

**TRANSNATIONAL SEMINAR IN GIJÓN (ES) – 25th, 26th and 27th JUNE 2008,
HELD AT THE SAME TIME AS THE 8th REFORME MEETINGS**

LIST OF DECISIONS

WEDNESDAY 25TH JUNE 2008 (FLC P.A. in RIBERA DE ARRIBA)

FINAL VALIDATION OF THE REPORT ON PHASE 2 OF THE PROJECT

The report handed out to the participants was validated, although subject to a few corrections:

- the BZB wanted to rework the summary of the surveys and include them in the phase 2 document (although this is possible, the result needs to be sent to the CCCA-BTP both in English and in French),
- the FORMEDIL was asked to specify the definition of the internal tutor and the external tutor, because these two notions are not clearly explained in the text.

The final phase 2 report is available in both French and English on the www.copilote.org website.

REPORT ON PHASE 3 OF THE PROJECT

A reminder was given that the Europe Éducation Formation France agency emphasised that this phase of the project needed to be anchored to the prospect of the sustainable professionalisation of the company training staff¹ and it is essential to end up with a precise method of operation, allowing effective use of the reference manual of the tutor's activities and skills in small and medium-sized construction companies from all the countries involved in the partnership.

The work involved in phase 3 was carried out by the CIEP (CR2i), in collaboration with its operator and by the BZB. However the summary of the various parts of the work has not yet been carried out. As a result we urgently need to complete the finalisation of the work and the production of a single summary, together with a method of operation for the practical use of what has been produced.

¹ Extract from the summary of the assessment of the interim report sent by the agency (24th April 2008): “The designing of the reference manual is based on the European system for sustainable professionalisation which falls within the remit of the 2002 Copenhagen process. More specifically, it is designed using the preparation method within the framework of the COMINTER Leonardo project which is a solid, productive working method”.

The items which have already been supplied are designed to allow the project promoter to proceed to a final summary which **will be sent to the partners at the end of July 2008 (in French) and at the end of August (in English)**. The CIEP will meet the cost of translating it into English.

Possible uses:

- as a tool for motivating tutors and a means of choosing a suitable tutor (to inspire tutors, an instrument which can help to nurture a sense of vocation),
- as a support for creating national descriptions of tutoring work and for designing training reference manuals for tutors working at companies,
- as an opportunity to find better ways of negotiating specifications between the people commissioning training initiatives and the training providers, in order to bring about better training segmentation (e.g. initial training courses, further occupational training, joint training aimed at both company training staff and staff from training centres),
- as a contribution to improving the image of trades in the construction industry through better structured and thus more effective tutoring,
- as a way of strengthening the links between the two places where training takes place (the training centre and the company providing training),
- as an opportunity to enhance the tools created by various partners (e.g. *Tutor's Guide*, recently published in Spain by the FLC PA),
- as a very valuable instrument which can be used to update existing tools, to refresh and simplify the tools (systems and tools have been added, becoming more complex, and we now need to review them), so that we can reform the existing training systems,
- as a starting point for certification systems used for the purposes of the sustainable professionalisation of company training staff, a system which can be used to recognise the skills acquired within both formal and non-formal settings.

It is also essential that we start thinking about the effective use of what we produce by the companies in question: what form and what content needs to be sent to them and how can we organise a communication campaign with heads of companies (one of the aims of phase 4)?

STATE OF PROGRESS OF PHASE 4 OF THE PROJECT

The previous phases helped to identify precise, realistic ideas for phase 4, which is essential to the project's overall success.

The partners emphasised the expected products which they feel are essential:

- an outline for an online resource centre for company training staff (generally inspired by the COPILOTE website, which each of the partners would use as a basis to create their own sites) – a simple tool which needs to be easy to browse,
- self-assessment tools for company tutors (inspired by the Swiss QUALICARTE system),
- tools used to assess the apprentice's progress at the company (both formal and informal settings: the apprentice's occupational skills, the speed at which s/he works, behaviour at work, social behaviour),
- tools designed to help support company tutors, designed and made available to training centre staff (e.g. how to help the company tutor to assess the young person using simple tools, and without too many guides which are difficult to read and too long),
- procedures and tools used by the apprentice him or herself to assess the apprenticeship (as in Switzerland and Sweden).

Supporting company training staff: it is the social partners who can decide , on a country-by-country basis, who is to take on this work. Even so, it is difficult to envisage a single kind of supporting personnel. For instance, the BZB considers that a trade-specific reasoning needs to be applied, and that a list of people responsible for each sector needs to be drawn up.

In addition to this the training centres or professional organisations must keep up-to-date lists of company training staff so that they are able to offer properly targeted support. At present lists of this kind are either rarely kept or are not regularly updated.

PROJECT DEVELOPMENT PLAN AND DISSEMINATION OF THE RESULTS

Two new communication tools for the project have been created:

- the poster setting out the aims and broad outline for the expected products (A3 format),
- the sheet offering an introduction to each product expected at the end of the project (A4 format).

These documents are available on the www.copilote.org website in French, English and German. Each of the partners can translate them into their own languages so that they can be used at events and for sending out information relevant to the dissemination of the results to the target groups.

In addition to this, **each of the partners must return an updated national events sheet by 31st August 2008**, to be used as supports for the dissemination of information about the COPILOTE project (see enclosed sheet).

Each of the partners must also ensure that the parts of their own sites dedicated to the presentation of the project is up-to-date, including matters relating to the products which are already available.

The partners must immediately schedule all of the translations into their own languages so that they are completed before 30th September 2008 (the closing date for the project). These documents must also be sent to the promoter.

The Europe Éducation Formation France agency has informed the CCCA-BTP that the European Commission had opened an online database allowing promoters to register and regularly update the results of their projects. This site is now operational and available at the following address: <http://www.adam-europe.eu/> . The aim is to distribute the results of the Leonardo da Vinci programme and its projects and in this respect ADAM is open to any pilot project. COPILOTE will be part of this database.

The partners are also informed that some potential promoters are interested in the COPILOTE project in order to incorporate its results into future projects on company tutoring. So this is proof that the www.copilote.org website is being viewed by outside bodies and that the information it contains is easily accessible.

To end with, a reminder was given that the drawing up of an information brochure on the results of the COPILOTE project (2000 copies of which are to be distributed) had started with the presence of the editor-in-chief of the Inffo Flash from the Centre Inffo (France), one of the partners in the project. This brochure will be widely distributed to Inffo Flash readers in September 2008. An English version of it will also be available.

FINAL SEMINAR

The final seminar designed to pick up on the benefits of the project will take place **at the BZB's premises in Krefeld on 25th September 2008**, and the programme for it is enclosed (already distributed with a request for confirmation of hotel bookings). This will not be a technical meeting, but a day of thinking about the possible uses and about what to do next with the results. This is the reason why the presence of people from outside the project, including some from French and German agencies, is essential to the success of the one-day event designed to pick up on the benefits of the project.

Each of the partners will have prepared for this seminar and more detailed instructions on this subject will be distributed towards the end of August 2008.

It is crucial that you confirm whether you will be attending by sending back the registration form, which has already been distributed, straight back to the BZB before 31st July 2008.

ADMINISTRATIVE INFORMATION AND OTHER ADVICE FOR THE FINAL REPORT

Following the results of the assessment of the interim report, provided by the Europe Éducation Formation France agency, the partners' attention is drawn to the following facts:

- some partners have to meet high travel costs (FLC PA, CIEP-CR2i, CREDIJ, BYN),
- the agreed usage rate for a laptop must not exceed 50% over the whole of the project, which means that any higher declared usage rates must be reduced so that they do not exceed the 50% cap (the same goes for accessories, scanners, computer screens, etc.),
- the subcontracting contracts with each service provider must be supplied.

The partners are also reminded to **make sure they adhere to the expenditure shown inside each of the main budgetary categories (A, B, C – see the budget for details)**. As stated in the administrative and financial manual, compensation can only be performed within a main category. This means that funds may be transferred, e.g. from “consultation of experts” to “translation and interpreting”. On the other hand there can be no compensation between “salaries” and “subcontracting” or “operation”. All of the partners are asked to adhere to this rule when they draw up their final financial reports.

As far as **the project assessment process** (a task entrusted to the CREDIJ) is concerned, the final report must contain a part describing the progress of the project through the watch which has been introduced:

- what kind of methodological support: nature, stages, effectiveness,
- what changes there have been to directions and products following the advice given,
- what is the relationship between the investment made (financial share allocated to the CREDIJ) and the project's added value thanks to the methodological support,
- exactly what has been produced by the assessor.

As a result, **the assessor must send the promoter his or her report, containing the parts set out above, by no later than 31st October 2008**. Obviously the promoter continues to send the CREDIJ everything produced in relation to the COPILOTE project either directly or via the www.copilote.org website.

THURSDAY 26TH JUNE 2008 and FRIDAY 27TH JUNE 2008 (GIJÓN)

PARTICIPATION IN THE 8th REFORME MEETINGS (the proceedings will be published by the FLC PA)

Essential points designed to make the most of the COPILOTE project (presentation documents have been sent to the 200 participants, representing the construction industry in Europe, and also occupational training in this sector):

- the place of the COPILOTE project in the wider framework of European projects driven by the REFORME network and in the overall occupational training strategy (projects involving mobility, making the most of and disseminating the results, major educational engineering projects),
- participation in the work of workshop 2: the quality of training centre and company training staff, where the support models for company tutors, including the COPILOTE project, have been presented, the emphasis having been placed upon the following aspects:
 - the quality of the training staff and tutors – the key to the success of our training systems,
 - obstacles to the implementation of support systems for company tutors,
 - means of communicating with company tutors,
 - effectiveness criteria for the support systems,
- the exporting of the work of workshop 2 from the point of view of sustainable professionalisation as part of the lifelong training programme.