



Information bulletin

**INTERNATIONAL PARTNER MEETING IN BRUSSELS**

04-05 04 2016

In April, the partners held the second international meeting for the project "Apprenticeship Development: In-Company Trainer Training and Apprenticeship Promotion". Project partners: Lithuania – Public Organization Jeruzalės Labour Market Training Centre, the Qualifications and VET Development Centre under the ministry of Education and Science, Lithuanian Builders Association, Lithuanian Engineering Industry Association LINPRA; Latvia - Latvian Employers' confederation; Estonia - Estonian Employers' Association; Finland - Eesti Töandjate Keskliit (Labour productivity enhancement Institute); Belgium - Actions Intégrées de Développement AID (Belgian education network).

It was decided to organise a meeting in Brussels in spite of the recent terrorist attacks. The meeting lasted for 2 days and was productive.

The meeting was moderated by the project manager Rasa Lužytė. On the first day, the partners gave presentations on the company surveys conducted in the Baltic countries. Following that, the partners worked on developing the In-Company Trainer Training programme.

The surveys of the companies were conducted in Lithuania, Latvia and Estonia. In total, about 90 companies were interviewed. The company directors and managers responsible for staff employment were asked to indicate the topics which could be included in the In-Company Trainer Training programme. The survey showed about 80 percent of businesses have heard of the opportunity to teach new employees in the form of apprenticeship in the real workplace. Of these, only 50 per cent are using this option. Of all the companies that use apprenticeship training, only about 10 percent co-work closely with educational institutions and issue the state recognized formal training certificates or at least the certificates of non-formal education. About 90 percent of companies said they would welcome the inclusion in the curriculum topics such as industry knowledge, psychological aspects of communication, training evaluation, practical tasks under their respective training program, demonstration of operations, and so on.

Further, the project partners examined the selected national and international methodology on how to write a training programme for trainers. Finnish methodology was recognised as the best example. Partners divided themselves into 2 groups and discussed the methodology aspects, the content and the structure of the training programme in a workshop exercise. The following structure was decided:

1. Training material for the 11 topics will be placed in each partner's web page.
2. An in-company trainer group (about 10 people) will be selected.
3. Students will learn the training material independently in 1-2 months.
4. Students will be brought together to avenue where they will discuss the aspects of training material together with a moderator. This will give the in-company trainers an opportunity to discuss all questions and to express criticism concerning training material. Duration of the seminar - 1 day. At the end of the



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workshop, the in-company trainers will be given a self-check test which will help them to understand how well they have learnt training material. Project partners agreed that the self-check questionnaires will not be marked.

5. Students will be issued with a Certificate on the successful completion of the course.

It was decided that the In-Company Trainer Training Programme will consist of 2 parts: 1. Preparation for training and 2. Training. In total, the training programme will include 11 topics: qualification structure and forms of education; qualification requirements of the specific professional field for training in the workplace; planning of training together with educational institutions representative (s); documentation; demonstration techniques of professional skills; communication with employers and representatives of educational institutions; introduction to the workplace; the training task allocation in the workplace; individual training, communication and teaching methods; training evaluation.

Each partner organization took a responsibility to prepare 1-2 topics. It was decided that the topic will be discussed at the next international partners meeting on 07-08 June 2016 in Helsinki.

The second day was dedicated to visiting one of the Brussels training centers, which offers training in the real workplace. The school operates a dining room, which is open to all residents of the city. Residents can buy food produced by the students and they are also served by the students. This is a great opportunity to learn in a real workplace. The project partners talked to the school principal and one of the most experienced trainers discussing various questions such as qualification requirements for trainers, organization of training, recognition of knowledge and other aspects.

The project is carried out within the framework of the Erasmus + 2 key action “Strategic Partnership”. Project No. 2015-1-LT01-KA202-013415. The aim of the project - the development of apprenticeship in the Baltic countries. Target groups – employees of companies who are potential in-company trainers. Project implementation period 01 09 2015 - 31 08 2017. The project budget - 284,672.50 Eur.

Project objectives:

1. Create an In-Company Trainer Training programme for the apprenticeship (workplace based) training in the three Baltic countries - Lithuania, Latvia and Estonia.
2. Create an Apprenticeship Promotion Concept in the three Baltic countries.



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