



Thessaloniki, 15 July 2004

## **Vade-mecum on how to set up a TTnet National Network**

Cedefop considers that the initiative to establish, launch and run TTnet national networks should come from the Member States which will also decide which operating systems and arrangements are most appropriate.

However, the ultimate objective is to promote a network of national networks aimed at establishing a permanent system of communication (flux) within and between the national networks as well as with their environment (Cedefop, Commission, other stakeholders).

It seems therefore appropriate to put forward some common guidelines so that these national networks are as compatible as possible.

This document sets out a number of guidelines that have arisen from the work of TTnet since its establishment in 1998.

### **1. Organisation and functioning of the TTnet network**

The Training of Trainers Network - TTnet - is a network of national networks which was set up by Cedefop in 1998 as a Pan-European forum to allow key players and decision-makers in the field of training of teachers and trainers to share practices, knowledge and expertise on key issues in the training and professional development of vocational teachers and trainers<sup>1</sup>.

The mission of TTnet is to contribute to the professional development of VET teachers and trainers by analysing and sharing good examples of practice and constructing a common framework of reference for teachers' and trainers' competences and qualifications.

TTnet does not provide training for teachers and trainers but rather aims to spark debate, create synergies and produce recommendations and tools for the community of VET professionals.

---

<sup>1</sup> The target group of TTnet is teachers and trainers of initial and continuing vocational training.

# *TTnet - Training of Trainers Network*

---

TTnet operates at three levels of activities:

- National level: the national networks. This level is the heart of the network. The national networks function as forums for discussion and cooperation among key national players and decision-makers in the field of training of teachers and trainers. The discussion and cooperation are intended to highlight key priority themes for teachers and trainers at national level as well as to identify, analyse and disseminate good examples of practice. The national networks act as interfaces between the national, transnational and Community levels.
- Transnational level: thematic projects. The thematic projects are set up around key priority themes which are of common interest to several national networks and which aim to produce a common expertise to be made available to the whole network and beyond.
- Community level: Cedefop. Cedefop's role is to guide and coordinate the network as a whole. It provides logistic, intellectual and steering leadership to the network's activities. In this connection, a number of activities are developed, such as:
  - studies on transversal themes;
  - specific publications (dossiers, articles, etc.);
  - the TTnet site in Cedefop's European Training Village and the TTnet Virtual Community.

Furthermore, Cedefop promotes the Community dimension of the network by ensuring its specific contribution to the Community policy framework for VET teachers and trainers ("Objectives" and Copenhagen processes).

## **2. National network: main features**

National networks are led by a national organisation chosen by Cedefop on the basis of the following criteria:

- (a) its key role and representative nature in the field of vocational education and training at national level;
- (b) its experience in the field of training of VET teachers and trainers;
- (c) its involvement in networking activities at national and transnational level.

The national organisation appoints a coordinator who is in charge of the management of the network at its various stages of development.

## **3. Objectives and phases of a national network**

### **Launch phase**

## *TTnet - Training of Trainers Network*

---

- To identify and mobilise the key national actors to be involved in the network (see section 4 below).
- To check whether there are other networks with similar aims with which synergies could be established.
- To define, from the early stage, the network national priorities in the field of VET teachers and trainers and its objectives.
- To organise, in close cooperation with Cedefop, a "national network founding seminar" which is intended to set up the network and to draw up its objectives and operating framework.

### **Development phase**

- In close cooperation with the members of the national network, to establish the overall yearly action plan by:
  - defining the working themes of the national network based on the national priorities (see above) and the themes of the TTnet network as a whole;
  - identifying the target groups of the network (i.e. vocational teachers, trainers in enterprises, etc.);
  - defining concrete objectives and results.
- To mobilise and involve the network members in the various activities of the network.
- To contribute to the network transnational activities (i.e. workshops, studies) by identifying specific expertise within the network.
- To foster information and practice sharing among the national network members.
- To ensure visibility of the network activities at both national and transnational level.
- To contribute to the TTnet Annual Conference organised by Cedefop to take stock of achievements and plan future work.
- To produce the network's annual activity report.

### **4. Composition and profile of network's members**

The national networks are not formal and/or institutional structures, but mainly communities of practitioners, even closely linked to the policy context.

The members of the national network, at public and/or private levels, should be directly involved in the field of training of teachers and trainers. It is suggested to associate the following partners with the network from the outset: decision-makers (Ministries of Education and Labour), training of teachers and trainers organisations, professional organisations, universities, businesses, the social partners, documentation and research centres.

### **5. Funding**

Funding is based on the principle of "**complementary funding**".

Cedefop is concentrating its funding on common activities, such as:

- annual conference of TTnet national coordinators;
- thematic workshops on specific topics;
- transversal thematic studies;
- dissemination and publication of common results.

In addition to that, a flat-rate remuneration is allocated to the organisation of the national network founding seminar.

Each national network will bear the costs of activities carried out at national level. In this connection, each network member should indicate the human and financial resources made available for the development of the network.

More specifically, various alternatives for the funding of the activities to be carried out at national level may be envisaged, such as:

- financial input from the national coordinator or other stakeholders;
- participation in Community-funded projects;
- consultancy and provision of services.

\*\*\*