



Education and Culture DG

Lifelong Learning Programme

Training Manual



**ARCHE - Constructional cultural
assets in the vocational education
and training**

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Training Manual

This is the general training manual developed during the project period. It supposes to be the basis for the education and training in the field of restoration and preservation of historical monuments and assets. The country-specific remarks concerning the contents depend on the specific conditions and requirements of the workshops in every educational centre. They can be found at the end of each chapter.

Training manual “Education and further education”

The following chapters describe the organizational structure, the selection of staff, the consideration of participants and clients, the communication with them, the creation of the framework, and the evaluation of the service sectors. This applies to all offers of the education centres: training with qualification certificate, with certificate of participation, funded training offers and other labour market policy measures.

Existing differences and discrepancies are discussed in each section.

Organisation

Curriculum

- Developing the contents of education after consulting the management
- Describing the contents, methods and media according to the target group, situation of the market, possible clients, possible sponsorship
- Fixing of practical parts of learning and contents, useful methods, resources and the election of the teaching staff

Normally, the curriculum is created within the planning procedure of each education centre. Already during the development of the course content curriculum topics are considered with the focus on management and financial issues and are coordinated with the financial administration of the education centres.

The curriculum means the description of the contents, methods and media in the light of the relevant target group. Another inspected matter is the market situation, the socio-political environment, potential clients and funding policies. Provisions on necessary practical training phases and evaluation are also scheduled. The subject content is set, appropriate methods, resources and personnel necessary to convey the content are selected.

For external clients and / or funded projects, the curriculum is coordinated with their guidelines. Responsible is the head of education.

Planning

- Curriculum and planning is considered as a unit
- Organising and preparing the seminars (organising equipment, material, rooms, teaching staff and possible partners)

As described above under "Curriculum", curriculum and planning in the education centre are created as a unit. The planning intensifies the activities in the preparation of the project / action. For the education centre this means the final coordination for equipment, materials, facilities, staff and potential partners. This also applies to the participants or respective clients. Responsible are the head of education and his staff.

Costs/prices

- Calculating costs for rooms, other fixed costs and costs of the specific seminar (fees for the teaching staff, material, etc.)
- Final costing after the seminar

The cost calculation is made by the administration of the education centre. This applies to its own services, services for external clients and funded services. Labour market policy projects are calculated by the manager of the association. In the education centre templates of the allocations within the various internal divisions and room usage costs exist. These are worked out with the manager of the association and are adjusted annually and agreed with him for each new service.

Furthermore, for the determination of the total project costs the fixed costs of the association and other course-specific costs are included. For funded projects the funding requirements and for external customers compliance to their specifications needs to be considered. At the end of the project a post calculation is part of the settlement of the project.

Testing

- First run of the seminar with checking the contents, methods and conditions and costs

Testing in our understanding describes the piloting of a project or workshop. Particularly contents, methods and frameworks, but also the costs and income are taken into account in the review of planning, implementation and evaluation of each project. A documentation of the testing takes place only when changes in the curriculum and in the planning documents affect the overall planning of the project.

Country-specific conditions and requirements

SEND/Italy

- Identification of training needs of the target
- Construction of a network of local stakeholders
- Defining the structure of the training path
- Planning of logistics
- Organization of the incoming mobility activities
- Verification costs

Structure of the course

- n. 3 thematic seminars
- n. 2 study visits to technical laboratories
- n. 3 study visits to places of significant relevance within the professional area of reference (schools, universities and non-profit organisations, small and medium enterprises, public administrations where professional, technical and theoretical experience can be shown as good and or bad practice)
- n. 2 company visits

n. 1 study conference

Professional training / workshop for students (91 hours)

Teaching material

- Information material introducing to the historical / social sites visited
- Info sheets on methodologies, techniques and materials relating to visits
- Handouts of thematic seminars

Istanbul MEM/Turkey

Curriculum and Planning

The contents of workshops that are planned to be carried out are defined according to:

- Training demands received from sector
- Employers working in the field learning the profession by practicing it at the right place
- Vocational workshops are organized for increasing employment
- Within workshops, theoretical knowledge is also delivered in accordance with practical knowledge
- In addition to theoretical and practical courses, other courses also take place with 20 percentages such as job security, employee health, human relations and entrepreneurship.
- Depending on the subject of the training, suitable workshop environments exist in our school. We also provide adequate training material for the participant number and define the teachers/instructors in relation with the subject of the training.

Costs /prices

The cost of the workshops is defined according to the content, duration and participant number of workshops.

Testing

Before the workshops, all planning is determined about trainings to be conducted. Sample applications about course contents and techniques are made and training documents are prepared beforehand.

Associazione Lepido Rocco / Italy:

Curriculum and Planning

- Workshop Curriculum is developed according to:
- Local and regional demand in the restoration field
- Definition of didactics and methodologies
- Definition of theoretical and practical parts
- Planning of didactics and of logistic of each workshop
- Definition of workshop contents
- Sharing of knowledge and techniques
- Selection of rooms according to number of participants and type of workshop
- Selection of teaching staff according to professional curriculum and working experiences

Costs/prices

Costs varies according to the workshop, kind of material used, kind of activity developed and number of participants.

Testing

Workshop is mainly organized in two parts: the first one is dedicated to theory and the second one to practice. The contents are set by the school in cooperation with the teacher.

Staff

Competence in adult education

- Staff and freelance teachers
- Election of teachers according to professional, didactical and methodical as well as social and communicative competence
- Qualifications of the teachers and their certificates
- Recommendation by technical authorities and boards
- Professional competence as the main criteria
- Evaluation of the teachers according to their professional competence after the first seminar

In the educational centres mostly freelance instructors are employed. In general, from the permanent employees only the managing director and head of the training centre act also as instructors. The selection of teachers in the education centres takes place according to their professional, educational-methodical and social-communicative competence. Both acquired qualifications and recommendations from relevant authorities and offices, and the certificates of professional qualification are considered. For the didactic and methodological competence appropriate further education has to be proven.

According to the aims of the services of the education centre the selection is mainly based on the professional competence. An assessment is based on the first seminar and in the frame of the evaluation. The results are analysed with the respective teachers. The data will be kept confidential and are not documented in the long term.

Country-specific conditions and requirements

SEND/Italy

Staff organization

- Coordinator of the training path
- Teaching Office

Staff of the training path

- Stakeholders
- Academics
- Professionals with experience in the field of reference and technical specialists
- Policy makers

Extra competencies

Knowledge of foreign language of the mobility group or a vehicular language or interpreter

Istanbul MEM/Turkey

In general, teachers working at the school take charge in workshops. Also withstanding engineers, architects and instructors teach in workshops.

Associazione Lepido Rocco/Italy

Staff

Teachers providing the workshop, mainly freelancers, have been chosen for their professional curriculum and their high level of professional competences. They are professionals who boast of working experiences in Italy and abroad in the restoration field.

Participants / clients

Participation

- A modification of contents of the workshops at the requests of the participants is only possible to a limited extent
- Still, special interests of the participants can be included
- Possibility of additional workshops and advanced training courses according to the interests of the participants

The event planning in the education centre for their own workshops takes place in compliance with the elaborated curriculum or after the prescribed curriculum framework, with subsequent examination by a chamber, which allows only limited changes requested by the participants. Nevertheless, according to evaluation carried out within the framework of the projects the wishes of the participants concerning instructional design and methodology are being considered as far as possible. If greater interest exists specialised or advanced courses on specific topics can be arranged.

In case of repeated inquiries about learning content, these can be included in the curriculum in consultation with the examining bodies, the respective clients and / or the teachers. In seminars for potential clients, the requirements concerning course content, lecturers, workshops and seminar rooms are selected and matched according to the particular needs of the clients.

Starting point

- Orientation of the contents to more practical issues
- Discussing the initial situation if necessary in smaller groups of participants
- Considering the necessities of seminar contents, teachers, workshops and seminar rooms when planning the curriculum
- Considering the costs for possible changes in equipment for rooms and workshops

Due to the orientation of the workshop topics on practical content, the ratio teacher / learner is determined by instruction. Wishes of the participants can be considered in the methodology, and didactic, and as described in 'participation' in the content of the seminar. An adjustment can then take place through consultation with the teacher and subsequent adaptation of the content or teaching methods or by selecting a new lecturer. The initial situation will then be discussed in small groups with the respective participants or as part of the evaluation during the project, as described in the section 'participation'.

Otherwise, the starting point for the requirements of course content, lecturers, workshops and seminar rooms is considered in the planning of the curriculum. In the case of changes in the equipment of workshops and seminar rooms the budget framework has to be considered.

Country-specific conditions and requirements

SEND/Italy

Target

- Students attending a course of higher education
- Workers of the professional area of reference
- Participants attending a mobility path (students and / or workers)

Istanbul MEM/Turkey

- New courses are opened solely depending on the participant demands.
- For each subject of workshops, 1 teacher is charged for 8 participants. Ministry of National Education defines the criteria for number of teachers.
- Course hours change according to the participant profile. For example, for participants working in the field and know the profession approximately 60-80 hours devoted to the workshop. For those who does not have previous knowledge in the profession are required to have 340 hours training.

Associazione Lepido Rocco/Italy

Target

freelancers, engineers, architects, restorers already working in restoration sector

Communication

Supervising the learning process

- The teacher supports the learners
- Evaluating of the situation of each participant and orientation according to the learning target
- Additional measures for individual participants or groups are possible after consulting the education centre

A direct learning support by an independent person (social worker) is only possible within a funded measure wherein this position is planned and realised. Nevertheless, to the participants of longer-term measures, a learning support is offered as support by the respective head lecturer. He can best assess the situation of the individual participant and focus them on specific learning goals. In coordination with the education centre then additional measures for individuals or groups, as described in section 'participation' can be planned and implemented. The conversation content will not be logged because of data protection.

Supporting the participants

- Individually and as soon as possible according to the problems and questions
- Resolve problems that are interesting for all participants immediately before or after the lessons

The participants support is agreed upon and carried out individually and promptly related to the current problem. All employees of the training centre are responsible for this. Attention is paid to the personal questions of the participant. Questions which are important for all participants will be answered as soon as possible before or after the project lessons. If necessary, participants will be referred to competent

authorities. The education centre provides an address and phone list of important contacts. The conversations are not recorded for privacy reasons.

Country-specific conditions and requirements

SEND/Italy

- Publication of the call for participation
- Creation of a catalogue of the work done during the training path
- Proceedings of the conference

Istanbul MEM/Turkey

Participants' interest on the course is followed: in each workshop session, all participants have to conduct individual practical work. With this way, their practical progress is followed. Also, in addition to the individual work, team work skills are also followed.

All questions from participants during the course is replied. All mistakes of participants on practical work are corrected. Until it is assured that all participants learnt the subject and finished the practical work, repetitions are made.

Associazione Lepido Rocco/Italy:

- Publication of posters for the promotion of workshops
- Teacher's support during whole workshop
- Sharing of techniques and methodologies of restoration
- Analysis of individual practical works made during workshops
- Evaluation (non-written) of each participant by the teacher
- Teacher's assistance in practical lesson phases.

General requirements

Teaching and learning environment

- Individual description of the learning environment
- Specific workshops for the single crafts for the practical education
- Possibilities of storage of material, machines, tools and media
- People that do not belong to the seminar can rent the workshop
- Sanitary facilities
- Cafeteria for the breaks
- Seminar rooms with the necessary communication technology
- The equipment is based on the legal ordinance for work places
- The workshops are checked regularly by the corresponding board

In the training centre for practical training in the different crafts specially equipped workshops are available. The workshops include adequate storage for materials, machinery and tools, and related media for their connection. The workshops can be used for adult education and children's and youth projects alike.

For external clients the workshop rooms can be used differently after consultation. Toilets and changing rooms are available by gender. A break supply with food and beverages through the canteen is guaranteed. The existing conference rooms are equipped with appropriate communications technology. This can be used individually for each room. For external clients there is the possibility of renting rooms and equipment. The basis of room equipment is the workplace ordinance. The workshops are located in historic, listed buildings. The requirements of historic preservation of buildings must also be considered. For the equipment of the seminar rooms the budget framework of each measure / of each seminar is to be considered. Generally, the workplaces of the educational centre are reviewed by contracted health and safety officials.

Workshop requirements

- Naming the requirements with the corresponding responsible person and the necessary documents (inventory list, room book, emergency plan, ect.)

Requirements according to crafts

- Inventory list: number of working tables, work benches, tools, access to electricity, work surfaces, storage of tools

Requirements according to the number of participants

- Dimensions of the seminar rooms depending on the number of participants
- Number of tools per participant or group of participants
- Number/ dimensions of work surfaces per participant or group of participants

Requirements according to the power supplies

- Water per craft
- Light per participant and craft
- Electricity per participant and craft
- Technical supply for presentations
- Heating per craft

Requirements according to security

- Material for first aid
- Checking the movable tools
- Checking the fixed tools
- Industrial safety regulations

Social requirements

- Distance to sanitation and dimensions

- Locker rooms
- Cafeteria/ recreation room
- Parking area
- Accommodation

Seminar rooms – requirements on seminar rooms

Requirements according to equipment

- Working tables/chairs
- Access to media
- Media – which ones?
- Projection screens
- Black boards, flip charts
- Power connections
- Model and working surfaces

Requirements according to the number of participants

- Dimensions of seminar rooms
- Number of desks, seats
- Convertibility of the rooms according to work groups per participant group
- Number of model and working surfaces per participant group

Requirements according to the power supplies

- water
- light
- electricity
- technical supply for presentations
- heating

Requirements according to security

- Material for first aid
- Emergency exit
- Industrial safety regulations

Social requirements

- Distance to sanitation and dimensions
- Locker rooms
- Cafeteria/ recreation room
- Parking area

Country-specific conditions and requirements

Istanbul MEM/Turkey

Adequate space for keeping the assets made during the workshops and also for required materials and equipment should exist.

Workshop requirements

The maximum number of participants for workshops at one time is 24. In this case, 1 counter for 4 participants should be allocated and each participant should have her/his own equipment.

Requirements according to security

- First aid kit
- individual protection equipment
- eye protection
- work uniform
- work shoes

Social requirements

Cafeteria, sitting area should exist for participants to have some rest. In addition to workshops, social activities such as theatre, picnic, should be planned beforehand.

Associazione Lepido Rocco/Italy

Workshops requirements

a working desk for each participant

Requirements according to security

first aid kit, individual protection equipment (clothes and shoes)

Evaluation

Teaching and learning – reflecting evaluation methods

- Only within the complete planning and realization of the seminar
- Important for determination of the satisfaction of participants and in case of repetition of seminars
- Survey at the end of workshops, further education activities and on new teachers
- Analysis of the evaluation in staff meetings
- Adaption of curricula and planning programs if necessary
- Documentation only in case of changes

An evaluation will be realized only as part of the overall planning and implementation of each project / workshop. It plays a large role in determining the satisfaction of participants and / or clients and for the repetition of workshops. In case of new lecturers and at the end of training sessions or seminar blocks participants and or the client are questioned. The analysis of the evaluation takes place in the education centre as part of the staff meeting. Where necessary, the curriculum and / or the planning program are adapted. The documentation is only within the planning documents in the case of changes.

Country-specific conditions and requirements

SEND/Italy

Focus group

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After completing the workshops, feedback from participants about training place, content of training, practical works, success rate of participants should be gathered by distributing surveys to them. Any deficiency should be immediately fulfilled. Training team (instructors/teachers/other professionals) should come together and

make an evaluation meeting and generate a general evaluation. They should neutrally evaluate the courses whether they are in accordance with training plan or not. They should start planning the next courses.

Acknowledgment

This publication reflects only the authors' views – the Commission is not liable for any use that may be made of the information contained herein.

Trebsen, March 2012