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VETpreneur

# MODEL (ToT) OBUKE

ZA NASTAVNIKE I EDUKATORE O INTEGRACIJI ENTRECOMP U  
PROCES NASTAVE I UČENJA



# THE MODEL OF (ToT) TRAINING

FOR TEACHERS ON INTEGRATION OF ENTRECOMP INTO TEACHING &  
LEARNING

ERASMUS+

Izgradnja kapaciteta u VET

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## O ToT OBUCI I KAKO KORISTITI DIZAJN

ToT obuka o integraciji EntreComp u proces nastave i učenja je obuka stručnog usavršavanja namenjena edukatorima u neformalnom obrazovanju i obuci ali i nastavnicima u formalnom VET obrazovanju. Sastoji se iz 2 modula, od kojih je prvi namenjen EntreComp kompetencijama a drugi metodološkoj obuci edukatora. Prvi modul je namenjen edukatorima i nastavnicima koji naposredno izvode obuke i nastavu. Drugi modul je namenjen edukatorima-trenerima koji treba da obuče svoje kolege edukatore odnosno nastavnike. Oba modula su kreirana kao jednodnevne obuka u trajanju od po 6 sati, ukupno 12 sati.

Naziv prvog modula je: Obuka o integraciji EntreComp u program obuke. Svrha ovog modula je da obuči kolege u svojoj obrazovnoj ustanovi kako da integrišu EntreComp u svoje nastavne jedinice i u procese nastave i učenja na koje imaju uticaj, i kako primeniti instrumente za validaciju stečenih EntreComp kompetencija.

Naziv drugog modula je: Metodološka obuka za edukatore. Ovaj modul je namenjen ToT edukatorima koji žele da u svojoj obrazovnoj ustanovi organizuju obuku za koleginice i kolege nastavnike i edukatore.

Ovaj materijal čine:

- dizajn obe obuke – matični prikaz celine obuke kroz pojedinačne sesije, teme, ishode učenja, metode i materijale koje treba koristiti u posmatranoj sesiji,
- hodogram obe obuke – narativni vodič kroz sesije sa instrukcijama i objašnjenjima za edukatora koji priprema ovu obuku za izvođenje,
- dodaci – materijali za korišćenje tokom obuka;

Dizajn i hodogrami su pripremljeni kao okviri za izvođenje modula. Iz dizajna i hodograma se može steći uvid u celinu obuke i kako se zamišljeno da se sadržaj prenese učesnicima te ostvare ciljevi obuke. Edukatori koji pripremaju ovu obuku za izvođenje, mogu koristiti ovaj materijal kao orijentir. U pripremi obuke, edukator će koristiti ovaj materijal u onoj meri i na onaj način koji je njemu/njoj potreban i koristan, te će modifikovati obuku (trajanje, sadržaj i metode) i prilagoditi je potrebama učesnika.

## ABOUT THE ToT TRAINING AND HOW TO USE THE DESIGN

The ToT training on the integration of EntreComp into the teaching and learning process is a professional development training created for educators in non-formal education and training as well as for teachers in formal VET education. It consists of 2 modules, one about EntreComp, and other about methodical approach of educator. The first module is intended for both, ToT educators (those who will train their colleagues educators and teachers), and educators and teachers delivering training and teaching to students and learners. The second module is intended only for ToT educators. Both modules are designed as a one-day training sessions, each lasting 6 hours, in total 12 hours.

The first module title is: Training on integration of EntreComp competences in a training programme. Purpose of this training module is to train colleagues at home educational institution on how to integrate EntreComp in their teaching or training units and in the teaching and learning processes they influence, and how to apply instruments for the validation of the EntreComp competences.

The second training module title is: Methodical training for educators. This module is for ToT educators to better prepare for training delivery.

This material consists of:

- Both module designs – a matrix presentation of the entire training through individual sessions, topics, learning outcomes, methods and materials that should be used in the observed session,
- Both training walkthrough – a narrative guide through the sessions with instructions and explanations for the educator are preparing this training for delivery,
- Annexes – materials for use during both training;

The design and walkthrough documents are prepared as a frameworks for delivering the modules. From the design and the walkthrough document, one can gain insight into the entire training and how the content is suggested to be presented to the participants and training objectives to be achieved. Educators preparing this training for delivery can use this material as a reference. In preparing the training, the educator will use this material to the extent and in the way that he/she needs and find it relevant and useful, and will modify the training (duration, content and methods) and adapt it to the needs of the participants.

## DIZAJN PRVOG MODULA

<b>Naziv modula:</b>	<b>Obuka o integraciji EntreComp u program obuke</b>
<b>Datum i mesto:</b>	
<b>Obuku izvode:</b>	
<b>Ciljevi obuke:</b>	<ul style="list-style-type: none"> <li>- Upoznati edukatore i nastavnike sa evropskim okvirom za preduzetničke kompetencije, njegovom primenom u VET, i načinima za integraciju odabranih kompetencija u program obuke;</li> <li>- Upoznati edukatore i nastavnike sa instrumentima za validaciju preduzetničkih veština i načinom integracije instrumenata u program obuke;</li> <li>- Podstaći edukatore i nastavnike da razmišljaju preduzetnički, da prepoznaju mogućnosti da u svoje nastavne jedinice ugrade sadržaje koji podstiču preduzetničke kompetencije;</li> </ul>
<b>AV pomagala</b>	- Tokom obuke koristiti projektor i platno za prikaz prezentacija.

Vremenski slot	Sesija i teme	Metodi	Ishodi učenja	Materijali i pomagala
09.00 – 10.00 (60')	<b>UVOD U OBUKU I ENTRECOMP</b> 20' Predstavljanje ciljeva obuke, načina rada i učesnika 40' Predstavljanje EntreComp okvira – šta edukator/nastavnik treba da zna o EntreComp-u	Izlaganje sa radioničarskom igricom Izlaganje sa diskusijom	Upoznavanje sa EntereComp okvirom i njegovim značajem u obrazovanju i obuci i izdvajanje sadržaja koji educator/nastavnik treba da zna i razume o ovoj temi, tako da bude	Instrukcija za igricu predstavljanja Prezentacija o EntreComp Toolkit

			siguran da dovoljno poznaje EntreComp okvir, da može da diskutuje o njemu sa učenicima, i da može da ih podstakne da razmišljaju preduzetnički.	
10.00 – 10.45 (45')	<b>Oblikovanje sopstvenog "midset"-a</b> 20' Vrednosni pristup preduzetničkim kompetencijama  25' Uloga edukatora/nastavnika i uloga učenika u podsticanju i razvoju preduzetničkih kompetencija kroz proces učenja	Izlaganje, individualni rad i diskusija  Izlaganje sa diskusijom u malim grupama ili u paru (zavisi od veličine grupe)	Upoznavanje sa načinom upravljanja institucijom u kojem se preduzentičke kompetencije tretiraju kao vrednost i podstiču se kroz organe upravljanja i politike institucije. Sagledavanje u kojoj meri naša institucija podstiče preduzetištvo kao vrednost. Rasvetljavanje kako učenici i nastavnici treba da razumeju značenje „ <i>biti preduzetan</i> “ i kako to utiče na razvoj i rast pojedinca, lokalne i šire zajednice. Razumevanje šta je dobro informisan učenik sa pozitivnim stavovima prema preduzetništvu.	Instrukcija za individualni rad Toolkit  Instrukcija za diskusiju u malim grupama Toolkit
10.45 – 11.00 (15')	Mala pauza			
11.00 – 13.00 (120')	<b>Metode u obuci – kako želimo da vidimo da se naši učenici uključuju u aktivnosti učenja?</b>	Rad u paru, predstavljanje sa javnim nastupom	Saznavanje o metodeama podučavanja/učenja i načinu njihove primene u obuci ili predavanju.	Instrukcija za rad u paru Toolkit sa metodama
13.00 – 14.00 (60')	Pauza za ručak			

<p>14.00 – 14.45 (45')</p>	<p><b>Kako? Ovako.</b> 15' Integracija EntreComp kompetencija u nastavnu jedinicu – pristup i primer</p> <p>30' Predstavljanje VALI-COMP modela i instrumenata, kao i integracije modela i primene instrumenata.</p>	<p>Izlaganje</p> <p>Izlaganje sa radom u malim grupama ili radom u paru (zavisi od veličine grupe)</p>	<p>Razumevanje načina za integraciju EntreComp kompetencija u nastavnu jedinicu, od analize nastavne jedinice, do prepoznavanja veština i prostora za njihovu integraciju u jedinicu.</p> <p>Upoznavanje sa VALI-COMP modelom za validaciju, razumevanje toga šta se validira i kako se to čini, razumevanje značaja koje formalna validacija može da ima u procesu razvoja preduzetničke kompetencije.</p>	<p>Toolkit</p> <p>Toolkit Instrukcija za rad u malim grupama</p>
<p>14.45 – 15.00 (15')</p>	<p><b>ZATVARANJE</b> 10' Kratak osvrt na proces učenja kroz diskusiju</p> <p>5' Evaluacija</p>	<p>Vođena diskusija sa refleksijom</p> <p>Ocenjivanje</p>	<p>Potvrđivanje prethodnih saznanja.</p>	<p>Instrukcija za vođenje diskusije sa refleksijom</p> <p>Evaluacioni upitnik sa QR kodom</p>



## DESIGN OF THE FIRST MODULE

<b>Title:</b>	<b>Training on integration of EntreComp competences in a training programme</b>
<b>Date and place:</b>	
<b>Training delivered by:</b>	
<b>Training objectives:</b>	<ul style="list-style-type: none"> <li>- Acquaint educators and teachers with the EntreComp framework, its application in VET, and ways to integrate selected competencies into the training program;</li> <li>- Acquaint educators and teachers with instruments for validation of entrepreneurial skills and the way of integrating instruments into the training program;</li> <li>- Encourage educators and teachers to think entrepreneurially, to spot opportunities to incorporate contents that encourage entrepreneurial competencies into their teaching units;</li> </ul>
<b>AV tools</b>	- During the training, use a projector and a projection wall to display presentations.

Time slot	Session and topics	Methods	Learning outcomes	Materials and tools
09.00 – 10.00 (60')	<p><b>INTRODUCTION TO TRAINING AND ENTRECOMP</b></p> <p>20' Presentation of training objectives, work method and participants</p> <p>40' Presentation of EntreComp framework – what an educator/teacher needs to know about the EntreComp</p>	<p>Presentation with workshop games</p> <p>Presentation with discussion</p>	<p>Acquainting with EntereComp framework and its role in education and training; Extracting the content which educator/teacher need to know and understand about the topic, so that he/she can discuss it with learners, and</p>	<p>Instruction for workshop game</p> <p>Presentation of EntreComp Toolkit</p>

			encourage them to think entrepreneurially.	
10.00 – 10.45 (45')	<b>Reshaping of own "midset"-a</b> 20' Approach based on value  25' The role of Educator/teacher and the role of learner in boosting and development of entrepreneurial competences through the learning process	Presentation, individual work and discussion  Presentation with discussion in small groups or in pairs (depending on the size of the group)	Getting to know the way of managing an institution in which entrepreneurial competences are treated as a value and are encouraged through the institution's management structures and policies. Seeing the extent to which our institution encourages entrepreneurship as a value. Elucidating how students and teachers should understand the meaning of <i>"being entrepreneurial"</i> and how it affects the development and growth of the individual, local and wider community. Understanding what a well-informed student with positive attitudes towards entrepreneurship is.	Instruction for individual work Toolkit  Instruction for small groups discussions Toolkit
10.45 – 11.00 (15')	Small break			
11.00 – 13.00 (120')	<b>Training methods – How do we want to see our learners engaging in learning activities?</b>	Work in pairs, presentations with public appearance	Learning about the methods of teaching/learning and about the way of their application in training and teaching.	Instruction for working in pairs Toolkit with methods
13.00 – 14.00 (60')	Lunch break			

<p>14.00 – 14.45 (45')</p>	<p><b>How? Like this.</b> 15' Integration of EntreComp competences in teaching unit – approach and example</p> <p>30' Presentation of the VALI-COMP model and instruments, integration of the model and application of the instruments.</p>	<p>Presentation</p> <p>Presentation with small group work or pairs work (depending on the size of the group)</p>	<p>Understanding of a method of integration of EntreComp competence in training, from training unit analysis, to recognition of competences and their integration into the unit.</p> <p>Introduction with VALI-COMP model for validation, understanding of what is to be validated and how to do it, understanding the role of validation in the process of the development of entrepreneurial competence.</p>	<p>Toolkit</p> <p>Toolkit Instruction for small groups work</p>
<p>14.45 – 15.00 (15')</p>	<p><b>CLOSING</b> 10' Reflection on learning process through discussion</p> <p>5' Evaluation</p>	<p>Facilitated discussion with reflection</p> <p>Assessment</p>	<p>Confirmation of previous learning.</p>	<p>Instruction for facilitation of discussion with reflection Evaluation questionnaire with QR code</p>

## DIZAJN DRUGOG MODULA

<b>Naziv modula:</b>	<b>Metodološka obuka za edukatore</b>
<b>Datum i mesto:</b>	
<b>Obuku izvode:</b>	
<b>Ciljevi obuke:</b>	- Podsetiti edukatore i nastavnike na metodološke aspekte obuke i prenosa znanja na odrasle;
<b>AV pomagala</b>	- Tokom obuke koristiti projektor i platno za prikaz prezentacija, i flip čart tablu, papir, markere i krep traku za radioničarski rad.

Vremenski slot	Sesija i teme	Metodi	Ishodi učenja	Materijali i pomagala
09.00 – 09.20 (20')	<b>UVOD U OBUKU</b> 20' Predstavljanje ciljeva obuke, načina rada i učesnika	Izlaganje sa radioničarskom igricom		Instrukcija za igricu predstavljanja
09.20 – 10.20 (60')	<b>Koncept aktivne obuke i ToT treninga</b> 45' Predstavljanje koncepta aktivne obuke (aktivna obuka VS predavanje, o ličnom razvoju, kako odrasli uče, znanje-veštine-stavovi, karakteristike aktivne obuke) 15' Ciklus obuke i koncept ToT treninga	Izlaganje, individualni rad, rad u paru (ili rad u malim grupama) i diskusija	Podsećanje na koncept aktivne obuke i concept ToT, bitne razlike i karakteristike.	Prezentacija o konceptu aktivne obuke Instrukcija za rad u paru Handouti za rad u paru

10.20 – 11.00 (40')	<b>Metode u aktivnoj obuci</b>	Izlaganje u paru i diskusija	Upoznavanje sa odabranim metodama rada u aktivnoj obuci	Instrukcija za rad u paru Handouti sa metodama
11.00 – 11.15 (15')	Mala pauza			
11.15 – 13.00 (105')	<b>Metode u aktivnoj obuci</b>	Izlaganje u paru i diskusija	Upoznavanje sa odabranim metodama rada u aktivnoj obuci	Instrukcija za rad u paru Handouti sa metodama
13.00 – 14.00 (60')	Pauza za ručak			
14.00 – 14.45 (45')	<b>Javni nastup edukatora u aktivnoj obuci</b>	Izlaganje, individualni rad i rad u paru sa demonstracijom	Podsećanje na bitne aspekte javnog nastupa uz vežbu i razmenu iskustva.	Instrukcija za individualni rad Instrukcija za rad u paru Handout za javni nastup
14.45 – 15.00 (15')	<b>ZATVARANJE</b> 10' Kratak osvrt na proces učenja kroz diskusiju  5' Evaluacija	Vođena diskusija sa refleksijom  Ocenjivanje	Potvrđivanje prethodnih saznanja.	Instrukcija za vođenje diskusije sa refleksijom Evaluacioni upitnik sa QR kodom

## DESIGN OF THE SECOND MODULE

<b>Title:</b>	<b>Methodical training for educators</b>
<b>Date and place:</b>	
<b>Training delivered by:</b>	
<b>Training objectives:</b>	- Remind educators and teachers of methodological aspects of training adults;
<b>AV tools</b>	- During the training, use a projector and a projection wall to display presentations, and a flip chart board, paper, markers and crepe tape for workshop work.

Time slot	Session and topics	Methods	Learning outcomes	Materials and tools
09.00 – 09.20 (20')	<b>INTRODUCTION TO TRAINING</b> 20' Presentation of training objectives, work method and participants	Presentation with workshop games		Instruction for workshop game
09.20 – 10.20 (60')	<b>Active training concept and ToT concept</b> 45' Presentation of the concept of active training (active training VS teaching, about personal development, how adults learn, knowledge-skills-attitudes, characteristics of active training) 15' Training cycle and the concept of ToT	Presentation, individual work and work in pairs (or small groups work) and discussion	A reminder of the concept of active training and concept of ToT, significant differences and characteristics.	Active training presentation Instruction for work in pairs Handouts for work in pairs

10.20 – 11.00 (40')	<b>Methods in active training</b>	Presentation in pairs and discussion	Acquaintance with selected work methods in active training	Instruction for work in pairs Handouts with methods
11.00 – 11.15 (15')	Small break			
11.15 – 13.00 (105')	<b>Methods in active training</b>	Presentation in pairs and discussion	Acquaintance with selected work methods in active training	Instruction for work in pairs Handouts with methods
13.00 – 14.00 (60')	Lunch break			
14.00 – 14.45 (45')	<b>Public appearance of educator at the training</b>	Presentation, individual work and work in pairs with demonstration	Reminder of important aspects of public speaking with practice and exchange of experience.	Instruction for individual work Instruction for work in pairs Handout for public appearance
14.45 – 15.00 (15')	<b>CLOSING</b> 10' Reflection on learning process through discussion  5' Evaluation	Facilitated discussion with reflection  Assessment	Confirmation of previous learning.	Instruction for facilitation of discussion with reflection Evaluation questionnaire with QR code

# VETpreneur

ABOUT THE PROJECT: The project addresses common regional and also country specific issues facing both youth and adults in the VET sector contexts as per the ETF assessments reports (Turin process reports) from 2020 and 2021. In doing so, the VETpreneur project mainstreams the use of EntreComp framework (entrepreneurship as a key competence) in formal and non-formal VET education and training in the Western Balkans.

