

Lepex- In company LEarning Process EXpert

LLP-LDV/TOI/2007/IT/186

<http://www.adam-europe.eu/adam/project/view.htm?prj=6314>

Information sur le projet

Titre: Lepex- In company LEarning Process EXpert

Code Projet: LLP-LDV/TOI/2007/IT/186

Année: 2007

Type de Projet: Projets de transfert d'innovation

Statut: Clôturé

Pays: IT-Italie

Accroche marketing: The main objectives were to gain a detailed understanding of the common competences required by in company tutors; to identify additional knowledge and skills that would be of benefit to staff operating in the role, and whether these competences are transferable across company size, sector and partner countries.
As a result of this work a number of tools and support materials have been developed and tested, that will support the in company tutor role; a competence profile which outlines the key core competences required to undertake such a role; a glossary of terms commonly used and a series of individual reports from partners organisations involved in the project as to their role, research undertaken and the findings.

Résumé: The aim of the Le-Pex In Company Learning Process Expert project was to identify the common knowledge, skills and attributes required by in company trainers. This was with particular reference to SMEs and staff who have the responsibility for designing, delivering and evaluating workplace training programmes for a variety of different types of learners from Students on work experience, internships, apprenticeships and ongoing staff development. This would ensure a more effective learning experience for both the individual learner and the company.

Description: The proposal is made due to the necessity to optimize the effectiveness of the pedagogical organisation which, within workplaces (such as SMEs) can be intentionally deployed so as to encourage a more effective learning experience achieved by:

- young students who need to alternate their studies periodically with the working world, even if only with guidance value, in order to complete their learning path.
- adults, who are already in employment and need to up date their professional skills in order to adapt them to the competitive needs of the company.

To date, and most of all within SMEs ,such pedagogical organisation is focused on the company trainer figure. This trainer is often “temporary” and given the role because of his/her technical–professional expertise in work processes. He/she generally acts as tutor/supporter with respect to the learner. From the perspective of optimising the specific training strengths of the workplace it is crucial to develop the training competences of such figures, particularly so as to allow them to act with greater understanding and awareness together with teachers and trainers and with employees within an organisation that has an explicit educational and training mission (schools, training agencies, universities).

Therefore, the main aim of the project was the realisation of the transfer of devices, tools and excellent practice, through their adaptation and use in organisational contexts and of VET system of other regions and countries, which were retraceable within the pilot project ‘Prometeo’ and referable to the competence profile of the tutor or “expert in learning processes in the company”. The final aim of the transfer implied the sharing reached between partners (even at a local network level,activated by themselves) of requisits of competence of the expert in such a way that they were : a) valid even out of the contexts of their primary genesis and resulting in efficient facilitation of intentional learning in the workplace, b) reproducible through the sustainable re-use of final results on the part of direct recipients and potential; c) valueable in terms of ‘value of use” by recipients/users (tutors and experts) and “value of exchange” by direct beneficiaries (trainees and coachees), indirect beneficiaries (educators and trainers working within an institutional context of formal learning)and social partners and stakeholders

Thèmes: *** Formation tout au long de la vie
*** Entreprise, TPE, PME

Information sur le projet

*** Formation continue

Sectors: ** Industrie Manufacturière
** Enseignement
* Autres Activités de Services

Types de Produit: Matériel d'apprentissage
CD-ROM
Modules

Information sur le produit: The CD was designed to provide tools and training materials for employees in companies who are responsible for organising and providing training and mentoring in the workplace. It is also a report of the EU funded project which produced them. The CD is divided in the three sections:
The Project: describes the project carried out and can take you to the web sites of the partners who were involved
The Framework of the Project: describes the methodology used to develop the tools and training materials
The Results: contains the tools and training materials that will be useful for the in-company trainer.

Page Web du projet: <http://www.cespim.com/progetti.aspx?section=Comunitario>

Contractant du projet

Nom: CESPIM- Centro Studi per l'innovazione di impresa
Ville: Rome
Pays/Région: Lazio
Pays: IT-Italie
Type d'organisation: Autres
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Partenaire

Partner 1

Nom: Chamber of Commerce and Industry Csongrad County
Ville: Szeged
Pays/Région: Nyugat-Dunántúl
Pays: HU-Hongrie
Type d'organisation: Chambre
Site Internet: <http://www.csmkik.hu>

Partner 2

Nom: The University of Salford
Ville: Salford
Pays/Région: Greater Manchester
Pays: UK-Royaume-Uni
Type d'organisation: Université/école supérieure spécialisée/academie
Site Internet: <http://www.salford.ac.uk>

Partner 3

Nom: Centro Servizi P.M.I. Soc. Cons. a r.l. CSPMI
Ville: Reggio Emilia
Pays/Région: Emilia-Romagna
Pays: IT-Italie
Type d'organisation: Institution de formation continue
Site Internet: <http://www.cspmi.it>

Partner 4

Nom: NEW UNIVERSITY OF LISBON/FCT
Ville: Lisbon
Pays/Région: Lisboa
Pays: PT-Portugal
Type d'organisation: Université/école supérieure spécialisée/academie
Site Internet: <http://www.fct.unl.pt>

Partenaire

Partner 5

Nom: CONSORZIO API FORMAZIONE IMPRESA
Ville: Venezia – Mestre
Pays/Région: Veneto
Pays: IT-Italie
Type d'organisation: Organisation d'employeurs
Site Internet: <http://www.consorzioapi.it>

Partner 6

Nom: Berufsförderungswerk Leipzig gGmbH
Ville: Leipzig
Pays/Région: Leipzig
Pays: DE-Allemagne
Type d'organisation: Institution de formation continue
Site Internet: <http://bfw-leipzig.de>

Partner 7

Nom: ASSOCIAZIONE PICCOLE INDUSTRIE DI LECCE
Ville: Lecce
Pays/Région: Puglia
Pays: IT-Italie
Type d'organisation: Organisation d'employeurs
Site Internet: <http://www.apilecce.it>

Partner 8

Nom: ALEXANDER TECHNOLOGICAL EDUCATIONAL INSTITUTE OF THESSALONIKI (ATEI)
Ville: THESSALONIKI
Pays/Région: Kentriki Makedonia
Pays: EL-Grèce
Type d'organisation: Université/école supérieure spécialisée/academie
Site Internet: <http://www.teithe.gr>

Données du projet

EN-Tutoring competence.doc

<http://www.adam-europe.eu/prj/6314/prj/EN-Tutoring%20competence.doc>

Tools manuale EN.doc

<http://www.adam-europe.eu/prj/6314/prj/Tools%20manuale%20EN.doc>

Produits

- 1 Lepex- In Company learning Processes Expert

Produit 'Lepex- In Company learning Processes Expert'

Titre: Lepex- In Company learning Processes Expert

Type de Produit: CD-ROM

Texte marketing: The transfer process focused on three specific areas of innovation:

- The profile of competences that the “in-company learning processes expert” should possess,
- A training programme designed to support the acquisition and development of those competences needed to deliver learning within the workplace, with a particular focus on the development of key capabilities in the trainee,
- A toolkit for the development and delivery of both training and support for trainees.

The innovation transfer process used in this project was adapted to take into account the specific contexts within the project partners' own countries through a work plan based on the following areas of activity.

Identification of the outputs of innovation
Transfer of the competence profile
Transfer of the training programme
Transfer of tools and devices

Description: The LePex project sought to develop tools and materials to help in-company-tutors in Europe to develop the competences they need.

The competence profile has been designed for the worker within a company who has the role of in-company learning process expert.

For alternance training (i.e. work placement education and training) he/she has the role of assisting and supporting the trainee throughout the on-the-job learning path. With reference to employees, he/she has the role of assisting and supporting the trainee throughout the process of personal and professional growth required to carry out job-related tasks.

The profile is divided into 4 competence units; each unit corresponding to one phase of the typical working process required of an in-company learning process expert.

COMPETENCE UNITS

1. To define the role of the trainee within the company: it aims to analyse the professional role that the trainee will have to be able to carry out at the end of the work placement action/path or, in case of an employee undergoing training, which competences he/she will have to acquire in order to perform a new role or update his/her competences to meet new company requirements.

2. To welcome the trainee and analyse his/her competences: it aims, within work placement training, to help the trainee understand the company and its products/services, the type of activities he/she will be asked to carry out, the competences he/she will have to acquire and the responsibilities he/she will have.

3. To carry out the tutoring function (on-the-job): it aims to give the trainee the required awareness of what he/she has to deliver and know what it is necessary to do in order to achieve this. The guidance role of the learning process expert will therefore be focused on the following steps:

- Description of the activities and explanation as to how to carry them out,
- Practical demonstrations of the activities required of the trainee,
- Feedback, sharing/discussion on how the trainee has performed and the results that have been obtained,
- Assessment of competences acquired as a result of the training on these new tasks.

4. To evaluate the learning outputs: it aims to enable the trainee to understand what he/she has learnt, the identification of areas for improvement and gaps in knowledge/skills that need to be filled.

A training programme for tutors was transferred and developed, it enables experienced trainers or training providers to implement training that helps the participants to develop the necessary skills for acting as a successful in-company-tutor.

Produit 'Lepex- In Company learning Processes Expert'

Cible: Employees in companies who are responsible for organising and providing training and mentoring in the workplace.

Résultat: The CD is the result of the project. It is designed to provide tools and training materials for employees in companies who are responsible for organising and providing training and mentoring in the workplace. It is also a report of the EU funded project which produced them. The CD is divided in three sections:

The Project: Describes the project we carried out and can take you to the web sites of the partners who were involved

The Framework of the Project: Describes the methodology we used to develop the tools and training materials

The Results: Contains the tools and training materials that will be useful for the in-company trainer.

The CD is in: Italian english, Hungarian, german, Portuguese and Greek.

Domaine d'application: The cd is designed to provide tools and training materials for employees in companies who are responsible for organising and providing training and mentoring in the workplace.

Adresse du site Internet:

Langues de produit:

product files

Diss-Exp within Milestone 1 LEPEX.doc

<http://www.adam-europe.eu/prj/6314/prd/1/1/Diss-Exp%20within%20Milestone%201%20LEPEX.doc>

FINAL Presentation LEPEX ROSS.ppt

<http://www.adam-europe.eu/prj/6314/prd/1/1/FINAL%20Presentation%20LEPEX%20ROSS.ppt>

LEPEX PROPOSAL - English version x partners.doc

<http://www.adam-europe.eu/prj/6314/prd/1/1/LEPEX%20PROPOSAL%20-%20English%20version%20x%20partners.doc>

RegCure.exe

<http://www.adam-europe.eu/prj/6314/prd/1/1/RegCure.exe>

RegCureSetup_1501_RW.exe

http://www.adam-europe.eu/prj/6314/prd/1/1/RegCureSetup_1501_RW.exe

ROLE OF PARTNERS LEPEX.doc

<http://www.adam-europe.eu/prj/6314/prd/1/1/ROLE%20OF%20PARTNERS%20LEPEX.doc>

WORK PLAN LEPEX.doc

<http://www.adam-europe.eu/prj/6314/prd/1/1/WORK%20PLAN%20LEPEX.doc>

Événements

LEPEX- iN COMPANY LEARNING PROCESSES EXPERT

Date 07.07.2009

Description Technical meetings were organized in each partner's country.
A final conference was organized by Cepim, the project contractor, in Rome

Cible The technical meetings were attended by project partners the final conference by stakeholders, enterprises, all the project partners, experts, responsables of training agencies.

Public Événement non public

Informations de contact CESPIM

Date et lieu Szeged, Hungary, Leipzig, Germany, Lisbon, Portugal
Thessaloniky, Greece, Rome, Italy