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SVET

**Empowering schools and training centers
and their managers to promote
VET Reform**

Action 3.2.3

Preparatory visits for twinning and partnership arrangements

<p>2. Other Draft documents relating to the “Information Kit” for Heads of SVET Pilot schools and institutions</p>

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SVET

Empowering schools and training centers and their managers to promote VET Reform

Action 3.2.3

Preparatory visits for twinning and partnership arrangements

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19 September 2004

SVET

Empowering schools and training centers and their managers to promote VET Reform

Action 3.2.3.

Preparatory visits for twinning and partnership arrangements

The role of Provincial Directorates of education and of the SVET Regional offices in the implementation procedure

1. The SVET scheme for preparatory visit should start on 1 January 2005 and run until the end of next next. It will concern all the SVET Pilot schools and institutions, that they send a group to a VET school/training center in an EU country (the majority) or to a seminar taking place in an EU Member States. It also include the possibility for Pilot schools and institutions receiving, under the same conditions, the visit from an EU VET school or training center.
2. All the SVET Pilot schools and institutions will be offered the opportunity to participate in this scheme. Some of them may be ready very soon in the position to present an application, others might later: the implementation process will be a continuous one. This is why 3, may be 4, dates have been retained for assessing the applications and agreeing to offer financial support, respectively 15 February, 15 May, 15 September, if necessary, 15 December 2005. The objective is to ensure that each Pilot school or institution project will present a high-quality application and undertake or receive the proposed visit. Since some Pilot schools and institutions may face some initial difficulty, for example in identifying the VET school/training institution to be visited, it will be important to help them in completing that initial stage.
3. Under a formula to be examined with and agreed upon by MoNE, applications presented by Pilot schools and institutions will be assessed and approved by a "Committee" to be established at central level (MoNE/SVET). Purpose of this "vetting" is not to exclude any Application but, on the contrary, to help applying Pilot schools and institutions to improve their applications, if needed. An additional benefit of this approach will be for MoNE/SVET to have an overall and precise view of the range of the preparatory visits to be undertaken (or received) and, thus, to be in a better position to monitor the scheme and adjust it accordingly.
4. Because of their intermediate and key role position in the SVET Project, Regional managers should be closely associated in the implementation of the preparatory visit

scheme, while in parallel liaising closely with the relevant Provincial Directorate of Education. In coordination with the SVET Project central team, they should advise Pilot schools and institutions in adequately filling the Application form and help them in identifying possible VET schools/training centers to be visited (even if some of them have already established some structured relationship with EU training institutions). In order to be effective, **this advisory/guiding role implies that Regional managers become themselves acquainted with the scheme, sensitized and trained. In fact, they should play a pro-active role in the implementation of this scheme, and it is envisaged that they will each organize during the first half of December 2004 a 1-day briefing meeting with Pilot schools and institutions..**

5. It is equally important that the 30 Provincial Directorates of Education participate actively in the implementation process. While it will be up to each SVET Pilot school or institution to prepare and present its own Application form, a proper procedure has to be set up for making sure that Provincial Directorates of Education are not only informed about the proposed preparatory visits, but also take part in the application process. One formula would be for each Pilot project to send its Application form to MoNE/SVET via the relevant Provincial Directorate, with a copy to the relevant Regional Manager. Further, it is proposed that 1 representative from the Provincial Directorate of education participates in each preparatory visit.
6. Finally, it is emphasized that, in launching this scheme, SVET/MoNE , the preparatory visit have to lead to twinning and partnership arrangements, the content of which, obviously, will vary according to each twinning and partnership arrangement. **In other words, the aim of the preparatory visit is not simply to be informed about the way the visited institution functions, but to lead, as much as possible, to a concrete partnership and twinning agreement.**

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SVET

Empowering schools and training centers and their managers to promote VET Reform

(Action 3.2.3)

Preparatory visits for twinnings and partnership arrangements

Draft letter to to SVET Regional Managers

1. Under Action 3.2.3. referred to above, SVET intends to offer financial support to each of the SVET Pilot schools and institutions for undertaking a preparatory visit to a VET School or a Training Center in an another EU country – as well as for enabling such a VET School or Training center in another EU country to visit its counter part in Turkey. This scheme should start on 1st January 2005 and run until 31st December 2005. It covers both a preparatory visit to an EU VET institution and the attendance to a VET-related seminar taking place in an EU Member State.
2. The preparatory visit, that may last up to 5 days (including 2 travel days). Up to 10 persons from each Project school and institution may participate, half of them representing the business community, the social partners, local authorities and relevant NGOs. 1 representative from each Provincial Directorate of education will also accompany the group. Undertaking a preparatory visit is not an end in itself. Its purpose is to lead to the establishment of a structured twinning or partnership arrangement between the Pilot school or institution and a VET School/Training center established in the EU. The Application note with its Explanatory note contained in the “Information Kit” for Heads of Pilot schools and institutions give specific indications about the objective of such a twinning or partnership and of the preparatory visit to be undertaken.
3. It is the intention of SVET to implement this scheme in an flexible but rigorous manner, in close cooperation with MoNE and the SVET Regional Managers and the Provincial Directorates of education. The objective is to ensure that each Pilot school or institution will have the capacity and the opportunity to undertake a preparatory visit in 2005. While it is foreseen that this scheme will be presented at a forthcoming meeting of Heads of Pilot schools and institutions, Regional Managers will have the responsibility of organizing a specific 1-day information briefing meeting with the Pilot schools and institutions they are following. (during the first half of December 2004). The purpose of these meetings is to explain in detail the approach to be taken, to answer any specific questions regarding the

implementation of this scheme and to help Pilot schools and institutions. Projects in preparing their application in the best possible way. In cooperation with the relevant Provincial Directorates of Education and SVET Central team, Regional Managers with their co-experts can also help Pilot schools/institution to identify, if needed, suitable VET institution(s) in one or several EU countries.

4. Given the fact that not all Pilot schools and institutions may be ready to lodge a suitable application at the same time, the scheme will be implemented in 4 rounds, as stated in the covering note (15 February, 15 May, 15 September and, if necessary, 15 December, 2005).
5. Regional Managers should not limit their proactive role in organizing the 1-day briefing session referred to above. Once the Pilot school/institution preparatory visit will have been agreed by MoNE/SVET, the Regional Manager will be informed about the outcome. It will be his responsibility to monitor the implementation of the preparatory visit, and to ensure coordination between the Pilot schools/institutions they are following.
6. Regional Managers will be asked to organize, in cooperation with the respective Provincial Education Directorates, a second 1-day meeting with the Pilot Projects, some time in June 2005. The purpose of this second session will be to assess the level and quality of implementation, and to provide further advice and guidance.
7. It is also foreseen that by the end of 2005, a workshop will take place in Ankara bringing together all the Pilot schools and institutions and Regional Managers, together with representatives of the 30 Provincial Directorates of Education, of MoNE and SVET, as well as of the business community, of the social partners and of NGOs and the Media. The purpose of this Workshop will be to present a synthesis Report prepared by SVET on the basis of the Reports submitted by the Pilot schools/institutions following their preparatory visit. It will reflect upon the experience acquired so far and examine the potentials for initiating Twinning and Partnership arrangements between the Pilot schools/institutions and EU vocational education and training centers. It is equally foreseen that an exhibition of some kind will take place during this Workshop for enabling Pilot projects to present their preparatory visits.
8. The SVET Conference/Fair "Bridging Gap: Europe-Turkey" (early May 2005 – Istanbul) will offer an other opportunity for establishing potential twinings and partnership arrangements and thus conclude agreements for organizing preparatory visits.
9. As underlined in the Explanatory note contained in the "Information kit", the scheme for preparatory visits is not a "one-way" process. The case may be that some Pilot schools or institutions, because of already established links with an EU vocational education and training institution, may consider that it would be better, under this scheme, to receive the visit of this institution. This is acceptable.
10. A Report at the end of the preparatory visit should be prepared by the Pilot school or institution. The "Information kit" for the Heads of the Pilot schools and institutions contains the framework for a Report. Once completed, this report

should be transmitted by the Pilot school or institution via the proper channel to MoNE/SVET.

SVET

Empowering schools and training centers and their managers to promote VET reform

Action 3.2.3

Preparatory visits for twinning and partnership agreements

Draft information note to Provincial Directorates of Education

1. Under Action 3.2.3 referred to above, SVET, in close cooperation with MoNE intends to support the SVET Pilot schools and institutions in undertaking a preparatory visit to a VET school or a Training center in an EU country with the objective of preparing the ground for a twinning or a partnership agreement. This scheme should start on 1st January 2005 and run until 31 December 2005. It covers both a preparatory visit to an EU VET institution or attendance to a VET-related seminar taking place in an EU Member State.
2. These preparatory visits should last up to 5 days, of which 2 travelling days (including a Saturday to Sunday night – thus 6 overnights). Each group will consist of a maximum of 10 persons, half of them from the the Pilot school/institution with the other half consisting of representatives of the business community, the social partners, the relevant NGOs and the local authorities. 1 representative of the Provincial Directorate of education will also accompany the group. It is expected that, by the end of 2005, all the Pilot schools/institutions will have undertaken such a preparatory visit.
3. Financial support by SVET will cover travel cost to the visited EU country, as well as, if needed, visa cost. Participants will receive a daily allowance. Details of the financial arrangements pertaining to these items can be found in the attached Application form and its Explanatory note. Following their visit, the Pilot school/institution will have to produce a Report, the structure of which can also be found in the “Information kit” to Heads of Pilot schools and institutions.

4. The 6 SVET Regional managers will be responsible for helping Pilot schools and institutions in their respective Region in defining their own priorities, identifying suitable partners and to advising them in filling the Application form. To that end, it is foreseen that, in the first half of December 2004, a 1-day briefing meeting will be organized by each SVET Regional office with the Heads of Pilot schools/institutions.
5. In cooperation with MoNE, SVET wants to underline the importance of Provincial Directorates of Education to be associated in the scheme implementation. While the SVET Regional Offices will play a key advising and liaising role, Provincial Directorates of Education may benefit from participating to this process since, over and beyond their functional and administrative responsibilities, they will thus enrich their knowledge base and be in a better position to contribute to VET reform in their respective Province.
6. It is also foreseen that by the end of 2005, a workshop will take place bringing together the SVET Pilot schools and institutions together with the Regional Managers and their local co-experts and MoNE. This workshop will also be attended by representatives of the business community, the social partners and NGOs. Discussions at this workshop, based on a synthesis report to be prepared by SVET, should enable all participants to confront their experience and findings, and to reflect on the consecutive phase leading to twinnings and partnership arrangements. There again, active participation of representatives of Provincial Directorates of Education will contribute to improving the added value of the preparatory visits.
7. It is emphasized that by offering financial support for preparatory visit, SVET is looking for such preparatory visits to lead to a twinning and partnership agreement. The purpose of the visit is not simply to better know the way a VET institution in a given EU country works, but, jointly with that institution, to identify areas of mutual cooperation as well as the implementation modalities.