

Go&Learnnet project

HANDBOOK FOR THE HOSTING COMPANY



The Go&Learnnet project is a Transfer of Innovation LLP supported by the EU LLP Italian Agency, and is linked to the international multilateral network "Go&Learn". It is aimed to organize and manage a catalogue of study visits for teachers and trainers to be carried out inside companies. The visits have training and guidance aims and should be considered as Training Units that can be proposed to a vast range of users. The hosting companies are strongly committed in training and in knowledge propagation, allowing the visiting groups to learn directly from the source of knowledge, experience and innovation, which is the company itself. Detailed and updated information about the network members, the activities and services available are available in the official website of the project: www.goandlearnnet.eu and www.goandlearn.eu and in the national websites of the project partners.

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This paper is available in the project website www.goandlearn.net.
Other reference documents of the G&L initiative are available in the official initiative website: www.goandlearn.eu.



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1 PEDAGOGICAL HINTS FOR THE HOSTING COMPANY

This short instructional booklet intends to give some guidance and help to all those who, from the side of the hosting company, are responsible for the organisation and realisation of the visits and in company seminars.

It is important to call attention to the fact that the more the selected topics are discussed and analysed during the course of the visits to the company, the more efficient the presentation and the visits will become.

The visits and seminars should address these areas during the in-company training:

1.1 General description of the hosting company, products and reference market

Suggested Duration: about 30 minutes.

The aim of this type of presentation is to make the audience understand what the dimensional/organisational characteristics of the company are, what the typology of the products/services is like it offers, moreover, how the main features of the reference market of the company can be described. It should also include some information about the economic structure of the territory so that the participants may get a better understanding of it and may also see the motivation and the organisational and technical purposes and needs of the company on the basis of the information provided.

1.2 Security and safety procedures in the company

Suggested Duration: about 15 minutes.

This presentation should, instead of reading out the laws and regulations concerning safety and security, be of practical approach and present how these influence the structural and production organisation of the company, highlighting also the eventual problems and difficulties it may pose on the activities running. The objective of the seminar/presentation is to illustrate what safety and security means when one is at the special environment of work. Special preparative activity of the equipment is required in order to verify whether any safety and security measure is necessary before the actual visit.

1.3 How Quality influences the organization of the work?

Suggested Duration: about 15 minutes.

Here the practical measures are to be demonstrated, with the proper production background, that the Quality System of the Company (if certified) or the Quality Systems of the Suppliers and/or Clients of the Company have on the internal organization, let them be either of positive or of negative nature.

1.4 Discussion of the seminar's special topic and factory visit

Suggested Duration: about 90 minutes overall.

Each seminar held in the company is to deal with a specific topic that the company considers to demonstrate and go in depths into with the information and explanation

provided concerning the topic. The seminar should be run by one or more employees and combined with a tour on the premises. The time dedicated to the seminar will, obviously, not allow an exhaustive training session on the specified issue of the seminar, therefore, the instructors are to focus on the most significant aspects of the topic, characteristic and typical of their company; for which later on during the actual tour they can set examples to demonstrate the practical side as well. At the same time, they should allow some space/time to the apprentices/visitors to make their own discoveries individually, on the basis of the knowledge gained in the seminars. During this part all opportunities should be used to raise maximum interest and attention from the students' side, by showing them processes, elements that are not to be seen every day and by highlighting the connections between the theoretical background and the reality of production. It is useful to leave theoretical questions to be discussed in depth during the session dedicated to this activity in the second part of the in-company training, held presumably in the afternoon.

1.5 Presentation on the criteria of recruitment and human resources policy of the company

Suggested Duration: about 15 minutes.

This brief session is to provide essential information regarding the usual criteria and method of the company when recruiting and employing new people. It should also reveal information about the types of the employment contracts and of the people employed and any other important and relevant issue. This is a significant step that allows the participants (i.e. teachers and trainers involved in training school-work organization and/or school guidance to acquire up-to-date, first hand information about the human resources needs and expectations of the companies present in the region.

1.6 In-depth theoretical session

Suggested Duration: about 2 hours.

This part of the in-company training should be used to give the proper theoretical background for the preceding activities, allowing also space for discussion and questions. The session held after the actual visit to the manufacturing activities is moderated by the tutor accompanying the group and can be an occasion for the experts of the company from its different fields to go into depths as far as the theoretical information concerning the previously seen is concerned. While the session provides the necessary background knowledge, it should also allow time and space for questions and discussion, furthermore, help the conceptual mapping and deeper understanding of the areas, topics presents in the course of the seminar.

The following is a description of Go&Learn Project.

2 GO&LEARNET INITIATIVE

2.1 INTRODUCTION

The school and education system has few links with the labor market.

The "separation" between formal and informal training curricula, including school programs and labor market's needs, combined with a limited knowledge of the local context and job opportunities by teachers and students, together with a lack of involvement of business companies in training young people, has the consequence that school guidance to careers and professions appear often inadequate.

The adoption of intervention strategies between School and Enterprise structured and aimed at enhancing the excellence of the territory in terms of know-how, organization, products and technologies and the achievement of specific learning objectives has become a priority for all European countries.

2.2 AIM OF THE PROJECT

The Go& LearNET initiative focuses on non formal training and updating methodologies aimed at learning mediators (trainers, teachers, school managers, education counsellors), favouring a direct contact with the economy fabric of a territory in order to identify competences, technologies and innovation requested by companies and include them within education, training and guidance programmes for students (indirect beneficiaries of the project) of VET, primary/secondary school and university.

Main aim of the Go&LearNET project is the transfer into the education system of the Go&Learn model, developed in the Friuli Venezia Giulia region and tested at European level within the Leonardo da Vinci Project "Thematic Networks "Go&Learn - An international catalogue of study visits in SMEs" (see www.goandlearn.eu), which consists in the implementation of training thematic seminars and economic discovery visits carried out in companies of six European countries.

2.3 SPECIFIC OBJECTIVES

The specific objectives of the project are:

- support the development and enhancement of networks between the education system (schools, VET, University, Business and the economic fabric of a territory represented by local companies) in order to improve the Labor market's knowledge and develop therefore training activities more strictly linked to the needs of business companies ;
- enhance the training role of the Companies;
- experiment non formal training activities for teachers and trainers through thematic seminars and economic discovery visits in local companies, proposing to include this typology of training within teachers' refresher courses recognized by national school administrations;
- employ the experience made by teachers during the seminars in company to improve teaching and guidance methods, valorising the technical and transversal competences requested by companies, and supporting the subsequent employment of students.

2.4 PARTNERSHIP

The consortium is made by:

5 Countries

- Belgium (University of Brussel HUB EHSAL)
- Germany (TRANSLAKE GmbH)
- Slovenja (Celjski mladinski center, javni zavod za mladinsko kulturo, izobraževanje, informiranje in šport - MCC)
- Hungary (UNIFLEXYS EGYETEMI INOVVÁCIÓS KUTATÓ ÉS FEJLESZTŐ KÖZHASZNÚ NONPROFIT KFT)
- Turkey (HAYATBOYU ÖĞRENME AKADEMİSİ DERNEĞİ)

4 Regions or provincial territories in Italy

- Friuli Venezia Giulia: Regione FVG (lead partner-applicant) - EnAIP FVG (coordinating partner) - Ufficio Scolastico Regionale;
- Marche: Regione Marche – ENFAP Marche
- Umbria: Regione Umbria - Consorzio Futuro
- Emilia Romagna: Provincia di Bologna- ECIPAR – Associazione Scuole Autonome della Provincia di Bologna ASABO.

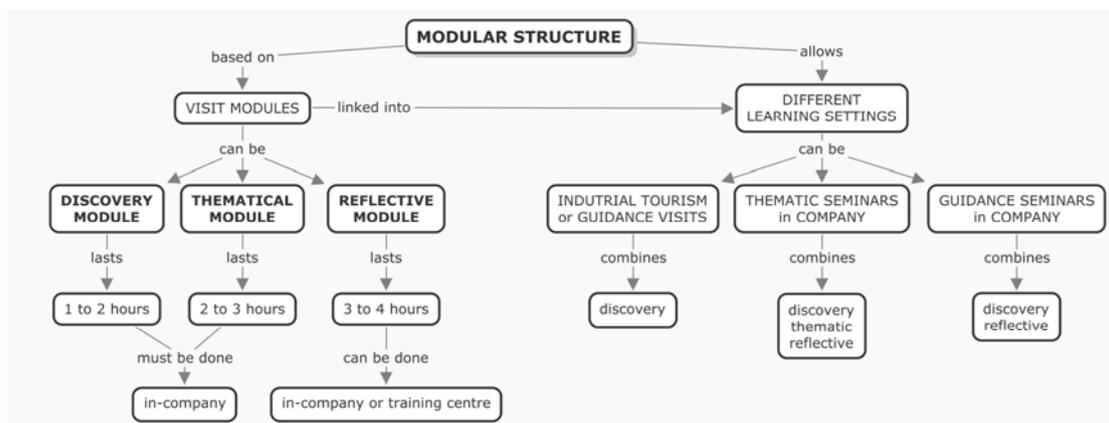
2.5 ADDED VALUE TO “GO&LEARN”

In comparison to the project Go & Learn indicated as a reference, Go & LearNet produces substantial added value with respect to the following items:

- - The target group to whom the training activities envisaged in the catalogs G&L are addressed (i.e. teachers/trainers or staff working within the systems of education and vocational training),
- - The fact that a strong involvement of the teachers will encourage the adoption of the G&L methodology by schools in guidance activities for students;
- - The deepening of the specific features that must have the thematic seminars/Economic discovery when addressed to these targets;
- - Enlargement of the network Go & Learn, which is extended to 3 new Italian regions and two new European countries (Slovenia and Turkey were not in the network of the European original project)
- - The involvement, in the Italian regions and provinces, of institutional stakeholders who can ensure continuity and sustainability to the initiative

2.6 STUDY VISIT STRUCTURE – CONCEPT GO&LEARN CONCEPT

Even within the framework of study visits in companies addressed to teachers and trainers, there is the G&L concept, focusing on a set of formal training and/or guidance units carried out in a non-formal context, combining one or more of the following modules:



The visit modules can be characterized as follows:

2.6.1 Discovery module

- General presentation of the hosting company profile including history, products/services, market, structure
- Entrepreneurs and production managers will be the speakers

2.6.2 Thematic module

- In-depth illustration of a product, service, technology in which the company excels
- Company experts will illustrate the theme and accompany the visiting group to see the specific areas of the production sites related with the subject of the seminar

2.6.3 Reflective module

- Theoretical discussion relating to the concepts learned during the visit
- Discussion is coordinated by an expert on the subject matter/ tutor accompanying the group
- RM is the only module that could be carried out outside the company

2.6.4 Module's combination criteria

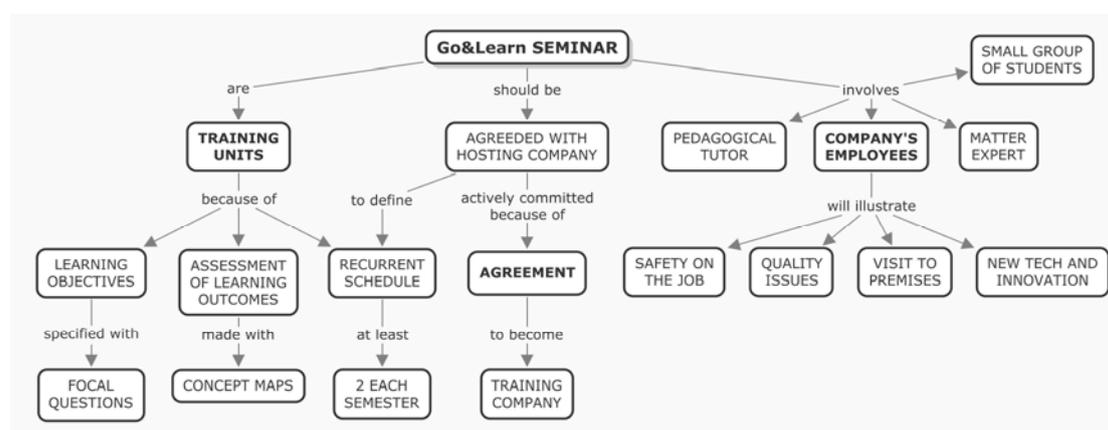
All the activities described above are to be considered as learning activities. Different training units are possible: each visit can be built by choosing a combinations of modules addressing the needs of the stakeholders and target groups.

2.7 In-company seminars

The In-company seminars are planned training units carried out in non-formal learning environments. In Go& LearNet they are addressed to teachers, trainers, guidance counsellors, university teachers.

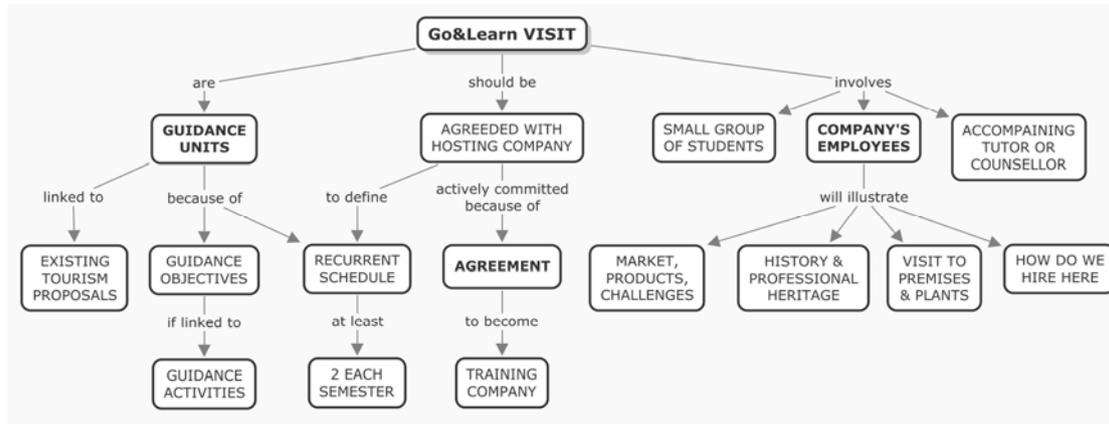
In perspective they can be combined, mixed and integrated and can be addressed to: students of secondary school, vocational training, university students, apprentices; workers and unemployed people participating in LLL actions.

The seminars are oriented to fulfil non-formal and formal learning needs, with the objective to become integral part of the standard curricula



2.8 Economic discovery visits

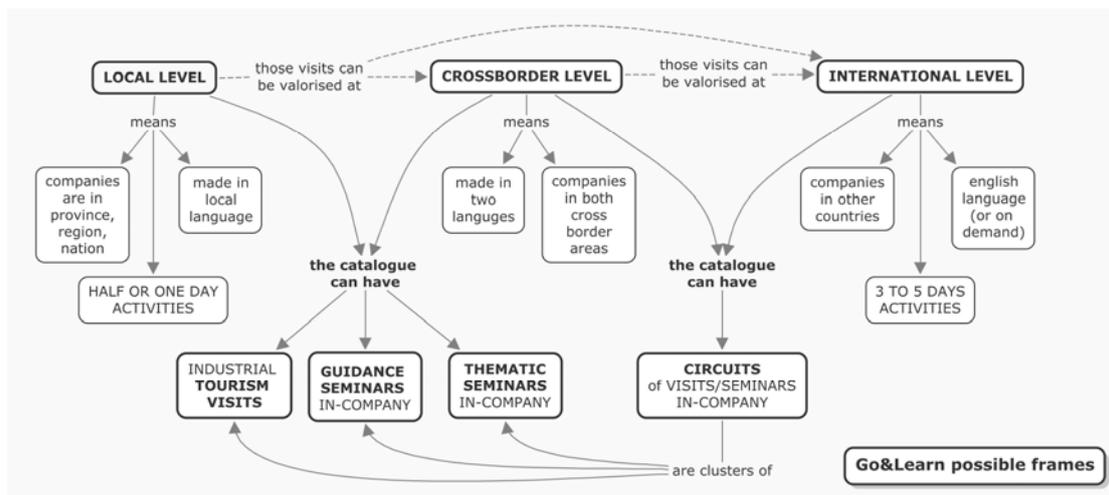
They are activities of discovery of economic frames. They can be: Industrial Tourism Visits aimed to foster the discovery of the local economy, enhancing existing local touristic visit programmes, Guidance seminars/visits aimed to learn more about professions and professional settings in the local job market, enhancing existing guidance paths proposed by schools, VET, universities, employment centres etc.



2.9 Circuits

A Circuit is a cluster of thematic seminars, guidance seminars, industrial tourism visits or any combination of them. If relevant for study and guidance purposes, the Circuits will be linked to courses and training paths, if relevant for industrial tourism they can be linked to other tourism programmes of discovery of the local culture, traditions and land.

For example, the international G&L catalogue, managed by the European G&L network, is a catalogue of Circuits that can be accessed by a group of participants coming from other European countries.



3 G&L LOCAL AGENCIES OF GO&LEARNET NETWORK

The G&L initiative (organizing Company visits and implementing local catalogues) is managed by a group of local Agencies strictly linked to the G&L European Network Management Group (ENMG), in charge of the maintenance of the transnational services provided by the initiative G&L.

a number of G&L local Agencies (LNMB-Local Network Maintenance Body) in many different countries, which will be in charge of the development, updating and management of the catalogues, the organization of the logistics and support, for the customers of the G&L services;

- the linking of all the local Agencies in a G&L European Network Management Group (ENMG), in charge of the maintenance of the transnational services provided by the initiative.

Actually G&L “spots” are 11, as shown in the attached map (which shows in blue the agencies already established with the project Go&Learn and in green those structures that will develop thanks to the project Go& LearNET):



http://www.goandlearn.eu/goandlearn/?page_id=1040

For updated information on the composition of the local structures and contact addresses, see:

<http://www.goandlearn.eu/goandlearn/partner/partners.jsp>

4 FEED BACK FORM FOR THE HOSTING COMPANY

Company visits (thematic seminars, discovery visits and economic circuits) end with the participants giving the their feedback on the experience, expressing also suggestions and proposals, very useful to G&L local agencies in order to improve and enrich their offer.

Even the accompanist has to complete the questionnaire to detect and transmit information to the organizers about logistics and organization.

Obviously hosting companies provide their feedback that is built according to this model:

General organisation

	1= not good 5= very good				
Completeness and clearness of the information received during the meetings with the Training Provider (during the preliminary step)	1	2	3	4	5
Clearness and usefulness of the Handbook for the visits' implementation	1	2	3	4	5

Visit in the company

	1= not good 5= very good				
Adequacy/appropriateness of the participants' presentation (by the training provider) and of their learning expectations	1	2	3	4	5
Support received by the training provider for the visit organisation (according to company's needs, explanation and response received ...)	1	2	3	4	5
Group commitment and participation	1	2	3	4	5

Overall Evaluation

	1= not good 5= very good				
Overall evaluation on the visit	1	2	3	4	5

Any pedagogical/logistic suggestion to ameliorate the visit

WE THANK YOU FOR YOUR COOPERATION