

ICT

Information and Communication Technologies for
Business Management

Initial Vocational Training Initiative



OBJECTIVES OF THE INITIATIVE

The objectives of the “ICT for Business Management” Initial Vocational Training Initiative is to give a group of Further Education HND Level students the opportunity to:

- Acquire skills to foster their future employability
- Acquire a better motivation to learn
- Get to know the European Labour Market
- Learn in a different training environment
- Learn in a different country
- Have a practical in company training experience

TARGET GROUP

The “ICT for Business Management” Initial Vocational Training Initiative is addressed to a group of Further Education HND Level students accompanied by one or two teachers.

The students involved in the initiative should have good school grades and should be willing to have a European experience helping them to develop specific skills related to their subject area as well as to get to know the Italian labour market in their subject area.

RELEVANCE OF THE INITIATIVE

The “ICT for Business Management” Initial Vocational Training Initiative is relevant to respond to the needs of the students involved because it will give them the opportunity to:

- Learn abroad, in a different training environment that provide them with a better approach to the European Job Market
- Develop practical skills that enhance their future employability, for this reason the classroom based part of the initiative is organized integrating theory and practice and is always supported by practical simulations and activities.
- Have a direct contact and get to know the European Labour Market, participating in in-company training activities so as to understand the needs and expectations of companies making use of new technologies for Business Management, also learning about different existing experiences and work methods of another European Country (i.e. Italy)
- Visit and get to know foreign companies (i.e. Italian companies) operating in their field of study, to better understand their needs and expectations, thanks to the in company training activities that will be organized. The students will therefore have the possibility to discover how companies operating in Italy in their field of study, carry out their activities. The students will find out how these companies organize their work as well as the specific skills and expertise their staff should have.

- Get in contact with students of other country, attending the same course of study. This will give the students involved the opportunity to develop a more aware and open minded approach to the concept of European citizenship, through the visits to Italian Vocational training Institutes and technical and vocational schools.

PREPARATION

The students involved in the “ICT for Business Management” Initial Vocational Training Initiative, before the beginning of the mobility project will have to:

- Review the basis of the data processing subject in order to be ready for the practical course and in-company training.
- Carry out a brief study on the Italian labour market and prepare a list of questions and topics of discussion that will be proposed to the managers of each of the Italian company they will visit during the in-company training. The questions and topics of discussions will be checked and revised by the students and teachers before their departure for Italy and will then be proposed to each of the companies visited.
- Carry out a brief study on the Italian education system and prepare a list of questions and topics of discussion for the teachers and students of the Italian secondary schools and institutes that they will visit.

ORGANIZATION AND PRACTICAL SUPPORT

The “ICT for Business Management” Initial Vocational Training Initiative has a total duration of 2 weeks, they are organized in:

- 3 days of classroom based training
- 3 days of enterprise based training and study visits
- 2 days of cultural visits

Therefore at the end of the initiative, the students will:

- have received classroom based training organized alternating theory and practice and integrating simulations.
- have analysed the working method of 6 different enterprises and 2 vocational schools
- have acquired a practical experience of the Italian labour market.
- have gained awareness of Italian cultural assets.

The “ICT for Business Management” Initial Vocational Training Initiative is combined with an “all inclusive” meals and accommodation package for every participant.

The package proposed includes:

- 13 nights stay in Florence in 6/8 bedroom hostel + a shared bedroom for the teachers.
- 12 breakfast at the hostel
- 10 buffet lunches at Pixel
- 4 lunches with ticket restaurants
- 13 dinners in the Hostel
- 8 local travels for study visits

MONITORING

During the “ICT for Business Management” Initial Vocational Training Initiative the supervision of the participants is carried out in close cooperation between Pixel trainers and tutors and the students’ national school teachers. The correct development of the training programme is monitored by the organizers of the initiative at Pixel, the host institution. The progress of the students is monitored through the delivery of an Entry Test on the day of arrival and an Final Test on the day of their departure. The content of the test is the same, this allows the measurement of the skills acquired during their stay in Italy.

VALIDATION OF THE ACQUIRED SKILLS

Each student involved in the “ICT for Business Management” Initial Vocational Training Initiative, at the end of the two weeks, receive a the Europass Mobility document to record the competences acquired during the initiative itself. The document is produced in cooperation between Pixel and the school in the country of origin. Also, each student have to pass a specific examination at their school to receive a specific school grade by their teacher to assess and validate the skills acquired during the experience abroad.

EVALUATION

Each participant in the “ICT for Business Management” Initial Vocational Training Initiative, at the end of the two weeks, is asked to fill in an evaluation form focusing on all aspects of their mobility experience in Italy. The evaluation forms are collected by Pixel and they are used to create an evaluation Report on the experience. The results of the evaluation are used for the planning of further mobility initiatives that will be based on the strengths of the experiences concluded and will overcome the weaknesses.

THE HOST ORGANIZATION

GENERAL DESCRIPTION

The initial vocational training initiative is organized by Pixel, an education and training institution based in Florence (Italy). Pixel was created in 1999 and now has a permanent staff of 15 people and a network of about 100 external experts and trainers that cooperate with them on specific activities.

Pixel has over 10 years of experience in the following areas:

- **In Service Training** addressed to Public Authorities, Universities, Schools, Training Institution, Cultural Associations.
- **Initial Vocational Training**, addressed to persons undergoing education and vocational training, to support the acquisition of transversal skills to support their insertion in the labour market.
- **European Projects.** 60 projects were carried out to date in the field of education, training and culture.
- **Projects funded by the European Social Fund.** 40 projects carried out to date in Tuscany in the fields of initial vocational training and in service training.

Pixel has developed cooperative agreements and partnerships throughout Europe with over 400 institutions. Pixel's European partners are: ministries, universities, schools, regions, provinces, municipalities, training institutions, research centres, cultural institutions, schools, hospitals etc. in 30 different European countries.

Pixel is engaged in a constant improvement in the quality of training and consulting services performed. Pixel obtained quality certification according to UNI EN ISO 9001:2000. Pixel is accredited as a training agency in the Ministry of Education. Pixel is accredited as a training agency in the region of Tuscany.

More information on the expertise of Pixel can be found at: <http://www.pixel-online.net>.

STAFF EXPERIENCE AND EXPERTISE

The initial vocational training initiative, at Pixel, is organized by:

- Dr. Elisabetta Delle Donne has over 15 years of experience in the planning and management of international education and training events. She is in charge of the creation of the programme for the group of students, of the identification of the trainers and experts who deliver the practical course, who are chosen among the network of about 100 experts who continuously cooperate with Pixel.
- Dr. Andrea Peraldo has 10 years of experience in the organization of international training events. He is in charge of the contacts with the local bodies who are actively involved in the initiative (i.e. enterprises, social parties, schools etc). He organizes all activities related to in company training and study visits.
- Dr. Stefano Zanini has a 3 year experience in the support to the organization of international training initiatives. He is in charge of tutoring the group of students and is with them from their arrival until their departure. He organizes the cultural visits and social events.
- The trainers involved in the delivery of the classroom based part of the initial vocational training initiative have a long experience in delivering courses for initial vocational training, adopt a very practical approach for the training, based on the constant integration between theory and practice and speak a very good and clear English.

THE PROGRAMME

Week 1

	Activities	Information on Activities
Monday 7 March	Morning (9:00 – 13:00)	<p>Presentation of all participants in the study visit</p> <ul style="list-style-type: none"> • Presentation of Pixel and practicalities • Brief self presentation of the trainers and tutors • Power Point Presentation of the school involved • Brief self presentation of each of the accompanying teachers • Brief self presentation of each of the participating students. This can include, for example: name, nationality, age, type of studies carried out, future perspectives in terms of studies/ work opportunities, expectations from the mobility initiative to Florence etc. <p>Italian Language Lesson</p> <ul style="list-style-type: none"> • Self presentation • Italian Basic Phrases
	Afternoon	Cultural Visits
Tuesday 8 March	Morning (9:00 – 13:00)	<p>Classroom Training on: Excel for Financial management Part 1</p> <ul style="list-style-type: none"> • The use of Excel for Business and Financial Management • Advanced formatting and management of Excel spreadsheets • Creation of Formulas • Management of existing financial formulas • Creation and use of graphics for Business and Financial Management • Practical simulations
	Afternoon	<ul style="list-style-type: none"> • Free time
Wednesday 9 March	Morning (9:00 – 13:00)	<p>Classroom Training on: Excel for Financial management Part 2</p> <ul style="list-style-type: none"> • Effective use of Filters and subtotals • Effective use of Pivot Tables • Excel-based Business Modeling • Budget Analysis through Excel • Analysis of existing Excel based templates for Business and Financial Management • Practical simulations
	Afternoon (15:00 – 17:00) <i>Meeting at least one hour earlier in Pixel</i>	<p>Enterprise Training: visit to Mummu Accademy</p> <ul style="list-style-type: none"> • Presentation of the company • Overview of the company activities and organization • Analysis of the company work methods • Presentation of skills needed by the company's staff • Questions and Answers Session
Thursday 10 March	Morning (9:00 – 10:45)	<p>Study Visit: ITI Leonardo Da Vinci. Vocational Training Institute</p> <ul style="list-style-type: none"> • Presentation of ITI Leonardo Da Vinci • Overview of ITI Leonardo Da Vinci activities and organization • Visit to the structures of the ITI Leonardo Da Vinci • Presentation of the new starting ITS course
	Afternoon (14:00 – 18:00)	<p>Classroom Training on: Power Point for Business Presentations</p> <ul style="list-style-type: none"> • Effective use of Power Point for Business Presentations • Creation of a personalized presentation template • Effective exploitation of Multimedia in Power Point presentations • Practical simulations
Friday	Morning (11:00 – 12:00) <i>Meeting at least one hour earlier in Pixel</i>	<p>Enterprise Training: Visit to PromoFirenze</p> <ul style="list-style-type: none"> • Presentation of the company • Overview of the company activities and organization • Analysis of the company work methods • Presentation of skills needed by the company's staff • Questions and Answers Session

11 March	Afternoon (14:00 – 18:00)	Classroom Training on: Power Point for Business Presentations <ul style="list-style-type: none"> • Integrated use of Power Point with Excel and Word • Advanced presentation techniques • Practical simulations
-----------------	-------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Week 2

	Activities	Information on Activities
Monday 14 March	Morning (9:00 – 13:00)	Italian Language Lesson <ul style="list-style-type: none"> • Eating in Italy
	Afternoon	Free time for Cultural Visits
Tuesday 15 March	Morning (9:00)	Study Visit: Cellini. Vocational Training Institute <ul style="list-style-type: none"> • Presentation of the school • Overview of the activities and organization • Visit to the structures of the school • Presentation of the new starting ITS course
	Afternoon (14:00 – 18:00)	Classroom Training on: Access for Business Management Part 1 <ul style="list-style-type: none"> • Working with tables and databases • Data insertion, updating and check • Ordering, searching and selecting tables • Linking, importing and exporting tables Practical simulations
Wednesday 16 March	Morning (9:00 – 13:00)	Classroom Training on: Access for Business Management Part 2 <ul style="list-style-type: none"> • Example Queries • Creation of queries on several tables and crossed queries • Practical simulations
	Afternoon (15:00-17:00) <i>Meeting at least one hour earlier in Pixel</i>	Enterprise Training: Connectis <ul style="list-style-type: none"> • Presentation of the company • Overview of the company activities and organization • Analysis of the company work methods • Presentation of skills needed by the company's staff • Questions and Answers Session
Thursday 17 March	Morning (09:00 – 13:00)	Classroom Training on: Access for Business Management Part 3 <ul style="list-style-type: none"> • Using queries • Use of the Masks • Personalized Masks on several tables • Print reports • Practical simulations
	Afternoon	Free time
Friday 18 March	Morning (09:00 – 13:00)	Classroom Training on (2 hours): Access for Business Management Part 4 <ul style="list-style-type: none"> • Print postal addresses • Prepare advanced reports • Practical simulations Evaluation of the Course (2 hours) <ul style="list-style-type: none"> • Evaluation and Certificates
	Afternoon (15:00-17:00) <i>Meeting at least one hour earlier in Pixel</i>	Enterprise Training: visit to Space SpA <ul style="list-style-type: none"> • Presentation of the company • Overview of the company activities and organization • Analysis of the company work methods • Presentation of skills needed by the company's staff • Questions and Answers Session

INFORMATION ON THE INITIATIVE

Target Group	Secondary school students, Vocational school students
Language	The language used during the mobility experience is English
Location	The initiative is held at Pixel, in Florence (Italy)
Dates	To be decided
Time	2 weeks Mondays and Fridays: 8.30 - 13.30 Tuesday, Wednesday, Thursday: 8.30 – 17.00 Saturday, Sundays: free time
Organization	<ul style="list-style-type: none">• 8 half day of classroom based training• 8 half day of enterprise based training and study visits• 4 half days of cultural visits
Participation Fee	Participation fee: 1.300 eur per participating student 1.600 eur per accompanying teacher

INSTRUCTIONS TO CANDIDATES APPLYING FOR A LEONARDO DA VINCI IVT (INITIAL VOCATIONAL TRAINING) MOBILITY GRANT

How to apply for a grant:

1. Criteria For Eligibility

- 1.a) The request for grant must be submitted to the Lifelong Learning National Agency.
- 1.b) Individuals cannot apply for funding, it must be the education and/or training institution who applies for the grant
- 1.c) It is important to enclose the letters of intent to the grant. The letter of intent will be provided by Pixel as hosting organization
- 1.d) The financial budget section of the application form must be completed. It is very important to consult the national Agency web site to check the amounts of the maxima.
- 1.e) The application must be submitted to the Lifelong Learning National Agency.
- 1.f) The Lifelong Learning Programme National Agency contact details can be found at:
http://ec.europa.eu/education/programmes/llp/national_en.html

2. Quality Criteria

- 2.a) The application for the mobility grant should demonstrate that it responds to the students' specific needs
- 2.b) It is important to involve a multiplayer partnership, including, besides Pixel as host organization, also national actors such as: national public authorities, organization of enterprises, trade unions etc. They should provide evidence of the training needs in the project subject area. Enclosed to the project it is therefore better to include, besides Pixel letter of intent, also letters from national social partners, industry or sectoral bodies, SMEs, local authorities, trade unions etc.
- 2.c) It is important to plan for an official recognition of the acquired training skills (e.g. school credits).
- 2.d) The students should undertake a preparation period before the study visit (e.g. language skills, cultural information etc)
- 2.e) A follow up strategy should be implemented. I.e. It is important to describe what happens after the study visit.

For further information please contact:

Andrea Peraldo
Pixel
Via Luigi Lanzi 12
50134 Firenze
Tel. 055-48 97 00
Fax. 055-462 88 73
e-mail: andrea@pixel-online.net
<http://www.pixel-online.net>