



CEDEFOP

European Centre for the Development
of Vocational Training



Education and Culture DG

Lifelong Learning Programme

Preparation of good quality visits

Role of organisers

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Cedefop

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Study visit

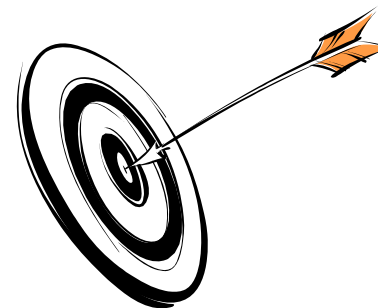
a great **learning** experience

both for your participants

and your institution



Our aim



- To help you to prepare a good quality visit
- To stimulate ideas for the following discussion



Quality of study visits

quality of exchange
of experiences and expertise
among the participants and the hosts
regarding education and training policies and practices

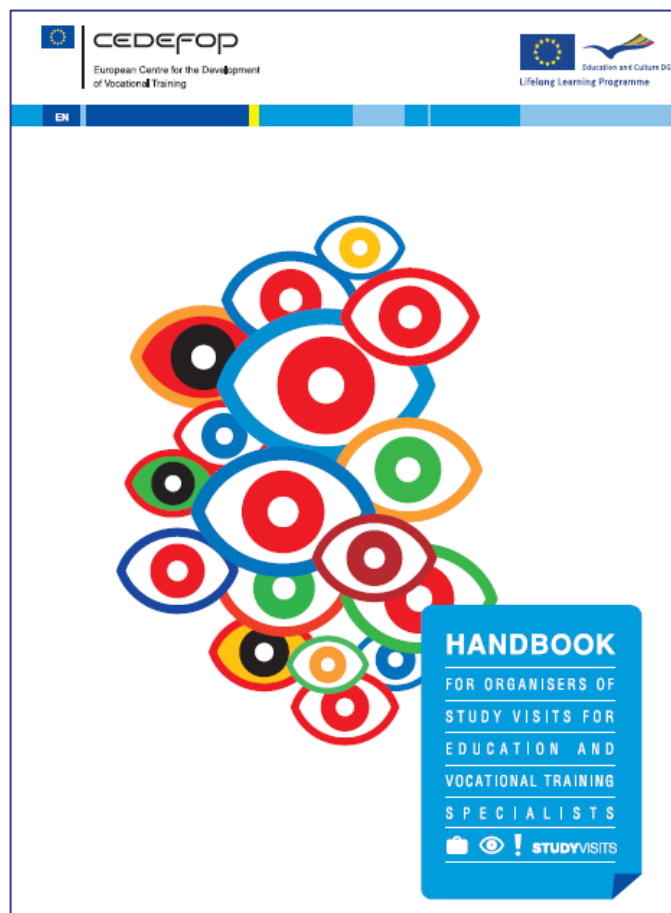
- participation
 - content
- organisation
- results/impact

Quality of study visits (2)

- **preparation**
- **implementation**
- **follow up and dissemination**



Handbook for organisers





Participants (1)

- Different
 - countries
 - education and training systems
 - professional background and interests
 - mother tongues
- Similar
 - considerable experience
 - interest in the E&T system of your country
 - interest in the theme
 - multipliers and potential partners





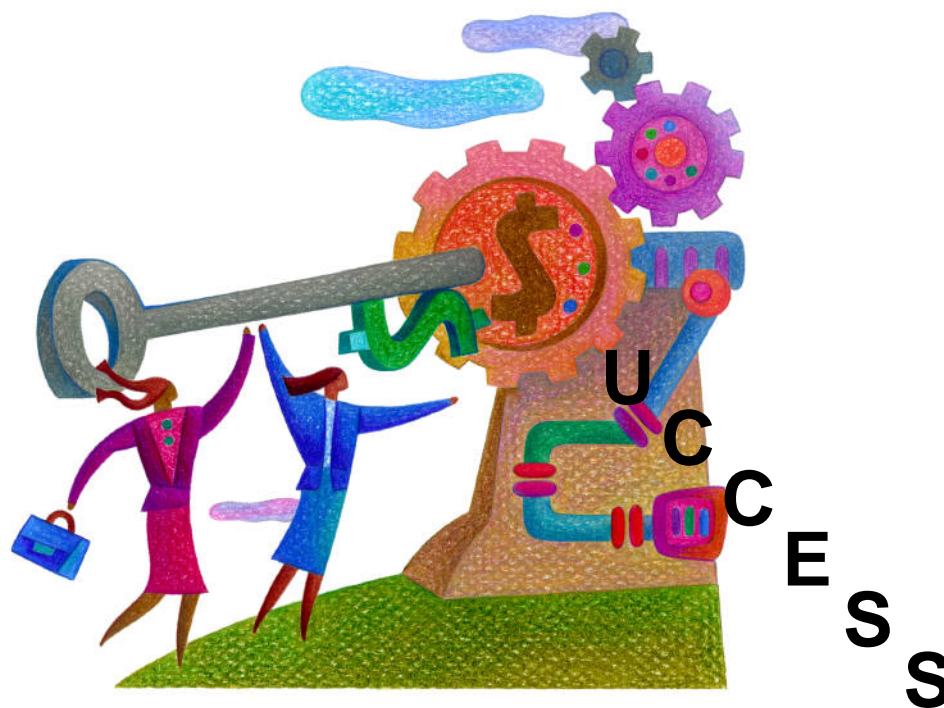
Participants (2)

- start early and keep regular communication
- get to know
- give instructions for their contributions
- learn from their experience and expertise
- give time to talk and reflect
- be flexible and open-minded
- keep in touch after visit





Content is



the key



What
Why
How
Whom



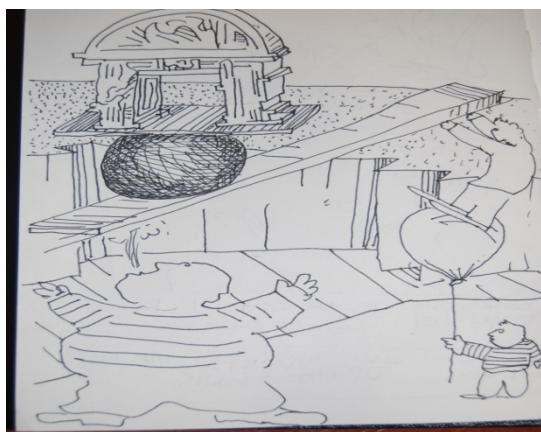
Content

- interesting and stimulating
- correspond to the catalogue (expectations)
- relevant to theme
- relevant to participants' background
- presented in a well-structured and multi-dimensional way





Content (2)



- clear objectives and expectations
- balance and complementarity
- quality versus quantity
- all voices heard, various perspectives seen
- materials in the working language of visit



Organisation (1)

- teamwork
- learning objectives for your organisation
- visibility
- coordination of speakers and visits
- time planning
 - *discussion, discussion, discussion*
 - *networking*
 - *group report*
 - *good wrap-up session*





Organisation (2)

- practical arrangements (hotel, meeting rooms, transportation)
- accompanying group at all times
- clear guidelines and instructions
- cultural activities
- certificate of attendance





After visit



- reflect on your experience
- tell others about the visit (in your institution and wider)
- maintain contacts
- participate in events
- promote the study visits programme



Follow the hints and keep advice in mind

BUT

BE CREATIVE AND FLEXIBLE!





Have a fruitful and interesting visit!

