Network activities table including the medium budget that should be spend with each potential business partner in the national network 2.1.2. Models of catalogues 2.1.3. Statistical data per each PF				

		2.2.1. Document management – the content of document management, activity documentation, requisites, activity documentation 2.2.2. Online Correspondence PF 2.2.3. Daily running of a PF 2.2.4. Documents models (contracts, status, general sales conditions, etc.)				
		2.3.1. PF Fairs: preparation, participation and results generalization				
		2.4.1. Description of the central office institution services and usage				
3.	Pedagogical staff	3.1.1. The description of PF Trainer competencies, role and activities (schema) 3.1.2. Role and objectives of the PF Director 3.1.3. Role and objectives of the trainers 3.1.4. Trainers staff concept 3.1.5. Role of mentor companies and benefits 3.1.6. Trainers certification (like a modal)				
4.	Pedagogical methods	4.1.1. Self- assessment table for trainees 4.1.2. Trainees assessment by the trainers 4.1.3. Trainer self- assessment				
		4.2.1. Scenarios when the department staff before changing departments transfer work and train personnel.				
		4.3.1. Articulation of the PF pedagogy with other Pedagogies				
		4.4.1. Schema of alternative pedagogy				
		4.5.1. Examples of good practices 4.5.2. Pedagogical contract model				
		4.6.1. Group learning. Teamwork. The recommendations for group learning. 4.6.2. Description, competence of group pedagogy, staff pedagogy.				

		1.7.1. Business documents samples, requirements, international trade 1.7.2. Description of requirements				
		4.8.1. Some examples of business Conversation				
		4.9.1. Several examples of tools for self- training				
		4.10.1. Several examples of each country				
		4.13.2. EUROPEN Certificate				
5.	Pedagogical tools	5.1.1.Training reference and curriculum 5.1.2. PF added value 5.1.3. Role of trainers 5.1.4. Example of rotation planning 5.1.5. Annual PF plans and reports example of Lithuania, France and Italy				
		5.2.1. Recommendations how to organize the work at the departments 5.2.2. Content of the first lesson 5.2.3. PF Director‘ (student) and departments‘ heads (students) responsibility 5.2.4. Stages of practice organization at PF at the school 5.2.5. PF procedures 5.2.6. Job description for each working place				
		5.3.1. Several examples of each partner about evaluation tools				
		5.4.1. National network 5.4.2. National and international PF network specifics and rules 5.4.3. International network				

		5.5.1. Processes‘ identification of practice firm 5.5.2. Departments activities calendars 5.5.3. Weekly activity models 5.5.4. School PF activity calendar 5.5.5. Flowcharts and documents of procedure between departments				
		5.6.1. Job research techniques pack				
6.	Central Office	6.1.1. Deontologic and quality charter 6.1.2.Central office services flowchart and short description				
		6.2.1. Description/ flowchart of the communication between PF and CO (1 example with communication between PF and CO)				
7.	First steps to create a PF	7.1.1. List of first steps (example without funding) 7.1.2. List of first steps (example with funding)				
8.	EUROPEN – PEN International	8.1.1. History of EUROPEN 8.1.2. Role of EUROPEN 8.2.3. List of members 8.2.4. Flyers 8.2.5. Benefit of being membership in EUROPEN - PEN				