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**EUROPEAN STRATEGY TO DEVELOP
AND OPTIMISE PROFESSIONAL TRAINING
IN THE CONSTRUCTION SECTOR**

**TRANSNATIONAL TECHNICAL MEETING
ZZ BUDOWLANI – WARSAW (PL) – FEBRUARY 8, 9 and 10, 2007**

STATEMENT OF DECISIONS

THE WEBSITES RELATING TO THE PROJECTS ARE OPERATIONAL

www.qcase.org

www.copilote.org

They will be used to distribute and confirm results already obtained (public area, open access) and they also allow for an easier exchange of information, which is vital for the progress of the projects (access reserved for partners). Reserved area password: ccca, reserved area access code: btp.

Stage 1 – analysis of available sources for the tutoring function in small and medium-sized companies – expires April 30, 2007: continue the work underway to analyse the tutoring function by acknowledging the following points: to efficiently provide for the next stages of the project.

It would be fitting not to limit ourselves to the description of the official tutoring situation in the partner countries. On the contrary, it is vital to also analyse its unofficial side because that is often what determines the originality of ideas and practices that can be transferred from one country to another:

- Acknowledge the difference of ideas and perceptions of the tutoring function,
- Determine who the tutor is in the company and analyse the contents of the tutoring (ex.: daily monitoring, evaluation), pay close attention to cases where tutoring is being done by several people (ex.: in Germany, Switzerland and Italy),
- Consider both the tutoring in beginning training (tutoring youths) and continuing education (training adults),
- Analyse how the tutoring function is overseen and evaluated (official and unofficial),
- Carry out a documentary analysis of the sources cited by each partner country as well as the results of the research conducted during other projects on in-company tutoring.

It concerns all the possible contexts of the tutoring function: on-the-job training, dual system, schooling and continuing education.

The goal of the project is to best assist NEW STUDENTS, youths and adults, in small companies in the construction sector (strengthening the appeal of the professions and the sector). At the same time, it's about professionalizing learner assistance (TUTORING) and evaluating it, among other things through an acknowledgement based on a common European reference.

Action programme through April 30, 2007 and expected results:

- Pursue and enhance the survey already underway as well as the use of available data (cited by the partners and found outside the partnership) – all the partners agree to do a national evaluation that will not only focus on the current legislation, but also on knowledge of the unofficial tutoring practices; this work will be coordinated and transmitted to the Belgian partner NO LATER THAN MARCH 30, 2007;
- Liege SMB TRAINING is committed to conducting a general and definitive evaluation, comprised of both national monographs and comparisons, linked to the next stages of the project, BEFORE APRIL 15, 2007;
- Confirmation of the first stage shall take place at the transnational seminar planned for April 19, 20 and 21 in Lisbon (PT), final corrections to be brought forward, so that the final document can be produced and confirmed by all the partners, as planned, ON APRIL 30, 2007.

Stage 2 – survey of the expectations and representations for the tutoring function (expires June 30, 2007)

The BYN has proposed doing a survey to collect expectations relating to the tutors, the perceptions of this position in partner countries as well as improvements they wish to see. In all, 4 target groups are being proposed: learners, company managers, in-company tutors and training centre educators.

Each questionnaire shall be comprised of a maximum of 30 questions to facilitate the process, even if the subtlety of the results is lessened. In addition, each partner country will determine the number of questionnaires to distribute, depending on its national situation, while taking care to supply results that are reliable, representative and useable.

Each partner will receive the questionnaires (in French and English) AROUND MARCH 15, 2007 and will need to organise investigative work with the targets in question.

Each national manager will need to supply a commented evaluation for MAY 31, 2007. The BYN has agreed to provide a general evaluation for June 30, 2007 (as planned).

The progress of the work will be discussed at the transnational seminar in Lisbon. It is crucial that every partner has launched the survey before this date so that the initial results can be exchanged and, if necessary, the survey profile can be adjusted.

Stage 3 – establishment of a European reference for the tutors' activities and skills (duration – all year 2007)

Three areas of activity for tutors (official and unofficial function) have been identified:

- Support and assistance for people in training (beginning and continuing),
- Support and assistance for new employees,
- Support and assistance for interns in European exchanges.

The certification reference prepared during the COPILOTE project shall be communicated to all the partners so that they may evaluate the importance of each proposal and complete it.

In the preparation stage, the CR2I requests that each partner sends in their tutoring ideas (this is partly dependent on the results of stage 1 of the project), so that all the activities can be listed for current and future tutors, in all the professional contexts set out by the project. This shall lead to a common European denominator for tutoring. All the documents that have not yet been transmitted must be forwarded to CCCA-BTP FOR MARCH 8, 2007. They will then be forwarded to the CR2I.

Work programme:

- Compilation to be done by the CR2I and the BZB, with the help of a questionnaire to be filled in by the partners before the meeting planned in Lisbon,
- Presentation of the tutor's professional profile during the meeting in Lisbon (activities and tasks),
- Presentation of the professional skills reference during the meeting planned in Liege (BE) in September 2007.

A meeting will be organised between the CR2I and the BZB at the end of June or the beginning of July during which the results of stage 2 will be integrated into the process of establishing a European reference for tutor activities and skills.

Stage 4 – establishment of a communication strategy and a toolbox kit for promoting the tutoring function

Before the meeting in Warsaw, EACH PARTENR is asked to reflect on following problems:

- A communication strategy, what is it for each partner?
- What results does each one expect from this measure within the COPILOTE project?
- What are, for each partner, the components of this communication strategy?

An initial evaluation of this analysis, per partner, is published in the full minutes of the Warsaw meeting (available in French on www.copilote.org). More details will be added to this analysis and each partner will be called upon to provide additional items.

Work programme for stage 4		
<i>Expires</i>	<i>Main theme addressed</i>	<i>Resources for successful completion of the task</i>
Warsaw February 9, 2007	Collective consideration on a future communication strategy (for the future log book)	Use of documents partners have provided before now. Partial results from stage 1 of the project. Use of the partners' thoughts.
2-month interval		
Lisbon April 21, 2007	Confirmation of the log book for the chosen communication strategy	Use of the final results from stages 1 and 2 as well as the partners' thoughts. Tools available for writing up a log book, giving rise to consultation.
2-month interval		
Liege September 15, 2007	Definitive vision of the communication strategy planned (content and form)	Usual supporting material for establishing the content and form of the communication to be implemented. Call upon an external provider to design the tools. Creation of the tools.
2-month interval		
Throughout November 2007	Distribution and evaluation of the initial results	Exhibition of the results with all suitable form. Manning of the booths.

COPILOTE Website

The www.copilote.org website is now operational and continues to need information so it can accurately reflect the work already accomplished. At the same time, it should be a real tool that helps every partner fully take part in the project.

All the documents to be published on the site must be sent to CCCA-BTP for approval and coherency. The official languages of the site are French and English, but national documents may be published in each partner's language. Only common items should be presented in French and English.

Practical working of the site:

- Plan for the possibility of sending an email to all the partners (automated or not) as soon as there is a new document on the site,
- Include documents on lasting professionalisation,
- Each partner can propose modifications in the site's configuration,
- Plan procedures for large files to be uploaded directly to the site so that the partners' email inboxes are not blocked.

Administrative and financial management of the COPILOTE project

Each partner in the COPILOYE project must forward its quarterly earnings statement to the CCCA-BTP using the model that will be sent by email and made available on the website. **For the last quarter 2006 (from October 1 to December 1, 2006), CCCA-BTP expects the earnings statement by March 15, 2007 at the latest¹.** Calculation methods must be detailed and photocopies of supporting materials (including salary calculations) must be sent for all eligible expenses.

Communication

It is vital to implement, as quickly as possible, a strategy for the evaluation, communication and distribution of results from the two projects. The COPILOTE and Q-CASE websites will contribute to this.

In addition, professionals must be involved in the production and distribution of the project results. To this end, **it is important to identify means of expression, publications and any other useful means** to make the projects known.

Therefore, each partner shall carry out, BY THE END OF MARCH 2007, A COUNT OF THE MEANS OF EXPRESSION in which the results of the work can exist in its country. Same measure for the publications in which articles about the project can be included.

Participants in the COPILOTE and Q-CASE projects express their thanks to the Polish partner BUDOWLANI, and especially to its national secretary Jakub Kus, for excellent organisation and efficient work preparation.

¹ The necessary documents for establishing this earnings statement have been distributed by the CCCA-BTP by email.