

## OFTL Europe Transferring the innovative aspects of OFTL® System

*Leonardo da Vinci 2009 – Transfer of Innovation*

### Third meeting

Lodz (Poland)

28.01.2010

29.01.2010



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28.01.2010

Andel's Hotel – 09.30 a.m.

1. Participants' welcoming

ORGANISATION	PARTICIPANTS	28/01/2010	29/01/2010
<b>Istituto Provolo</b> 	Mr. Alberto Raviola	X	X
	Mr. Matteo Zoso	X	X
	Mr. Davide dalle Vedove	X	X
<b>Wisamar</b> 	Ms. Eszter Csepeova	X	X
<b>CNA – Cefag</b> 	Ms. Marie Rouffort	X	X
	Ms. Marion Gret	X	X
<b>HRDC</b> 	Mr. George Soulos	X	X
<b>WSINF</b> WYŻSZA SZKOŁA INFORMATYKI	Ms. Elzbieta Strzelecka	X	X
	Ms. Anna Ziemecka-Poteraj	X	X
	Ms. Ewa Rokicka	X	X
	Mr. Marcin Skrzynski	X	X
<b>University of Cyprus</b> 			

2. Summary of OFTL Europe procedure testing

Each partner presented a short description of its OFTL Europe procedure development.

The aim was not to have a complete feed back (some actions are still running and the definitive official report form is supposed to be prepared and systemized by partners by 15<sup>th</sup> February 2010), but to provide basic information in order to make other partners aware and able to face the following discussion about OFTL Europe model.

Here are reported the structure of local networks created for the development of training procedures (taken from complete reports provided by partners):

1) HRDC:

- **Hellenic regional Development Center** (promotion, coordination and management of training programmes);
- **Open University** (recruitment and selection, financial management);
- **LAEK** (allocation of the fund);

- **Association of Industries of Western Greece** (demander of the training program, employer after apprenticeship);
- **Hellenic Manpower Organisation** (external observer)

## 2) WISAMAR:

- **Wisamar** (promotion of OFTL-Europe, needs analysis, management of the cooperation and OFTL-Procedure with ÜAZ)
- **ÜAZ** (vocational training – responsible for the practical vocational training)
- **Vocational Schools** (Responsible for the theoretical vocational education)
- **FEA** (financial management, recruitment and selection)
- **Companies:** at the end of the procedure the participants will apply for jobs at different companies looking for staff

## 3) CAN-CEFAG:

- **CNA-Cefag** - promoter
- **Training organisation** that are members of “Avenir Jeunes” training program led by CNA-CEFAG. This training program is aimed at the vocational inclusion of unemployed low-qualified young adults and provides them with career positioning, interpersonal skills training and support in job placement.
- **Missions Locales** from Paris and Eastern/ Northern regional area. They are job agencies addressed to young adults and they are the only organisation able to identify candidates of “Avenir Jeunes” training program.
- **Paris City Hall:** municipality of 20<sup>th</sup> district that developed a local Committee for Employment involving all local actors as well as enterprises when they have specific employment needs.
- **FACE Paris** – funding partner and network of enterprises that will support beneficiaries
- **Manpower** that offers job opportunities and will provide a tutor for each beneficiary during its placement.

## 4) WSINF:

- **Academy of IT:** Training organisation + Employment Agency + Career Bureau
- **Academy of IT, Medical Centre, Centre of Rehabilitation and Cosmetology private and public employers from the health sector – local/regional:** Traineeship and Apprenticeship ( )
- **Employers:** WSINF, Medical Centre, Centre of Rehabilitation and Cosmetology private and public employers from the health sector – local/regional
- **National Health Fund, EFS funds, Academy of IT:** Financial Resources

## 5) ISTITUTO A. PROVOLO:

- **Institute A. Provolo** (promotion, coordination and management of training programmes);
- **Italian Automotive Academy - IAA** (locations, logistic and training advice);
- **Randstad Italia s.p.a** (recruitment and selection, financial management);
- **Forma.Temp** (allocation of the fund);
- **Peugeot Italia** (demander of the training program, employer after apprenticeship);

- Public Employment Service (external observer)

### 3. Discussion and definition of the OFTL Europe model

After a long and detailed discussion about specific elements of the procedures developed at local level, all partners were able to outline a common for the OFTL Europe procedure.

It states fundamental aspects, such as roles, tasks and actors supposed to contribute, and, most of all, preliminary actions required to adapt OFTL Europe procedures to local backgrounds.

 <b>OFTL Europe</b> Process of transferring the innovative aspects of the OFTL® System	
<b>OFTL Europe PROCEDURAL MODEL</b> Set up of local networks Development of training courses Support to employment	
<b>INTRODUCTION</b>	<p>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.</p> <p>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.</p>
<b>OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1) to set up training courses answering real and precise economic needs;</li> <li>2) to support trainees/workers for an actual placement into the labour market;</li> <li>3) to develop and improve local networks involving public/private actors;</li> <li>4) to use and exploit funds with immediate availability;</li> </ol>
<b>GENERAL WARNINGS</b>	<ol style="list-style-type: none"> <li>1) Use of a fund satisfying following conditions:            a) answer to a specific need;            b) just in time training program;</li> <li>2) Network involving local/regional/national partner;</li> <li>3) Overall coordination of one actor;</li> <li>4) Specific role for any other actor involved (analysis, recruitment, guidance, training, work placement, etc.);</li> </ol>
<b>ACTORS (at least the followings)</b>	<ol style="list-style-type: none"> <li>1) VET body;</li> <li>2) Enterprise;</li> <li>3) Public/Private employment service;</li> <li>4) Citizens;</li> </ol>

 <b>OFTL Europe</b> Process of transferring the innovative aspects of the OFTL® System			
<b>OFTL Europe PROCEDURAL MODEL</b> Set up of local networks Development of training courses Support to employment			
<b>ROLES AND TASKS</b>	<ol style="list-style-type: none"> <li>1) Coordinator of the procedure;</li> <li>2) Training provider;</li> <li>3) Initial demander and final beneficiary;</li> <li>4) Connection between training and employment;</li> <li>5) Fund issuing;</li> <li>6) Recruitment and selection;</li> </ol>		
<b>PRELIMINARY ACTIONS</b>	<p><b>Proposal of the idea and coordination of process</b></p> <table border="1"> <tr> <td>           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;         </td> <td>           Warnings:  <input type="checkbox"/> Promoter not necessarily coincides to the coordinator;         </td> </tr> </table>	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;	Warnings: <input type="checkbox"/> Promoter not necessarily coincides to the coordinator;
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	<p><b>Analysis of the labour market needs</b></p> <table border="1"> <tr> <td>           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;         </td> <td>           Warnings:  <input type="checkbox"/> The analysis must focus on real needs/real employment opportunities;  <input type="checkbox"/> Initial demander/final beneficiary;         </td> </tr> </table>	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;	Warnings: <input type="checkbox"/> The analysis must focus on real needs/real employment opportunities; <input type="checkbox"/> Initial demander/final beneficiary;
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<p><b>Identification of targets</b></p> <table border="1"> <tr> <td>           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;         </td> <td>           Warnings:  <input type="checkbox"/> There must be matching between target profile and economic need;         </td> </tr> </table>	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;	Warnings: <input type="checkbox"/> There must be matching between target profile and economic need;	
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<p><b>Identification of the fund</b></p> <table border="1"> <tr> <td>           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;         </td> <td>           Warnings:  <input type="checkbox"/> Immediate availability;  <input type="checkbox"/> Repetable process;         </td> </tr> </table>	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;	Warnings: <input type="checkbox"/> Immediate availability; <input type="checkbox"/> Repetable process;	
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<b>PRELIMINARY ACTIONS</b>	<b>Set up of networks</b>	
	Check list: <input type="checkbox"/> Selection and choice of partners; <input type="checkbox"/> Definition of the network status; <input type="checkbox"/> Transferability;	Warnings: <input type="checkbox"/> Network answering to all the requirements; <input type="checkbox"/> Avoiding of competence overlapping;
	<b>Definition of roles</b>	
	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;	Warnings: <input type="checkbox"/> Clear roles and responsibilities since the beginning;
	<b>Definition of the training course</b>	
	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;	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;
	<b>Promotion of the course</b>	
	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);	Warnings: <input type="checkbox"/> Effectiveness for further partnerships;
<b>TRAINING COURSE</b>	OFTL basic principles: <b>Guidance</b> (and selection of trainees); <b>Training</b> ; <b>Apprenticeship</b> (practical experience); <b>Work placement</b>	
<b>EVALUATION</b>	Evaluation of the training course; Evaluation of objective achievement; Evaluation of preliminary actions; Evaluation of further transferability and sustainability.	

#### 4. Introduction to validation

After the definition of the OFTL Europe procedural model, partners dealt with the validation phase.

The project coordinator provided a draft of the validation scheme, supposed to be used by external evaluators for the overall and specific validation of project outcomes. The scheme were discussed by partners and then a definitive version was set up.

The validation is expected both for the OFTL Europe procedural model and for practical experiences reported by partners.

Partners in charge for the phase will be Istituto A. Provolo (Italy), HRDC (Greece) and WSINF (Poland).

29.01.2010

Andel's Hotel – 09.00 a.m.

*5. Visit to WSINF, premises*



*6. Presentation of the final product structure*

The project coordinator presented a general structure of the final product, supposed to be available both in papery version and in interactive version (CD-ROM, USB).

Partners agreed to check an advanced provisional version during the fourth meeting, to be prepared by the project coordinator. At the same time, all partners will provide translations and materials to be included in the product.

*7. Details of financial management*

According to procedures activated for the interim report, the project coordinator explained further instructions to partners, concerning financial management and financial documents to be provided.

Each partner was asked to integrate materials already provided with further documents.

At the same time, partners discussed about the amendment proposal, deepening specific details and achieving a definitive joint version, to be afterwards submitted by the coordinator to the Italian National Agency.

### *8. Dissemination, translations and other tasks before next meeting*

The meeting was closed with the discussion about further tasks and activities: that concerned most of all dissemination and organization of local events at local level; partners also discussed about the final seminars, to be done in September 2010 in Verona, where also external local actors are supposed to be invited.

The project coordinator underlined the importance of preparing required materials, especially translations in national languages of basic and fundamental documents and project outcomes.

**Next meeting is planned in Paris, 27<sup>th</sup> and 28<sup>th</sup> of May 2010, under the organization of CAN-Cefag**