

Go&Learn initiative

SUPPORT DOCUMENTS

G&L European Network Management Body



The Go&Learn initiative is a multilateral network supported by the EU LLP funds. It is aimed to organize and manage an international catalogue of study visits to be carried out inside companies all around Europe. The visits have training and guidance aims and should be considered as Training Units that can be proposed to a vast range of users: students of vocational and secondary school, university, employed and unemployed people, teachers and trainers. The hosting companies are strongly committed in training and in knowledge propagation, allowing the visiting groups to learn directly from the source of knowledge, experience and innovation, which is the company itself. Detailed and updated information about the network members, the activities and services available are available in the official website of the project: www.goandlearn.eu and in the national websites of the project partners.

Authors

- > Éva ZSÁK - UNI-FLEXYS UNIVERSITY INNOVATION RESEARCH AND DEVELOPMENT PUBLIC NONPROFIT LTD. (Hungary)
- > Gilberto COLLINASSI - ENAIP FVG (Italy)
- > with the contribution of all the members of the Concept Development Group of the G&L Multilateral Network

Last Update

- > 2 July 2014

This paper as well as all the other reference documents of the G&L initiative are available for download in digital format on the official initiative website:

www.goandlearn.eu



Lifelong
Learning
Programme

LIFELONG LEARNING PROGRAMME 2011 - MULTILATERAL NETWORK 517780-LLP-1-2011-1-IT-LEONARDO-LNW

The project has been funded with the support of the European Commission. The contents of this document reflect the views of the author only, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Table of Contents

Preface	4
ANNEX 1. General Agreement LNMB-Company.....	5
ANNEX 2. Handbook For Hosting Company	5
ANNEX 3. Visit Agreement	5
ANNEX 4. Visit Programme	6
ANNEX 5. Hosting company's training checklist.....	6
ANNEX 6. Checklist for the Group Assistant	6
ANNEX 7. Briefing / debriefing guide	6
ANNEX 8. Participation certificate.....	6
ANNEX 9. Company membership certificate	6

Preface

The rules and standards of the G&L network governance, products and services are described in detail in the following papers, which the one you are reading is part of:

Go&Learn concept

This document, where the rationale and the aims of the initiative are described, with a summary of products and services provided by the network(s).

Go&Learn European network rule

Where the rules adopted to manage the European G&L network and the product and services at European level are listed.

Go&Learn local network rule

Where the rules adopted to manage the local (country or province) G&L networks and the product and services provided at this level are listed.

Standard reference for G&L Products & Services

Where the minimum standard requirements for local and international products (visits, seminars, circuits) are described, as well as the minimum standard requirements for local and international services (hosting, accompanying and pedagogical support, travel and logistics, etc..).

Support documents

A collection of support papers to carry out the activities: agreement between LNMB and company, handbook for the company, insurance forms (if necessary), certificates, etc.

Monitoring data and quality indicators

Rationale and detailed description of the monitoring data to be collected for each seminar/visit carried out and set of quality indicators to be applied to evaluate the activities carried out by the network.

Image Manual

Where all the official logos and graphic formats to be compliant with when preparing information or dissemination products are specified.

Go&Learn commercial frame (G&L partnership internal use only)

Derived from the Sustainability Plan of the project, it is the document where pricing policies, criteria for exchange of services between the network partners, and any other sustainability issue are developed.

All this documents, developed within the LIFELONG LEARNING PROGRAMME 2011 - MULTILATERAL NETWORK 517780-LLP-1-2011-1-IT-LEONARDO-LNW, will be maintained and updated under the exclusive responsibility of the G&L ENMG.

This document is a collection of different support documents that could be necessary to organize the G&L activities. The list of annexes is the following:

ANNEX 1. General Agreement LNMB-Company

ANNEX 1 is the standard text to be used to set the agreement between the G&L Local Agency (LNMB) and the company willing to adhere to the G&L initiative.

The companies who sign the agreement automatically become part of the G&L Local Agency(LNMB) Training Companies Network, and will benefit from all the advantages that this membership will be able to provide in the future.

A digital scan of the signed agreement should be sent by the G&L Local Agency to the ENMG to allow the enrolment of the company in the European G&L Training Companies Network.

It is to be evaluated if a further agreement is necessary between the company and the training provider organizing the visit (who will act on behalf of the G&L Local Agency) for the purposes of insurance and responsibilities towards the participants.

ANNEX 2. Handbook For Hosting Company

To each company participating to the initiative ANNEX 2 'Handbook for the Hosting Company' should be given and illustrated when the agreement is signed between the G&L Local Agency and the company.

Further training to the company can be given by the G&L Local Agency about the modalities and pedagogical issues, with reference to the Handbook.

This handbook is a compulsory annex to the agreement between the G&L Local Agency and the company, and it defines in details the characteristics of the activities the agreement refers to.

The Handbook contains a description of the G&L initiative, but when the company is provided information about how to organize the training activities, more detailed instructions should be given to them. Thus the Handbook is integrated with a chapter containing a set of pedagogical hints, useful for the company to organize their seminars.

ANNEX 3. Visit Agreement

Agreement between Training Provider and Training Company to carry out a single visit.

When an edition of a circuit takes place, the training provider organizing it in the hosting country is expected to undersign an agreement with all the companies in charge of the study visits. The main issues of the agreement are those connected with safety and insurance.

Each training provider usually has its own format and should behave as it usually does when bringing a group of students inside a company. The format in annex 3 is thus **only an example**.

ANNEX 4. Visit Programme

Description of the programme of a single visit in a company. When organizing a circuit, the group assistant is expected to send BEFORE the visit to the company some information useful for the correct conduction of the vivsit, such as schedule, list of participants, description of participants, etc..

In annex 4 **an example** of a Visit programme.

ANNEX 5. Hosting company's training checklist

Before sending the first group to a training company, the LNMB should guarantee a minimum level of "training" of the company hosting the visit. The annex 5 is a checklist of the support materials and support activities that can be provided for this purpose to the company.

ANNEX 6. Checklist for the Group Assistant

The annex 6 contains a list if items that can help the group assistant of a training provider to organize effectively a circuit edition.

ANNEX 7. Briefing / debriefing guide

The annex 7 contains a list of suggestions about the issues to be targeted during the initial and final steps of the circuit: the start-up meeting and debriefing meeting.

ANNEX 8. Participation certificate

The annex 8 contains is the standard format to print the participation certificate to be delivered to the people enrolled to a circuit.

ANNEX 9. Company membership certificate

The annex 9 contains a certificate to be delivered to the training companies hosting groups of participants to a circuit.