

## LIFELONG LEARNING PROGRAMME

2007 – 2013 - selection 2007

MULTILATERAL PROJECTS - DEVELOPMENT OF INNOVATION  
PRIORITY 5 - VALIDATION OF NON-FORMAL AND INFORMAL LEARNING

**AGREEMENT No 2007 – 1970 / 001 – 001 LE3-MULPRO**  
Action entitled “LLP/LDV/MP – ‘SKILLS’ (*Skill and Knowledge within Innovative Lifelong Learning System*) – 133981-LLP-1-2007-IT-LEONARDO-LMP”

### **PREP2 – IDENTIFICATION OF INFORMAL AND NONFORMAL LEARNING**

#### **D.2.2. PRESENT LEARNING OCCASIONS**

Deliverable n° D.2.2.  
Deliverable title: PRESENT LEARNING OCCASIONS  
Period covered:  
Date: July 21<sup>st</sup> 2008

## I. PRESENT LEARNING OCCASIONS FOR COOPERATORS IN THE PARTICIPANT COUNTRIES/REGIONS

### II. PREMISE

Objective of the construction of this Learning framework is a common identification of the learning opportunities available in the countries contexts involved. A shared grid was developed in the D2.1 for the analysis and evaluation of the further informal and non-formal learning events and activities proposed in the countries and cooperative context involved. The result of this work will be a starting point for structuring the curriculum and the learning system.

The proposal was here to refer to the previous work done in the D.2.2. Present Learning Occasions and the agreement for working on the cooperative identity starting from the seven principles of the International Cooperative Alliance (ICA).

*This part will describe the learning occasions for co-operators present in each participant country/region and will be compiled by FTC, LANKI, KUS and ABPSHE. The other partners will give their feedback and comments and integrate, where possible, with more information about the learning occasions for co-operators their countries (Finland).*

### PARTNER: FTC

#### 1.1. Complete one table for each Formal learning occasion for co-operators present in their context. (add new tables if necessary)

The University of Trento and the Trentino Federation of Cooperation subscribed an agreement of collaboration which answers to the increasing need to improve the relationship between education /research and the cooperative enterprises that request professional figure able to contribute to the local development in a context more and more competitive.

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<i>FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>Juridical science - Cooperative studies</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	Students and undergraduates
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	University of Trento in collaboration with FTC and Promocoop spa
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Training of legal experts in the cooperative enterprise field
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	First level degree diploma or master degree diploma
<b>LEARNING OUTCOMES</b> (Skills Gained)	The main skills are: - knowledge of Italian and international legal system, in particular connected with the market in which usually the cooperative work
<b>METHODOLOGY</b> (Used Training Methodologies)	The training methodology includes lessons, labs and final exams which allow to have a diploma
<b>LEARNING STRUCTURE</b> (Module Structure)	Courses on specific theme
<b>LEARNING CONTENTS</b> (Content of the Learning)	Some contents: - Italian law

	<ul style="list-style-type: none"> <li>- International law</li> <li>- Comparative law</li> <li>- Legal institution</li> <li>- History</li> <li>- Foreign languages</li> <li>- Cooperative law</li> </ul> <p>The list is not exhaustive and includes only some example as is too long to be presented here</p>
<b>DURATION</b> (Duration of Learning Event)	3 to 5 years
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes, books and other didactic material

<i>FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	One-year master (post bachelor) - <b><i>Social companies' management</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	Graduates
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	University of Trento - Faculty of Economics, FTC and Promocoop spa
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Training the new "social managers", able to join together economic efficiency and efficacy with collective wellbeing, to analyze a social context and operate in it with the correct managerial tools so to improve social integration
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Post - master degree diploma
<b>LEARNING OUTCOMES</b> (Skills Gained)	Skills linked to the managerial activities of the social companies (cooperative and non-profit association): <ul style="list-style-type: none"> <li>- knowledge of the non profit field;</li> <li>- knowledge of the evolution, juridical definition and analysis of the economic theory of the social enterprise;</li> <li>- knowledge of social policy and welfare system evolution, relations with the public administration, labour and employment law and tributary law for non profit organizations;</li> </ul> knowledge of business economics, management control, business plan, planning, HR management, strategic development of the social enterprise.
<b>METHODOLOGY</b> (Used Training Methodologies)	The courses include lessons, study visits, workshops and full-time engagement in executive positions at social enterprises and non profit organizations. Final exam is foreseen.
<b>LEARNING STRUCTURE</b> (Module Structure)	4 macro-modules
<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- Group organization</li> <li>- History and definition of the non profit field;</li> <li>- Analysis of the context that the social enterprise refers to;</li> <li>- Management tools of a social enterprise</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	1 year
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes, books.

<b>FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b>Master courses:</b> <ul style="list-style-type: none"> <li>- <b>Bank, business and capital market</b> with specialization in <i>Finance and credit for cooperatives</i>;</li> <li>- <b>Economic decision-making, business and social responsibility</b> with specialization in <i>Governance of alternative enterprise forms (cooperatives and no-profit)</i>;</li> </ul>
<b>TARGET GROUPS</b> (Learners of the Course)	Students
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	University of Trento - Faculty of Economics, FTC and Promocooop spa
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	- Training of a multitasker person, able to work in contact with always more complex and competitive markets, providing an organic whole of economic, managerial quantitative and juridical grounding in particular in the field of cooperatives and no-profit organisation
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Master degree
<b>LEARNING OUTCOMES</b> (Skills Gained)	Each course proposes outcomes related to the specific contents: <ul style="list-style-type: none"> <li>- Knowing how to set consistent strategies of financial management and how apply in a safe and adequate way a wide range of tools of investment, financing and risk management in particular in the field of cooperatives;</li> <li>- Knowing how to face strategic and collective decisions in the companies, organizations and institutions, which open investigation fields that can not be approached with traditional methods (cooperatives and no-profit)</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	Interdisciplinary and both theoretic and experimental approaches within frontal lessons and labs
<b>LEARNING STRUCTURE</b> (Module Structure)	The courses are organised in thematic
<b>LEARNING CONTENTS</b> (Content of the Learning)	The thematic areas of these courses are: <ul style="list-style-type: none"> <li>- Governance of a cooperative bank</li> <li>- Marketing</li> <li>- Finance</li> <li>- Law</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	2 years
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes, books.

<b>FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b>Maestri cooperatori</b> (Experts in the field of cooperative culture)
<b>TARGET GROUPS</b> (Learners of the Course)	Management staff, administrators, consultants, retired cooperative members
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Formazione Lavoro (Training & Work Agency) and Federazione trentina della cooperazione
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Training of emerging professional figures in the field cooperative education

<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course foreseen an attendance certificate/diploma
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- knowledge of the cooperative characteristic, history, principles and values</li> <li>- specific technical competence concerning the strategic development</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	The training methodology includes lessons and a final exams which allow to have a diploma
<b>LEARNING STRUCTURE</b> (Module Structure)	Organized in 3 modules with specific theme
<b>LEARNING CONTENTS</b> (Content of the Learning)	<p>Modules:</p> <ol style="list-style-type: none"> <li>1. History &amp; economic theory of Cooperation (historical development and theory of cooperative enterprise)</li> <li>2. Governance Strategy (strategy of the cooperative enterprise, tools and methodology for the development of cooperatives, the trentino cooperative movement statement of values, declaration of identity)</li> <li>3. The meaning of the participation between governance, management and associative basis (cooperative enterprises – advantages and limits, new concept of mutuality in the cooperative culture)</li> </ol>
<b>DURATION</b> (Duration of Learning Event)	53 Hours -
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

**1.2. Complete one table for each Informal learning occasion for co-operators present in their context. (add new tables if necessary)**

The Trentino Federation of Cooperation organizes every year seminars on different themes according to the cooperative sectors needs and requests.

<i><b>NON -FORMAL LEARNING</b></i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i><b>Incontri in cooperazione</b></i> (Seminars on the theme of cooperative culture)
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative members, people interested in this theme
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Federazione trentina della cooperazione
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Training of emerging professional figures in the field of cooperative education
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No certification, validation, statement is foreseen. However for the FTC employees is recognized as internal training.
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- knowledge of the cooperative culture and other different themes link to the cooperative thought</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	Open seminars
<b>LEARNING STRUCTURE</b> (Module Structure)	12 seminars on specific themes
<b>LEARNING CONTENTS</b> (Content of the Learning)	<p>Themes:</p> <ul style="list-style-type: none"> <li>- Power</li> <li>- Citizenship</li> <li>- Relationship</li> </ul>

	<ul style="list-style-type: none"> <li>- Gratuitousness</li> <li>- Reciprocity</li> <li>- Local development</li> <li>- Conflict</li> <li>- Gender equality</li> <li>- Responsibility</li> <li>- Enterprise</li> <li>- Happiness</li> <li>- Others</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	Each seminar lasts 2 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	No specific didactic materials

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>The Trentino Cooperative Movement Statement of Value</i>
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative members
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Federazione trentina della cooperazione
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Promotion and strengthening among the cooperative members of the Trentino cooperative movement principles and values
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No certification, validation, statement is foreseen
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- knowledge of the Trentino cooperative movement values</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	Seminars
<b>LEARNING STRUCTURE</b> (Module Structure)	53 seminars covering almost all the cooperatives in Trentino
<b>LEARNING CONTENTS</b> (Content of the Learning)	Introduction to cooperative ethics and cooperative values
<b>DURATION</b> (Duration of Learning Event)	Each seminar lasts 2 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Brochure with the Statement of value

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>Carta in cooperazione</i> (Cooperation card)
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative members, cooperative administrators
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Federazione trentina della cooperazione
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Presentation and promotion of the cooperative members about the new cooperative card and the meaning of active membership
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No certification, validation, statement is foreseen
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- knowledge of the Trentino cooperative system;</li> <li>- knowledge of the meaning of the concept of active membership</li> </ul>
<b>METHODOLOGY</b>	Seminars

(Used Training Methodologies)	
<b>LEARNING STRUCTURE</b> (Module Structure)	53 seminars covering almost all the cooperatives in Trentino
<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- Introduction to the concept of active membership;</li> <li>- Knowledge of the advantages of the new cooperation card</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	Each seminars last 2 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Leaflet with the presentation of the cooperation card

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>Evenings in cooperation</i> (Seminars on the theme of responsible cooperative membership)
<b>TARGET GROUPS</b> (Learners of the Course)	Consumer cooperative members, consumer cooperative administrators
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Federazione trentina della cooperazione
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Promotion and dissemination of the responsible consumption and fair trade in the view of cooperative membership
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No certification, validation, statement is foreseen
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- knowledge of responsible consumption;</li> <li>- strengthening the interest for the community</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	Seminars
<b>LEARNING STRUCTURE</b> (Module Structure)	30 seminars
<b>LEARNING CONTENTS</b> (Content of the Learning)	Introduction to responsible consumption, respect of environment and fair trade concepts in the view of cooperative membership
<b>DURATION</b> (Duration of Learning Event)	Each seminars last 2 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	No didactic material is foreseen

**Formazione Lavoro** (Training & work Agency), a society which generally provide technical/vocational training for all the cooperative sectors as well as for the Association of young cooperators and for the Association of women in Cooperation according to their needs and requests organises different learning occasions. They are very specific and technical ones as analysed in the following tables. These courses have different editions according to the requests on behalf of the Trentino cooperatives.

*Bank cooperative courses*

A big group of training courses are here collected in the same table according to their similarity as technical courses for cooperative banks.

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>Technical courses for the Cooperative Banks</i> (Casse Rurali). They are 116 courses that are here collected together

	in order to analyse the technical learning offer for the cooperative banks.
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative banks: <ul style="list-style-type: none"> <li>- Cooperative members</li> <li>- Cooperative members in the board</li> <li>- Managers</li> <li>- Employees</li> </ul>
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Formazione Lavoro (Training & work Agency)
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	There are different courses in different technical fields related to the work and management in a cooperative bank. General objective of these courses is to train professionals at different levels.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The courses do not foresee certification, validation or assessment activities.
<b>LEARNING OUTCOMES</b> (Skills Gained)	Each course proposes outcomes related to the specific contents: <ul style="list-style-type: none"> <li>- Knowing of the state of the art</li> <li>- Knowing of the laws and roles</li> <li>- Gaining specific technical competence</li> <li>- Gaining skills in cooperative working, negotiation and communication</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	According to the specific contents and objectives of the courses, different training methodologies are chosen like cooperative learning, outdoor training techniques, seminars, e-learning.
<b>LEARNING STRUCTURE</b> (Module Structure)	The courses are organised in thematic lessons that usually involved the participants for all the day.
<b>LEARNING CONTENTS</b> (Content of the Learning)	The thematic areas of these courses are: <ul style="list-style-type: none"> <li>- Governance of a cooperative bank</li> <li>- Training of specific professional figures (finance consultants, secretaries, managers, board members, etc)</li> <li>- Marketing</li> <li>- Finance</li> <li>- Law</li> <li>- ICT and security</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	The courses have duration from 3 hours to 30 days according to their structure.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

### Gender issues courses

Other courses are organised in the field of the genders issues as important theme for improving the participation and the role of the women in the Trentino cooperative system. Organiser of these events is the Association of Women in Cooperation.

<b>NON-FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>The management of the human resources according to a gender viewpoint</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	<ul style="list-style-type: none"> <li>- Women cooperators</li> <li>- Women interested in the cooperative system</li> </ul>
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Formazione Lavoro (Training & work Agency) in collaboration with the Association of Women in Cooperation.
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To support and gain women in reinforcing their presence and role in the cooperative system.

<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course does not foresee certification, validation or assessment activities
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- Analysing and knowing the development phases in the management of the human resources in a gender viewpoint</li> <li>- Gaining technical competences in balance of skills</li> <li>- Analysing leadership models</li> <li>- Problem solving in a gender viewpoint</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	The course uses individual consultancy and active methodologies as the cooperative learning approach.
<b>LEARNING STRUCTURE</b> (Module Structure)	The course is structured in three modules: <ol style="list-style-type: none"> <li>1. Socialisation and knowledge of the course and the participants (4 hours)</li> <li>2. The human resources in the cooperative organisations (24 hours)</li> <li>3. Individual consultancy: valorising the professional self</li> </ol>
<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- Socialisation and knowledge</li> <li>- The management of the leadership</li> <li>- Mythological types</li> <li>- Time management</li> <li>- The creative conflict resolution</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	The courses has lessons for 28 hours plus an individual consultancy with a duration decided according to the availability and need of each participant.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

<b>NON-FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>The woman and the man on the job and in the cooperative system</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	<ul style="list-style-type: none"> <li>- Cooperators</li> <li>- People interested in the cooperative system</li> </ul>
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Formazione Lavoro (Training & work Agency) in collaboration with the Association of Women in Cooperation.
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To promote a gender viewpoint in the cooperative system..
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course does not foresee certification, validation or assessment activities
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- Analysing the cooperative organisations according to a gender approach</li> <li>- Knowing the laws on the gender issues</li> <li>- Valorising the professional self</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	The course uses individual consultancy and active methodologies as the cooperative learning approach.
<b>LEARNING STRUCTURE</b> (Module Structure)	The course is structured in four modules: <ol style="list-style-type: none"> <li>1. Socialisation and knowledge of the course and the participants (4 hours)</li> <li>2. Gender and organisation: organisational analysis and roles, organisation change (21 hours)</li> <li>3. Laws on the gender issues (7 hours)</li> <li>4. Individual consultancy: valorising the professional self</li> </ol>

<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- Socialisation and knowledge</li> <li>- Organisational analysis according to a gender approach</li> <li>- Laws on the gender issues</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	The courses has lessons for 32 hours plus an individual consultancy of 2 hours for each participant.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

### General courses

Other courses are more general and offered to the Trentino cooperators as the ones described in the following tables.

<i><b>NON-FORMAL LEARNING</b></i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i><b>Training proposal for the board of the Trentino cooperatives</b></i>
<b>TARGET GROUPS</b> (Learners of the Course)	<ul style="list-style-type: none"> <li>- Cooperators member of the board</li> </ul>
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Formazione Lavoro (Training & work Agency)
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To train aware cooperators in the board that well know the Trentino cooperative system.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course does not foresee certification, validation or assessment activities.
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- Knowing the structure and the history of the Trentino cooperative system</li> <li>- Knowing ethics, principles and values</li> <li>- Knowing the role and responsibility of the board member</li> <li>- Knowing and applying the laws and roles for the management of the cooperative</li> <li>- Knowing and applying the fiscal roles</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	The course does not use specific training methodologies but it is organised in seminars.
<b>LEARNING STRUCTURE</b> (Module Structure)	The course is structured in five modules: <ol style="list-style-type: none"> <li>1. History of the Trentino cooperative system and structure of the Trentino cooperative system (3 hours)</li> <li>2. The role and responsibility of the board member (3 hours)</li> <li>3. Ethics, principles and values (3 hours)</li> <li>4. Laws and fiscal role (6 hours)</li> </ol>
<b>LEARNING CONTENTS</b> (Content of the Learning)	See the titles of the modules.
<b>DURATION</b> (Duration of Learning Event)	The courses has five meetings of three hours each.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

The **Association of the Young Co-operators** organises non-formal training events for improving the cooperative culture in the young cooperators.

<b>NON-FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>The cooperative enterprise among territory, institutions and internationalisation</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	- Young Cooperators
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Association of the Young Co-operators
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To train aware cooperators that well know the Trentino cooperative system and its potential.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course does not foresee certification, validation or assessment activities.
<b>LEARNING OUTCOMES</b> (Skills Gained)	- Knowing the cooperative culture
<b>METHODOLOGY</b> (Used Training Methodologies)	The course are organised with seminars and visits
<b>LEARNING STRUCTURE</b> (Module Structure)	The course is structured in four seminars and one visit
<b>LEARNING CONTENTS</b> (Content of the Learning)	Cooperative culture.
<b>DURATION</b> (Duration of Learning Event)	5 days
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

<b>NON-FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>Cooperation: the values, the principles and the rules of our cooperative acting</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	- Young Cooperators - Potential young cooperators
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Association of the Young Co-operators in collaboration with Formazione Lavoro (Training & work Agency)
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To train aware cooperators that well know the Trentino cooperative system and its potential.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course does not foresee certification, validation or assessment activities.
<b>LEARNING OUTCOMES</b> (Skills Gained)	- Knowing the cooperative culture
<b>METHODOLOGY</b> (Used Training Methodologies)	The course are organised with lessons
<b>LEARNING STRUCTURE</b> (Module Structure)	The course is organised in different lessons in the evening.
<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- The Values Charter of the Trentino cooperative movement</li> <li>- How to create a cooperative enterprise</li> <li>- Law principles and rules of the cooperative enterprise</li> <li>- Duties and rights of the cooperators</li> <li>- Differences between cooperative enterprises and no-cooperative enterprises</li> <li>- Cooperative and territory</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	5 three-hour lesson
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

**FTC** (Federazione Trentina della Cooperazione) organises different non-formal learning opportunities for their associates and the cooperators, like:

- the Thursdays in Cooperation;
- different activities organised by the Strategic Interco-operative Marketing Office;
- different activities of promotion of the Value Charter organised by the Study Office;
- the visits to the cooperatives organised according to the visit catalogue 'A journey through cooperation in Trentino' organised by the European Project Office.

'A journey through cooperation in Trentino'

Visits to the Trentino cooperative system are offered to all are interested.

<b>NON-FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>'A journey through cooperation in Trentino'</i>
<b>TARGET GROUPS</b> (Learners of the Course)	All the people interested in the Trentino cooperative system, especially: <ul style="list-style-type: none"> <li>- international delegations;</li> <li>- schools and training organisations,</li> <li>- cooperatives or other businesses involved;</li> <li>- trade associations;</li> <li>- public sector;</li> <li>- national and international universities and research centres.</li> </ul>
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	FTC - European Project Office
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To present the Trentino cooperative system and its specificities.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No
<b>LEARNING OUTCOMES</b> (Skills Gained)	The knowledge of the Trentino cooperative system.
<b>METHODOLOGY</b> (Used Training Methodologies)	Different visit types are bookable, i.e.: <ol style="list-style-type: none"> <li>1. <b>Specific workshop</b> (minimum 1 day). The meeting is held in an organisation belonging to Trentino's cooperative system, with experts in the chosen economic sectors. It can be divided as follows: <ol style="list-style-type: none"> <li>a. single subject training and technical sessions with targeted interventions, based on the indications provided in the individual visit descriptions;</li> <li>b. introductory meetings of circa one hour with cooperatives from different sectors (max. 6 cases).</li> </ol> </li> <li>2. <b>Territorial workshop</b> (minimum 1 day). Visit to three different Trentino-based cooperative businesses accompanied by an explanation of their specific characteristics and features.</li> <li>3. <b>Coop trend tour - fulltime visit and training</b> (minimum 1 day). With this formula, the training activities are provided during a tour of the areas where the landscape and nature are of particular interest. Accompanied by an expert, the visitors will be able to learn about the main</li> </ol>

	characteristics of the whole sector and of the cooperative to be visited whilst en-route on the coach. After the visit and with the help of the guide, the participants will be able to assess the knowledge acquired also by using the relevant information sheets, all with the help of the guide. The Coop trend tour will allow visitors to tour different cooperatives in one day, with an itinerary that will be agreed with the visitors in advance.
<b>LEARNING STRUCTURE</b> (Module Structure)	See the methodology description
<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- presentation of the cooperative system and the chosen sector.</li> <li>- visit to relevant organisations or cooperatives in the sector.</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	From 1 to 5 days
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Brochures of presentation of the cooperatives.

### 1.3. Complete one table for each Informal learning occasion for co-operators present in their context. (add new tables if necessary)

The main informal learning occasions are related to the activities developed in the cooperatives and the cooperative system. In summary, they can be recognised in:

- the co-operator assembly
- the support of FTC auditors in the accounting activities
- the support and interaction with the local community according to the 7th Principle: Concern for Community

<i>INFORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>Cooperative assembly</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative members
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	The single cooperative
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	There are not declared learning objectives. Main objective of these occasions are: <ul style="list-style-type: none"> <li>- the nomination of the board;</li> <li>- the discussion of the annual balance sheet;</li> <li>- the discussion of the organisation of the cooperative, its activities and presence on the territory;</li> <li>- the decision making/keeping processes.</li> </ul>
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No
<b>LEARNING OUTCOMES</b> (Skills Gained)	There are not specific learning outcomes but it is the most important occasion for the cooperative members for knowing the cooperative system and their cooperative.
<b>METHODOLOGY</b> (Used Training Methodologies)	Member assembly
<b>LEARNING STRUCTURE</b> (Module Structure)	There is not learning structure because it is a decision keeping meeting. Many cooperators indicated it as important occasion for sharing and discussing

	principles, values and guidelines with the members.
<b>LEARNING CONTENTS</b> (Content of the Learning)	The discussion contents usually are the same indicated in the learning objectives.
<b>DURATION</b> (Duration of Learning Event)	Maximum an half-day.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	The balance sheet with a premise that presents the cooperative.

<i>INFORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>The support of FTC auditors in the accounting activities</i>
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative members of the board
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	FTC
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	There are not declared learning objectives. The auditors help the cooperative in the accounting activities and introduce the values, principles and guidelines of the Trentino cooperative system.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No
<b>LEARNING OUTCOMES</b> (Skills Gained)	There are not specific learning outcomes but it is the an important occasion for the cooperative members of the board for better knowing the cooperative system and the guidelines for being coherent.
<b>METHODOLOGY</b> (Used Training Methodologies)	Peer to peer learning.
<b>LEARNING STRUCTURE</b> (Module Structure)	There is not learning structure because it is a technical support. Many cooperators indicated it as important occasion for sharing and discussing principles, values and guidelines with the members of the board and better knowing the guidelines of FTC.
<b>LEARNING CONTENTS</b> (Content of the Learning)	The discussion contents usually are the same indicated in the learning objectives.
<b>DURATION</b> (Duration of Learning Event)	It depends from the cooperative dimension.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	The balance sheet and related documentation.

<i>INFORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>Concern for Community</i>
<b>TARGET GROUPS</b> (Learners of the Course)	<ul style="list-style-type: none"> <li>- Cooperative members</li> <li>- Local community</li> </ul>
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	The single cooperative and its relationship and support to the local community
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	There are not declared learning objectives. The knowledge and support to the community needs produce the promotion of the cooperative culture.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b>	No

(Development Methods of the Activities)	
<b>LEARNING OUTCOMES</b> (Skills Gained)	There are not specific learning outcomes but it is the an important occasion for the cooperative members for knowing and improving their knowledge of the cooperative system and their cooperative in order to promote them and the cooperative culture.
<b>METHODOLOGY</b> (Used Training Methodologies)	Working on the territory in a cooperative way
<b>LEARNING STRUCTURE</b> (Module Structure)	There is not learning structure. Many cooperators indicated it as important occasion for the members for reinforcing their cooperative culture.
<b>LEARNING CONTENTS</b> (Content of the Learning)	Cooperative culture.
<b>DURATION</b> (Duration of Learning Event)	Constant relationship with the local community.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	No

## PARTNER: LANKI

Note: In the case of LANKI, it is important to say that the grid about the learning occasions for co-operators has been designed taking into account only the learning occasions where LANKI is involved, with the exception of "Bazkide" programme. We don't cover all the learning occasions present within the Mondragon group, as they are extensive (especially if we include the non-formal and informal learning occasions).

### 1.4. Complete one table for each Formal learning occasion for co-operators present in their context. (add new tables if necessary)

<i>FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Master Degree Programme on Cooperative Training
<b>TARGET GROUPS</b> (Learners of the Course)	Social leaders and members of representatives Boards, future cooperative trainers and students
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Mondragon University (Lanki) and Otalora
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	-Provide knowledge in depth about Mondragon's cooperatives -Provide a socio-ethic view of social reality -Develop skills on socio-institutional management -Develop skills on cooperative training -Offer a relational view on cooperation
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Presentation of an applied project Master Degree: Cooperative Expertise
<b>LEARNING OUTCOMES</b> (Skills Gained)	Cooperative identity Sense of responsibility, equality, equity and solidarity Social competence/skills Mutualistic ethics Accountability, responsibility, and transparency
<b>METHODOLOGY</b> (Used Training Methodologies)	Participative and dialogic model that combines 3 sources. - Seminars and workshops. - Teacher's explanations (master classes) - Shared cooperative experiences (with cooperators)
<b>LEARNING STRUCTURE</b> (Module Structure)	6 main modules + final project. Each module has its own readings and works
<b>LEARNING CONTENTS</b> (Content of the Learning)	1) Social changes and cooperativism in a changing world 2) The key aspects of the Mondragón Cooperative Experience 3) Cooperative's inner dimension: democracy and participation 4) Cooperative's out dimension: social transformation and communitarian development 5) The psychology of human cooperation 6) The didactic dimension of the cooperative training
<b>DURATION</b> (Duration of Learning Event)	235 hours (lessons and works)

<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specialized readings and publications related to the subjects Audiovisual materials PowerPoint slides
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**1.5. Complete one table for each Non-Formal learning occasion for co-operators present in their context. (add new tables if necessary)**

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Cooperative Training programme for Representative Boards
<b>TARGET GROUPS</b> (Learners of the Course)	Representative Boards (Social council, Governing council and Board of Directors)
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Lanki and Otorora
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	-Provide knowledge in depth in Mondragón's Cooperatives -Reflection on social meaning of cooperation and cooperative identity -Detect points of improvements
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	
<b>LEARNING OUTCOMES</b> (Skills Gained)	Will to compromise Group processes: diplomacy – Team working Mission agreement Mutualistic ethics
<b>METHODOLOGY</b> (Used Training Methodologies)	Explanations over some subjects Exercises of auto diagnosis about the social aspects of the cooperative and own experience as members of Representative Boards Chats and discussions
<b>LEARNING STRUCTURE</b> (Module Structure)	7 modules
<b>LEARNING CONTENTS</b> (Content of the Learning)	1. Bases of co-operative thought. Arizmendiarieta's project for transformation 2. The key aspects of the Mondragón Co-operative Experience 3. The co-operative principles of Mondragón 4. The meaning of self-management in a global context 5. Democratic participation within the cooperative 6. The new management model based on the co-operative principles 7. Development of the meaning and concerns of the co-operative movement. Elements to reinforce and renew what the co-operative movement means.
<b>DURATION</b> (Duration of Learning Event)	16 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	PowerPoint slides Audiovisual material

<i><b>NON-FORMAL LEARNING</b></i>	
<b>LEARNING OCCASION</b> (Name of the Course)	'Bazkide' programme
<b>TARGET GROUPS</b> (Learners of the Course)	New members
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Each cooperative and Otalora
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	-Support the incorporation and integration of the new members to the cooperative -Reduce the adaptation period -Give practical information about the cooperative model -Knowledge of the co-operator's duties and rights
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	
<b>LEARNING OUTCOMES</b> (Skills Gained)	First step in understanding the cooperative system First contact with requirements for members
<b>METHODOLOGY</b> (Used Training Methodologies)	12 hours (plenary sessions and seminars. 4 hours (information "in situ". Visit a cooperative)
<b>LEARNING STRUCTURE</b> (Module Structure)	Module structure
<b>LEARNING CONTENTS</b> (Content of the Learning)	Practical knowledge about the cooperative: social capital, pay rates, profits shares, etc. Information about the basic structure of cooperative system: social organs, etc. Basic information about Mondragon's model
<b>DURATION</b> (Duration of Learning Event)	16 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Video, papers, PowerPoint slides.

**1.6. Complete one table for each Informal learning occasion for co-operators present in their context. (add new tables if necessary)**

<i><b>INFORMAL LEARNING</b></i>	
<b>LEARNING OCCASION</b> (Name of the Course)	"Truke" Exchange programme
<b>TARGET GROUPS</b> (Learners of the Course)	Members of solidary economy from Latin America and Africa.
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Lanki and Mundukide (NGO)
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Exchange of experiences between the North and the South Provide a wide view on the Mondragon's model
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	
<b>LEARNING OUTCOMES</b> (Skills Gained)	Basic knowledge about Mondragon cooperative movement.
<b>METHODOLOGY</b> (Used Training Methodologies)	Workshops, seminars, visits to different cooperatives, conversations with cooperators
<b>LEARNING STRUCTURE</b> (Module Structure)	A combination between visits and workshops
<b>LEARNING CONTENTS</b>	The basic key points of Mondragon movement

(Content of the Learning)	(thought, principles, history, reality)
<b>DURATION</b> (Duration of Learning Event)	1 month
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Papers, videos, PowerPoint slides, catalogues.

**PARTNER: ABPSHE**

**1.7. Complete one table for each Formal learning occasion for co-operators present in their context. (add new tables if necessary)**

<i>FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b>High School courses:</b> - specialization in basic knowledge of Cooperatorship
<b>TARGET GROUPS</b> (Learners of the Course)	High School Students
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	High Schools
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	- Training of students in the field of Cooperatorship in basic
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	High School Diploma
<b>LEARNING OUTCOMES</b> (Skills Gained)	The main skills are the knowledge of - the cooperative history, principles, characteristic, and values. - the cooperative management, - the rights and responsibilities of cooperative partners
<b>METHODOLOGY</b> (Used Training Methodologies)	Lessons and projects
<b>LEARNING STRUCTURE</b> (Module Structure)	Course on specific theme
<b>LEARNING CONTENTS</b> (Content of the Learning)	The thematic areas of this course are: - Theory of Cooperatives - Management of Cooperatives - Accounting System in Cooperatives - Cooperative Law - Setting up Cooperatives and Application Examples
<b>DURATION</b> (Duration of Learning Event)	Two weeks (6 hours)
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

<i>FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b>Cooperatorship</b>
<b>TARGET GROUPS</b> (Learners of the Course)	High School Students
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Ahmet Parmaksizoğlu Commerce Vocational High School
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	- Training of students in the field of Cooperatorship
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	High School Diploma
<b>LEARNING OUTCOMES</b> (Skills Gained)	- Theory of Cooperatives - Management of Cooperatives - Accounting System in Cooperatives

	- Cooperative Law - Setting up Cooperatives and Application Examples
<b>METHODOLOGY</b> (Used Training Methodologies)	Interdisciplinary and both theoretic and experimental approaches within frontal lessons and labs
<b>LEARNING STRUCTURE</b> (Module Structure)	The courses are organised in thematic
<b>LEARNING CONTENTS</b> (Content of the Learning)	The thematic areas of these courses are: <ul style="list-style-type: none"> <li>- Governance of a cooperative bank</li> <li>- Marketing</li> <li>- Finance</li> <li>- Law</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	4 years
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes, books.

<i>FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>Cooperatorship</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	Undergraduates
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Professional High Schools
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	- Training of students in the field of cooperatoship
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Associate Degree
<b>LEARNING OUTCOMES</b> (Skills Gained)	- Theory of Cooperatives - Management of Cooperatives - Accounting System in Cooperatives - Cooperative Law - Setting up Cooperatives and Application Examples
<b>METHODOLOGY</b> (Used Training Methodologies)	Interdisciplinary and both theoretic and experimental approaches within frontal lessons and labs
<b>LEARNING STRUCTURE</b> (Module Structure)	The courses are organised in thematic
<b>LEARNING CONTENTS</b> (Content of the Learning)	The thematic areas of these courses are: <ul style="list-style-type: none"> <li>- Governance of a cooperative bank</li> <li>- Marketing</li> <li>- Finance</li> <li>- Law</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	2 years
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes, books.

<i>FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>Cooperatorship (Master Program)</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	Graduates

<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Marmara University – Institute of Social Sciences
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	- Training of a multitasker person, able to work in contact with always more complex and competitive markets, providing an organic whole of economic, managerial quantitative and juridical grounding in particular in the field of cooperatives and no-profit organisation
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Master degree diploma
<b>LEARNING OUTCOMES</b> (Skills Gained)	Skills linked to the managerial activities of the Cooperatives :
<b>METHODOLOGY</b> (Used Training Methodologies)	The courses include lessons, study visits, workshops. Final exam is foreseen.
<b>LEARNING STRUCTURE</b> (Module Structure)	4 macro-modules
<b>LEARNING CONTENTS</b> (Content of the Learning)	Each course proposes outcomes related to the specific contents: - Knowing how to set consistent strategies of financial management and how apply in a safe and adequate way a wide range of tools of investment, financing and risk management in particular in the field of cooperatives; - Knowing how to face strategic and collective decisions in the companies, organizations and institutions, which open investigation fields that can not be approached with traditional methods (cooperatives and no-profit)
<b>DURATION</b> (Duration of Learning Event)	2 year
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes, books.

<i><b>FORMAL LEARNING</b></i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i><b>Certificate of Cooperatorship Educational Program</b></i>
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative Managers, Cooperative Workers, Students and undergraduates
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Gazi University Cooperatorship Research and Application Administration Center (KOOP-MER)
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Training of legal experts in the cooperative enterprise field
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Certificate from (KOOP-MER)
<b>LEARNING OUTCOMES</b> (Skills Gained)	The main skills are: - knowledge of Turkish and international legal system, in particular connected with the market in which usually the cooperative work
<b>METHODOLOGY</b> (Used Training Methodologies)	The training methodology includes lessons, labs and final exams which allow to have a certificate
<b>LEARNING STRUCTURE</b> (Module Structure)	Courses on specific theme
<b>LEARNING CONTENTS</b>	- Basic Principles of Cooperatorship and Business

(Content of the Learning)	Management - Accounting in Cooperatives and Computer Aided Reports Writing - Marketing in Cooperatives - Globalization and Cooperatorship - Cooperative Law
<b>DURATION</b> (Duration of Learning Event)	15 days (90 Hours)
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes, and other didactic material

**1.8. Complete one table for each Informal learning occasion for co-operators present in their context. (add new tables if necessary)**

<i>NON -FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Seminars on the theme of cooperative culture
<b>TARGET GROUPS</b> (Learners of the Course)	- Cooperative members, - people interested in this theme
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Cooperators from different Sectors
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Training of emerging professional figures in the field of cooperative education
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No certification, validation, statement is foreseen.
<b>LEARNING OUTCOMES</b> (Skills Gained)	- knowledge of the cooperative culture and other different themes link to the cooperative thought
<b>METHODOLOGY</b> (Used Training Methodologies)	Open seminars
<b>LEARNING STRUCTURE</b> (Module Structure)	seminars on specific themes
<b>LEARNING CONTENTS</b> (Content of the Learning)	Themes: - Power - Citizenship - Relationship - Reciprocity - Local development - Conflict - Gender equality - Responsibility - Enterprise - Happiness - Others
<b>DURATION</b> (Duration of Learning Event)	Each seminar lasts 2 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	No specific didactic materials

<i>NON -FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>Being a cooperotor</i>
<b>TARGET GROUPS</b> (Learners of the Course)	- Cooperative members, - cooperative administrators

<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Turkish Cooperative Association
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Presentation and promotion of the cooperative members about the meaning of active membership
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No certification, validation, statement is foreseen
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- knowledge of the cooperative system;</li> <li>- knowledge of the meaning of the concept of active membership</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	Seminars
<b>LEARNING STRUCTURE</b> (Module Structure)	seminars covering almost all the cooperatives
<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- Introduction to the concept of active membership;</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	Each seminars last 2 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	No specific didactic materials

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>Women in cooperative</i>
<b>TARGET GROUPS</b> (Learners of the Course)	<ul style="list-style-type: none"> <li>- Women cooperators</li> <li>- Women interested in the cooperative system</li> </ul>
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Turkish Cooperative Association
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To support and gain women in reinforcing their presence and role in the cooperative system.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course does not foresee certification, validation or assessment activities
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- Analysing and knowing the development phases in the management of the human resources in a gender viewpoint</li> <li>- Gaining technical competences in balance of skills</li> <li>- Analysing leadership models</li> <li>- Problem solving in a gender viewpoint</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	The course uses individual consultancy and active methodologies as the cooperative learning approach.
<b>LEARNING STRUCTURE</b> (Module Structure)	<p>The course is structured in three modules:</p> <ol style="list-style-type: none"> <li>4. Socialisation and knowledge of the course and the participants</li> <li>5. The human resources in the cooperative organisations</li> <li>6. Individual consultancy: valorising the professional self</li> </ol>
<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- Socialisation and knowledge</li> <li>- The management of the leadership</li> <li>- Mythological types</li> <li>- Time management</li> <li>- The creative conflict resolution</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	The courses have lessons for 30 hours
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

<b>NON-FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>Training proposal for the board of the Turkish cooperatives</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	- Cooperators member of the board
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Association of Turkish Cooperation
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To train aware cooperators in the board those well know the cooperative system.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course does not foresee certification, validation or assessment activities.
<b>LEARNING OUTCOMES</b> (Skills Gained)	<ul style="list-style-type: none"> <li>- Knowing the structure and the history of the cooperative system</li> <li>- Knowing ethics, principles and values</li> <li>- Knowing the role and responsibility of the board member</li> <li>- Knowing and applying the laws and roles for the management of the cooperative</li> <li>- Knowing and applying the fiscal roles</li> </ul>
<b>METHODOLOGY</b> (Used Training Methodologies)	The course does not use specific training methodologies but it is organised in seminars.
<b>LEARNING STRUCTURE</b> (Module Structure)	The course is structured in five modules: <ul style="list-style-type: none"> <li>5. History of the cooperative system and structure of the cooperative system</li> <li>6. The role and responsibility of the board member</li> <li>7. Ethics, principles and values</li> <li>8. Laws and fiscal role</li> </ul>
<b>LEARNING CONTENTS</b> (Content of the Learning)	<p>Learning</p> <ol style="list-style-type: none"> <li>1. History of the cooperative system and structure of the cooperative system</li> <li>2. The role and responsibility of the board member</li> <li>3. Ethics, principles and values</li> <li>4. Laws and fiscal role</li> </ol>
<b>DURATION</b> (Duration of Learning Event)	The courses have five meetings of three hours each.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

<b>NON-FORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>Learning the values, the principles and the rules of our cooperative acting</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	<ul style="list-style-type: none"> <li>- Young Cooperators</li> <li>- Potential Cooperators</li> </ul>
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Istanbul Union of Craftsman and Artisans Chamber
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Training of aware cooperators who know the cooperative system and its potential.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	The course does not foresee certification, validation or assessment activities.
<b>LEARNING OUTCOMES</b> (Skills Gained)	- Knowing the cooperative culture
<b>METHODOLOGY</b> (Used Training Methodologies)	The course are organised with lessons

<b>LEARNING STRUCTURE</b> (Module Structure)	The course is organised in different lessons in the evening.
<b>LEARNING CONTENTS</b> (Content of the Learning)	<ul style="list-style-type: none"> <li>- How to create a cooperative enterprise</li> <li>- Law principles and rules of the cooperative enterprise</li> <li>- Duties and rights of the cooperators</li> <li>- Differences between cooperative enterprises and no-cooperative enterprises</li> <li>- Cooperative and territory</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	5 three-hour lesson
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Specific lecture notes.

**1.9. Complete one table for each Informal learning occasion for co-operators present in their context. (add new tables if necessary)**

<i>INFORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	<b><i>Cooperative assembly</i></b>
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative members
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	The single cooperative
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	There are not declared learning objectives. Main objective of these occasions are: <ul style="list-style-type: none"> <li>- the discussion of the annual balance sheet;</li> <li>- the discussion of the organisation of the cooperative, its activities and presence on the territory;</li> <li>- the decision making/keeping processes.</li> </ul>
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No
<b>LEARNING OUTCOMES</b> (Skills Gained)	Learning the cooperative system and the cooperative.
<b>METHODOLOGY</b> (Used Training Methodologies)	Mentorship
<b>LEARNING STRUCTURE</b> (Module Structure)	It is an important occasion for sharing and discussing principles, values and guidelines with the members for cooperators.
<b>LEARNING CONTENTS</b> (Content of the Learning)	Content of the learning is <ul style="list-style-type: none"> <li>- the discussion of the annual balance sheet;</li> <li>- the discussion of the organisation of the cooperative, its activities and presence on the territory;</li> <li>- the decision making/keeping processes.</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	Maximum an half-day.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	The balance sheet with a premise that presents the cooperative.

## INFORMAL LEARNING

<b>INFORMAL LEARNING</b>	
<b>LEARNING OCCASION</b> (Name of the Course)	<i>Education in Accounting Activities</i>
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative members of the board
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Cooperative auditors
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	There are not declared learning objectives. The auditors help the cooperative in the accounting activities and introduce the values, principles and guidelines of the cooperative system.
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	No
<b>LEARNING OUTCOMES</b> (Skills Gained)	There are not specific learning outcomes. It is an important occasion for the cooperative members of the board for better knowing the cooperative system and the guidelines for being coherent.
<b>METHODOLOGY</b> (Used Training Methodologies)	Face-to-Face Learning
<b>LEARNING STRUCTURE</b> (Module Structure)	There is not learning structure. It is a technical support for sharing and discussing principles, values and guidelines with the members of the board.
<b>LEARNING CONTENTS</b> (Content of the Learning)	Content of the learning is <ul style="list-style-type: none"> <li>- knowing the cooperative system better</li> <li>- the guidelines for being coherent.</li> </ul>
<b>DURATION</b> (Duration of Learning Event)	It depends.
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	The balance sheet and related documentation.

## PARTNER: KUS

### 2.1. Complete one table for each Formal learning occasion for co-operators present in their context. (add new tables if necessary)

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Social enterprising
<b>TARGET GROUPS</b> (Learners of the Course)	Instructor/mentor and members of social cooperatives
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Coompanion
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To give instructor/mentor and members basic knowledge about social enterprising
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Certification from Coompanion
<b>LEARNING OUTCOMES</b> (Skills Gained)	Basic knowledge about social enterprising and cooperation
<b>METHODOLOGY</b> (Used Training Methodologies)	Groupwork, lecture courses and study visits
<b>LEARNING STRUCTURE</b> (Module Structure)	Basic step-by-step mixed with classes, lecture courses and study visits
<b>LEARNING CONTENTS</b> (Content of the Learning)	How to start a cooperative Different rolls in the cooperative Cooperation Possibilities to special education to mentors
<b>DURATION</b> (Duration of Learning Event)	From 10 hours and moore
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	ICT and litt. from Coompanion

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Starting a cooperative, introduction to enterprising
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperators "to be"
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Coompanion
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Basic knowledge of how to start a cooperative Legal aspects
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Consulting and dialouge
<b>LEARNING OUTCOMES</b> (Skills Gained)	Knowledge of how to start a cooperative enterprice
<b>METHODOLOGY</b> (Used Training Methodologies)	Consulting and dialouge Sometimes studyvisit to similar cooperatives
<b>LEARNING STRUCTURE</b> (Module Structure)	Basic step-by-step, classes and dialouge
<b>LEARNING CONTENTS</b> (Content of the Learning)	How to start a cooperative Different rolls in the cooperative Byelaws Agreements etc
<b>DURATION</b>	Adapted to the induvidualls, generally from 10-20

(Duration of Learning Event)	hours and more
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	ICT, litt. from Coompanion and others eg. Swedish National Tax Board

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Management knowledge
<b>TARGET GROUPS</b> (Learners of the Course)	Members of the board of director and members
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Coompanion, Studyorganisations, Learningcenters and Folk High Schools
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To give basic knowledge about management work
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Certification from each study organizer
<b>LEARNING OUTCOMES</b> (Skills Gained)	Basic knowledge about management work (Moore active and aware members)
<b>METHODOLOGY</b> (Used Training Methodologies)	Groupwork, lecture courses
<b>LEARNING STRUCTURE</b> (Module Structure)	Basic step-by-step
<b>LEARNING CONTENTS</b> (Content of the Learning)	The different rolls within the board of director Managing Responsibilities
<b>DURATION</b> (Duration of Learning Event)	From 10 hours and more
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	ICT and litt. from each study organizer

<i>NON-FORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Management knowledge
<b>TARGET GROUPS</b> (Learners of the Course)	Members of the board of director and members
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Coompanion, Studyorganisations, Learningcenters and Folk High Schools
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To give basic knowledge about management work
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Certification from each study organizer
<b>LEARNING OUTCOMES</b> (Skills Gained)	Basic knowledge about management work (Moore active and aware members)
<b>METHODOLOGY</b> (Used Training Methodologies)	Groupwork, lecture courses
<b>LEARNING STRUCTURE</b> (Module Structure)	Basic step-by-step
<b>LEARNING CONTENTS</b> (Content of the Learning)	The different rolls within the board of director Managing Responsibilities

<b>DURATION</b> (Duration of Learning Event)	From 10 hours and more
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	ICT and litt. from each study organizer

<i>INFORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Culture entrepreneurs
<b>TARGET GROUPS</b> (Learners of the Course)	Folk High School students (from 18 years and up)
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Folk High School and Companion
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To give knowledge about the possibilities with entrepreneuring in the sector of culture
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Folk High School certification
<b>LEARNING OUTCOMES</b> (Skills Gained)	Moore cooperatives and entrepreneurs in the culture sector
<b>METHODOLOGY</b> (Used Training Methodologies)	Group work, lecture courses and study visit
<b>LEARNING STRUCTURE</b> (Module Structure)	Basic step-by-step, classes and dialogue
<b>LEARNING CONTENTS</b> (Content of the Learning)	How to start a cooperative Companies working together in cooperatives Different rolls in the cooperative Byelaws Agreements etc The market of culture Marketing, etc
<b>DURATION</b> (Duration of Learning Event)	1 year, full time studies
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	ICT and litt. from Coompanion and others

<i>INFORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Tax law, labour law
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperative members, members "to be" and others
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Swedish National Tax Board, the Employers Organization KFO (organizing coop. entities)
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	Basic knowledge about the tax law, labour law and others of importance to the entrepreneurs
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Testimonial (proof of attendance)
<b>LEARNING OUTCOMES</b> (Skills Gained)	Basic knowledge about the legislation in Sweden
<b>METHODOLOGY</b> (Used Training Methodologies)	Lecture courses, seminars

<b>LEARNING STRUCTURE</b> (Module Structure)	Lecture courses
<b>LEARNING CONTENTS</b> (Content of the Learning)	How to start a cooperative Agreements etc Tax law Labour law VAT accounting etc
<b>DURATION</b> (Duration of Learning Event)	From 2 hours to 1 day
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	ICT and litt from Swedish National Tax Board and the Employers Organization KFO

**2.2. Complete one table for each Informal learning occasion for co-operators present in their context. (add new tables if necessary)**

<i>INFORMAL LEARNING</i>	
<b>LEARNING OCCASION</b> (Name of the Course)	Daily tasks (life) of the cooperators
<b>TARGET GROUPS</b> (Learners of the Course)	Cooperators and others
<b>TRAINING PROVIDERS</b> (Training Actors of the Course)	Daily life?
<b>LEARNING OBJECTIVES</b> (Objective of the Course)	To be a good, active and aware cooperator
<b>CERTIFICATION, VALIDATION, ASSESSMENT</b> (Development Methods of the Activities)	Positive feedback and acceptance from others (?)
<b>LEARNING OUTCOMES</b> (Skills Gained)	
<b>METHODOLOGY</b> (Used Training Methodologies)	Learning by doing
<b>LEARNING STRUCTURE</b> (Module Structure)	
<b>LEARNING CONTENTS</b> (Content of the Learning)	Will to compromise, flexibility, sense of responsibility, have a sensitive ear – be a good listener, entrepreneurship/spirit of innovation, social competence, creativity, democratic conduct, diplomacy, team working, problem solving ability, cooperative identity, empathy, capacity of finding cooperative solutions, leadership, linguistic ability, negotiation skills
<b>DURATION</b> (Duration of Learning Event)	Hole life
<b>LEARNING MATERIALS</b> (Used Didactic Materials)	Own experience

### III. CONCLUSIONS

Objective of this deliverable was the collection and comparison of the learning occasions for cooperators present in the cooperative systems involved in Italy, Spain, Sweden and Turkey.

In order to analyse correctly the existent learning systems and answer to the general objective of the project to develop an innovative learning system, validating existent non formal and informal learning and combining them with different methodological approaches and innovative contents for training co-operators to become more aware and active, starting point was “The EC (2001) Communication on Lifelong Learning: formal, non-formal and informal learning” and the following definitions:

- **“Formal learning:** learning typically provided by an education or training institution, structured (in terms of learning objectives, learning time or learning support) and leading to certification. Formal learning is intentional from the learner’s perspective.”<sup>1</sup> In the specific context of the SKILLS project different actions like technical-professional training courses for improving the professional skills (based on the right of the co-operator for training as it is foreseen in the cooperative law) that involved the co-operators are there considered.
- **“Non-formal learning:** learning that is not provided by an education or training institution and typically does not lead to certification. It is, however, structured (in terms of learning objectives, learning time or learning support). Non-formal learning is intentional from the learner’s perspective.”<sup>2</sup> Courses, seminars and workshops in specific areas, both in technical and socio-institutional skill improving are there considered.
- **“Informal learning:** learning resulting from daily life activities related to work, family or leisure. It is not structured (in terms of learning objectives, learning time or learning support) and typically does not lead to certification. Informal learning may be intentional but in most cases it is non-intentional (or “incidental”/ random).”<sup>3</sup> The long tradition in the cooperative field transferred from a generation to another; the day to day experience working in the cooperative and actively participating to its activities is the other important point for informal learning are there considered.

Different are the present learning occasions collected by the partners, but with common items. Summarising them:

#### FORMAL LEARNING OCCASIONS

The formal learning occasions collected by the partners are both university and master courses and courses for cooperators. Themes developed are essentially law, economy and management studies, the introduction to the cooperative systems both for students and specific categories of cooperators (cooperative boards, ‘maestri cooperatori’, etc).

#### NON-FORMAL LEARNING OCCASIONS

The non-formal learning occasions collected by the partners are mostly technical courses with different duration (from some hours to some days) and structure (seminars, workshops, interactive meetings, etc) that support the cooperators in their everyday life activities in the cooperatives. The contents are related to themes like accounting, laws, management. Some of these activities are related to the cooperative systems introducing social themes, cooperative values, fair trade strategies and reinforcing the membership.

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<sup>1</sup> “The EC (2001) Communication on Lifelong Learning: formal, non-formal and informal learning”

<sup>2</sup> “The EC (2001) Communication on Lifelong Learning: formal, non-formal and informal learning”

<sup>3</sup> “The EC (2001) Communication on Lifelong Learning: formal, non-formal and informal learning”

## **INFORMAL LEARNING OCCASIONS**

The informal learning occasions collected by the partners are related to the everyday life of the cooperators in the cooperatives with a specific attention for the formal meetings of the cooperators as the member assemblies and the writing the cost statement.

According to the results of the Balance Skills, the results of this deliverable confirm the need of a comparison amongst the learning occasions in the different cooperative systems involved and of reinforcing and validating the informal learning occasions. The themes of interest are the same emerged by the Balance Skills:

- the knowledge of the cooperative system;
- management skills in developing, reinforcing and promoting the knowledge of the cooperative system, the cooperative identity and the active membership;
- mutualistic ethic skills;
- the knowledge of co-operator rights, duties and responsibilities and the ability to exercise them;
- the ability of benefiting correctly from products / services;
- the ability of producing quality products / services.