**Integrated strategy Initiative for**

**Strengthening the supply of**

**APPrenticeships in TEXtile sector TEXAPP - WP3.7 & WP3.8**

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| **TASK** | * 1. **– Piloting of the Company Training Course**   2. **– Report on piloting of the**   **Company Training Course** |

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| **Work**  **Package:** | WP3.7 – 3.8 |
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# The pilot phase of the Company Training Course

Following the development of our ‘Standard’ and the Company Assessment Tool, we developed a pilot company training course that was designed to evaluate the content of the training course in terms of purposefulness and how well it meets in-company supervisor/trainer needs. We ensured that the programme provided the necessary content to support the companies understanding of what responsibilities and commitments they needed to demonstrate to run successful apprenticeship training programmes.

Our Standard requires all companies to identify mentors/trainers before work with them. This requirement provided the necessary commitments to allow us to design a training course that built the necessary skills and abilities in companies.

For the pilot phase of the Company Training Course, some companies was the same involved in the Company Assessment Tool.

During project implementation, CITEVE disseminated the project activities and it’s results among companies and stakeholders. With this procedure, we keep all possible end users informed and aware about project aims and resources.

With this permanent contact companies was always aware with the pilot phase of the project. The pilot phase involved 12 companies.

Channels used to involve companies in the pilot phase:

Infomail

Direct

contact

CITEVE

website information

**Infomail:** promoting the activities and the resources developed during the project. We informed our companies about the pilot phase and objectives.

**Direct contact:** we are always in permanent contact with companies (consultancy, training, Product design & development, prototyping, testing and applied R&D oriented to innovative applications). CITEVE is promoting an Action Training Project with 16 companies in CITEVE premises and some of the companies involved in the pilot phase are from this project.

**CITEVE website information:** it was uploaded in the CITEVE website information about the TEXAPP project/aims/activities/resources.

# Report on piloting of the Company Training Course Aim of the training course:

To develop the capacity and practice of company staff to ensure they understand and demonstrate the appropriate commitment to meet the requirements of the Standard. To develop their skills, abilities, behaviours and competencies to ensure effective collaborative working and successful apprenticeship training.

# Duration of the training course:

Half day (2 to 4 hours) workshop delivered in CITEVE facilities and in some companies premises.

# Target group:

Supervisory staff and senior managers from SME’s who are planning to or currently involved with apprenticeship training. Eventually (due to the nature of our Standard) all relevant staff in our member companies who want to work with the centre to train their apprentices will attend a training course workshop.

12 SME’s (6 without experience in apprenticeship programmes);

Some companies was the same involved in the Company Assessment Tool.

# Methodology:

We implemented an active methodology including an active learning session: debate/practical exercises and explanation of the contents. During the 2 to 4 hours the participants was invited to participate actively and was promoted the dialogue and the professional discussion.

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| **Contents** | Portuguese learning programs (National training programmes; eligibility rules for national training programmes; funding details of national training programmes, case studies and good practice examples, National provider details);  Portuguese Standard (resources and tutor/mentor role); Road map – how to implement the Portuguese Standard? CITEVE role;  TEXAPP HUB: aims and resources/material. |
| **Learning activities** | Swot analysis (national training programmes and companies knowledge and experience)  Brainstorming Practical exercises  Good practice examples Quiz |
| **Resources/materials** | Training room Whiteboard Whiteboard markers Computer  Data show |

# Main findings and action points:

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| **Post Workshop Evaluation** | **Main Findings** | **Further actions - impact** |
| **Course content** | * The pilot course was focused on national training programmes, funding, rules, qualifications and technical details; * Contents was based on the National training programmes but also was explored some European examples (source of information, good practice examples); * We handed the companies a pen drive with all the contents of the workshop; * We also delivered a folder with the paper documents so they could take notes. | * Before training, carry out an analysis of companies expectations; * If necessary, adapt the contents to the company’s expectations. |
| **Duration of course** | * The workshops are designed to be a half day and following feedback from the pilots we have established this as the minimum requirement to ensure the learning content is covered and there is sufficient time for professional discussion and   shared good practice. | * Half day workshop/course is now the minimum (4/5 hours) * If a company has more than 4/5 staff who need training, we run the course in- company |
| **Methodology** | * We used an active learning session, combining practical and theoretical contents; * Practical methodology included good practice examples, case studies, brainstorming, swot analysis and a quiz in the   end of the workshop. | * We have a pack of course material both paper based and provided electronically; * We have an interesting and interactive workshop/course that is supportive and developmental. |
| **Improved levels of understanding about the**  **aims of the Standard the commitments required** | * Companies evaluated the workshop through a self- assessment and the end of course quiz; * Self-assessment document allows company to self- | * Companies filled out a questionnaire at the end of training evaluating the workshop and the contents covered. The questionnaire show a positive global |

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| **the role of all company staff in the apprenticeship programme** | evaluate the 5 fundamental principles that underpin the 'Employee's Standard'. The document asks employers to provide the evidence.  The self-assessment template is used to ensure that companies are ready for an inspection before signing the 'Employer's Standard'. The companies feedback was very positive;   * Quiz was applied at the end of the training, as follow up and final brainstorming with the purpose of analysing and promoting the understanding of the contents and resources addressed. The quiz demonstrates a high level of awareness and understanding about the aims and purpose of the Standard; * Workshop evaluation questionnaire at the end of training. | evaluation and all companies considered the session useful and contents suitable;   * After companies complete the self-assessment document, CITEVE and company sign a Protocol defining the apprenticeship period, as well as the obligations under CITEVE|company|trainee; * After workshop session CITEVE will visit company to check the viability of the apprenticeship programme implementation; * During the inspection we also require a completed company learning plan; * Only when we have inspected the quality of this evidence we register the company as meeting the Standard. |

**Evidences**



