

## Study visit group report

Dear Participants,

Participating in a study visit is an exciting experience for you and an important learning tool in the field of lifelong learning. The ultimate purpose of a study visit is exchanging experiences and good practices both from the country you visit and the countries you come from.

During the visit, you are invited to prepare a group report that will help you summarise your experience and also will help Cedefop to disseminate what you have learnt to other specialists who did not participate in this particular study visit.

On the first day of the visit please select a reporter who will prepare the final report and submit it to Cedefop. Start working on the report from the first day of the visit. Everybody should take an active part in preparing the report by sharing their views, knowledge, and good practices.

You will, of course, take notes during presentations and field visits but the report should bring forward the result of reflection of the group on the things seen and learnt during the entire visit. The report should **NOT** be a travel diary describing every day and every session or visit.

Cedefop will publish some parts of the reports on its website and make them available to experts in education and vocational training. Therefore, when writing a report, you should keep in mind the readers who are going to read it and make the report clear, interesting, detailed enough so that it can be further used by colleagues throughout Europe.

**You should prepare the report in the working language of the group.**

**The reporter should submit the report to Cedefop within one month after the visit took place.**

Group	
Title	
Theme	
City, Country	
Type of visit	
Group reporter	

## I. Findings

This section summarises the findings that the group makes while visiting host institutions, discussing issues with the hosts and in the group. You will be reflecting about the things you have learnt every day, however, in order to put them together and give an overall picture, you need to devote special session to preparing the final report on the last day of the visit.

**It is important that you describe in this part not only things you learnt about the host country but also what you learnt about the countries which you represent.**

1. Summarising your impressions, please describe 3 most important, in your opinion, things you learned about during the visit.
2. One of the objectives of the study visits programmes is exchange of good practices among the hosts and participants. Cedefop will select examples of good practices and disseminate them among former participants and wider public, including potential partners for future projects.

Describe each of the good practices you learn about during the visit (both from the hosts and from each other) indicating the following:

title of the project/programme/initiative /...	name of the institution that implements it (website)	contact person (if possible), who presented the programme to the group	whom the project/programme/initiative addresses	what features of the project/programme/initiative make it an example of good practice

*\* You can describe as many good practices as you find necessary. You can add rows to the table.*

3. The study visits programme aims at promoting and supporting policy development and cooperation in the field of lifelong learning. That is why it is important to know what you learnt about such policies and their implementation during your visit. You are invited to describe your findings of the following:

- 3.1. common approaches, if any, that are met in all or some countries (both host and participants') regarding the theme of the visit:

- 3.2. common challenges that are faced by all or some countries (both host and participants') in their effort to implement policies related to the theme of the visit:

3.3. effective and innovative solutions you have identified that the countries (both host and participants') apply to meet the challenges you mentioned in question 3.2:

3.4. policies and practices that can be further explored and possibly transferred to other countries:

4. Creating networks of experts, building partnerships for future projects is another important objective of the study visit programme.

Please describe if any ideas for future cooperation evolve during meetings and discussions.

## II. Section: Organisation of the visit

This part of the report will not be published but it will be made available to the organiser and will be used by the national agencies and Cedefop to monitor and to improve the implementation of the entire study visits programme.

Cedefop and organisers of the study visit put a lot of effort in ensuring that you and your institutions benefit most from your participation in the visit. In this section you are invited to give your opinion a number of things that in our view contribute to an effective visit.

1. Discuss in the group and check if you agree or disagree with the following statements. Please mark only ONE box () that expresses most closely the opinion of the entire group.

		All agree	Most agree	Most disagree	All disagree	Not applicable
e.g.	The size of the group was good.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.	The programme of the visit was coherent to the description in the catalogue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.	There was a balance between theoretical and practical sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.	The presentations and field visits complemented one another.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.	The topic was presented from the perspectives of the following actors of the education and training system in the host country:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.1.	- government and policy makers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.2.	- social partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.3.	- heads of institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.4.	- teachers and trainers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.5.	- students/trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.6.	- users of services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5.	There was time allocated to the presentations by the participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.	Background documentation on the theme provided before the visit helped to prepare for the visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7.	Most of the group received a programme well in advance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8.	The information about transportation and accommodation provided before the visit was useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9.	The organiser accompanied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		All agree	Most agree	Most disagree	All disagree	Not applicable
	the group during the entire programme.					
1.10.	The size of the group was good.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11.	The group comprised a good mixture of participants with diverse professional backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12.	There were enough possibilities for interaction with the representatives of the host organisations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13.	There was enough time allocated for discussion in the group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14.	Cedefop website provided information that helped to prepare for the visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Use the box below if you have any comments on the items 1.1. – 1.14. above.

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I. **Section: Summary**

1. Having summarised all your reflections and impressions, please indicate how satisfied you are with your participation in the study visit. **Indicate the number of participants for each category, e.g.**

Very satisfied

Very satisfied  Satisfied  Somewhat satisfied  Not satisfied  Neither satisfied nor dissatisfied

2. If you have any suggestions for organisation of the study visits, you are welcome to provide them below.

If there is anything else you would like to write about and it is not included in the above questions, please feel free to write below or attach a separate document.

**Thank you!**

Please submit the report to Cedefop **within one month** after the visit.