



**CEDEFOP**

European Centre for the Development  
of Vocational Training



Education and Culture DG

Lifelong Learning Programme

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## **Knowledge sharing seminar for study visits organisers**

### **Workshop I**

#### **How to set up a good programme**

The organisers participating in this workshop are expected to:

- share their experiences in preparing the content of their study visit,
- discuss how the handbook helped them to prepare for the visits.

The handbook for organisers of study visits gives clear guidelines supporting the organisers to prepare their visits. The assessment of the group reports in the past shows that some of the recommendations provided in the handbook are not always implemented. Participants stress that their learning experience would have been more beneficial if:

- the programme of the visit corresponded closely with the catalogue description, thus, avoiding false expectations;
- the participants could provide in advance about their specific interests, this information was circulated before the visit and considered when developing the content of the visit;
- the participants received detailed information about the programme of the week, host institutions and speakers beforehand so that they could prepare in more depth and offer feedback;
- the programme included various opinions and approaches from different stakeholders: policy makers, representatives of national/regional/local authorities, social partners, teachers and trainers, heads of institutions and students;
- the programme included not only presentations of policies and their implementation but also evaluation of their effectiveness;
- the participants were made aware of the socio-economic context in relation to the theme of the visit as well as of an overview of the national system of education and training of the host country at the start of the study visit.



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**Moderators should structure the discussion and reporters should report on the following:**

1. What were the difficulties experienced organisers had in dealing with the above mentioned issues and how did they manage to overcome those?
2. What do you expect the national agencies and Cedefop to do in order to support you in preparing your visits?
3. Which are the benefits of hosting and organising a study visit?
4. What is your opinion of the handbook for organisers? Are there any issues that could be added or described more clearly?