

OFTL Europe Transferring the innovative aspects of OFTL® System

Leonardo da Vinci 2009 – Transfer of Innovation

Fourth meeting

Paris (France)

27.05.2010

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27.05.2010

CAN-Cefag premises – 13.30

1. Participants' welcoming

ORGANISATION	PARTICIPANTS	28/01/2010	29/01/2010
 Istituto Provolo	Mr. Matteo Zoso	X	X
 Wisamar	Ms. Eszter Csepeova		X
 CNA – Cefag	Ms. Marie Rouffort	X	X
	Ms. Iwona Rudnik	X	X
	Ms. Marion Gret		
 HRDC	Mr. George Soulos		
 WZSINF WYŻSZA SZKOŁA INFORMATYKI	Ms. Elzbieta Strzelecka	X	X
	Ms. Anna Ziemecka-Poteraj	X	X
	Ms. Ewa Rokicka	X	X

2. Updates and outcomes of OFTL Europe procedures at local level

Present partners explained the development of their local procedure, providing details about updates and improvements in comparison with information already given during the third meeting.

French and Polish partners presented slide-shows concerning structure, networks, operational results achieved through the local procedures.

3. Final results of validation

Italian coordinator presented main outcomes of validation of provided by Italian external experts.

Due to the non-attendance of the Greek partner, the Italian coordinator presented also main results of validation done by HRDC.

Finally, also the Polish partner provided others with a summary of their validation developed by external advisors:

Validation was focused both on the OFTL Europe procedural model and on local procedures developed by partners.

Here is provided a resume of added values and weak points of the procedural model:

+	-
Transferability of the model	Generality
Adaptation to different conditions, sectors and targets	Scarce involvement of enterprises (no business)
Improvement of local networks	Too focused on guidance and training, too little on employment
Definition of precise steps from guidance to employment	
Improvement of transnational cooperation	

4. Definitive version of the OFTL Europe procedural model

According to the outcomes of validation and to former discussion, partners validated the OFTL Europe procedural model, which is also under official registration at European level (results by September/October 2010).

Process of transferring the innovative aspects of the OFTL® System

OFTL Europe PROCEDURAL MODEL
Set up of local networks
Development of training courses
Support to employment

INTRODUCTION	OFTL Europe model is a framework based on the Italian OFTL® system, allowing to set up just-in-time training courses, to answer precise needs of the local economic sector and to effectively support workers' placement into the labour market. The basic structure follows a precise order: guidance, training, apprenticeship and work. The OFTL Europe protocol outlines requirements, objectives and procedures to achieve the same results in other backgrounds throughout EU, apart from their political, economical and bureaucratic features.
OBJECTIVES	1) to set up training courses answering real and precise economic needs; 2) to support trainees/workers for an actual placement into the labour market; 3) to develop and improve local networks involving public/private actors; 4) to use and exploit funds with immediate availability.
GENERAL WARNINGS	1) Use of a fund satisfying following conditions: a) answer to a specific need; b) just in time training program; 2) Network involving local/regional/national partner; 3) Overall coordination of one actor; 4) Specific role for any other actor involved (analysis, recruitment, guidance, training, work placement, etc.).
ACTORS (at least the following)	1) VET body; 2) Enterprise; 3) Public/Private employment service; 4) Citizens;

ROLES AND TASKS	1) Coordinator of the procedure; 2) Training provider; 3) Initial demander and final beneficiary; 4) Connection between training and employment; 5) Fund issuing; 6) Recruitment and selection;
PRELIMINARY ACTIONS	<p>Proposal of the idea and coordination of process</p> <p>Check list: <input type="checkbox"/> Consistency of the idea; <input type="checkbox"/> Proper competences, skills and requirements of the coordinator; <input type="checkbox"/> Suitability to existing networks and partnerships / Possibility to set up new ones.</p> <p>Warnings: <input type="checkbox"/> Promoter not necessarily coincides to the coordinator;</p> <p>Analysis of the labour market needs</p> <p>Check list: <input type="checkbox"/> Proper tools for active research; <input type="checkbox"/> Other sources of information; <input type="checkbox"/> Identification of the field; <input type="checkbox"/> Identification of potential employers;</p> <p>Warnings: <input type="checkbox"/> The analysis must focus on real needs/real employment opportunities; <input type="checkbox"/> Initial demander/real beneficiary;</p> <p>Identification of targets</p> <p>Check list: <input type="checkbox"/> Definition of the target profile; <input type="checkbox"/> Possible inclusion of disadvantaged categories; <input type="checkbox"/> Management of further procedures for recruitment; <input type="checkbox"/> Identification of partners for recruitment and selection.</p> <p>Warnings: <input type="checkbox"/> There must be matching between target profile and economic need;</p> <p>Identification of the fund</p> <p>Check list: <input type="checkbox"/> Analysis of existing funds; <input type="checkbox"/> Proper understanding of features and limits; <input type="checkbox"/> Suitability to the training project; <input type="checkbox"/> Check of allocation process; <input type="checkbox"/> Identification of partners for fund issuing.</p> <p>Warnings: <input type="checkbox"/> Immediate availability; <input type="checkbox"/> Repeatable process;</p>

PRELIMINARY ACTIONS	<p>Set up of networks</p> <p>Check list: <input type="checkbox"/> Selection and choice of partners; <input type="checkbox"/> Definition of the network status; <input type="checkbox"/> Transferability;</p> <p>Warnings: <input type="checkbox"/> Network answering to all the requirements; <input type="checkbox"/> Avoiding of competence overlapping;</p> <p>Definition of roles</p> <p>Check list: <input type="checkbox"/> Definition of project structure; <input type="checkbox"/> Proper role for each partner; <input type="checkbox"/> Check of any other preliminary requirements; <input type="checkbox"/> Official protocol;</p> <p>Warnings: <input type="checkbox"/> Clear roles and responsibilities since the beginning;</p> <p>Definition of the training course</p> <p>Check list: <input type="checkbox"/> Detailed description; <input type="checkbox"/> Clear objectives and timings; <input type="checkbox"/> Check of all the elements required for success;</p> <p>Warnings: <input type="checkbox"/> Consistency of training; <input type="checkbox"/> Answer to the initial need; <input type="checkbox"/> From first guidance to final work placement;</p> <p>Promotion of the course</p> <p>Check list: <input type="checkbox"/> Clear and achievable objectives; <input type="checkbox"/> Choice of channels and tools; <input type="checkbox"/> Identification of promotion targets (direct and indirect);</p> <p>Warnings: <input type="checkbox"/> Effectiveness for further partnerships;</p>
TRAINING COURSE	OFTL basic principles: Guidance (and selective of trainees); Training; Apprenticeship (practical experience); Work placement
EVALUATION	Evaluation of the training course; Evaluation of objective achievement; Evaluation of preliminary actions; Evaluation of further transferability and sustainability.

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CAN-Cefag premises – 09.30

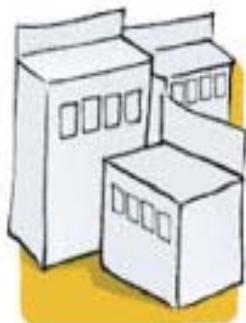
5. Provisional version of the final product

After a short summary concerning the German local procedure, the project coordinator presented the draft of the final product, which is under production and will be distributed to partners during the final seminar in Verona. The project coordinator will also provide partners with the Beta version for printing further copies before the end of the project.



OFTL EUROPE Project

Widening of the project development, organizations involved in the consortium, meetings, logic of the structure and results achieved.



OFTL EUROPE Products

Mid-term and final materials produced by project consortium, schemes and drafts, outcomes of local tests and further results.



Built your procedure

How to use available materials and try to transfer an OFTL EUROPE procedure into different backgrounds and frameworks.



Lifelong Learning Programme



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6. Visit to the CAN-Cefag Department of Social Inclusion



7. Organization of the final meeting in Verona

Under the coordination of the Italian partner, all partners discussed about the final project seminars to be held in Verona.

They took some basic decisions:

- dates: **23/09/2010** (final project meeting) and **24/09/2010** (public seminar);
- partakers: besides partners' staff, also externals will be invited. They might be evaluators, experts or representatives of local partners/interested stakeholders;
- technical details: according to partakers, the project coordinator will provide the public seminar with interpreters and audio systems;
- contents: each partner will have to prepare a short presentation (20 min.) concerning the development of local procedures and main outcomes/added values.

8. Dissemination and translations: reminders and final tasks

The project coordinator provided partners with a reminder concerning translations and dissemination.

Documents and contents to be translated were given to partners, in order to have in the final product official versions in national languages.

For organizational and technical requirements, all translation must be sent to the Italian coordinator by 15/07/2010.

Partner were also asked to implement further actions and local events for disseminating project contents and developments.