

### *Halftime-Report*

Most likely you are aware of what our project PADAWAN is about – the aim is to provide all actors involved in work-based-learning with tools to facilitate cooperation.

PADAWAN runs over a course of two years – we are now exactly half way through. All planned intellectual outputs are underway. As with most projects, particularly on a transnational level, it simply takes time to get results done, but we are very happy to announce that two of our three intellectual outputs will be ready by mid February 2020. Our main output – the online platform to enhance collaboration between VET schools and companies – will be ready on time by September 2020.

This Ezine focuses on the progress of outputs 2 and 3.



# Output 2 – Self-learning course for apprentices

## *Soft Skills for improving employability*

With our Online-course we will provide an additional tool for learners during vocational training. It focuses on transversal competences which play a fundamental role in the working context, particularly in the hospitality sector. Transversal competences can also be called soft-skills – this is a term which is more popular for many people. So, we are not providing any “hard” input in terms of what is already covered in the curricula’s from vocational schools and in-company training. Instead, the online course can be used in addition to the general training. It will be divided into six modules:

- Efficiency and Management of Time
- Problem Solving and Creativity
- Interpersonal Communication and Empathy
- Leadership and Teamwork
- Stress Management
- Digital Competences

Learners will be able to enhance their employability by using the course. It allows to learn at an individual speed and integrates exercises and self-evaluations.

We are about to finish the development of IO2 – most contents have been created – we are currently working in feedback of our national quality control boards to make it a better product. We aim on publishing the English version by mid February 2020. Translated versions of the course will be available throughout next year.

The course will be accessible on the online platform.



# Output 3 – Handbook for company tutors

## *Developing tutoring competences*

Having finished the first phase in which we conducted a training needs analysis (TNA) we are currently writing and developing content for the output “Handbook for company tutors in the hospitality sector”. For the TNAs we conducted a total of 60 personal interviews in Spain, Italy, Bulgaria and Germany.

As a result of the interviews and of our literature research, we were able to conclude that there is very limited material available particularly focusing on the situation in the hospitality sector. Our idea of a very practical approach is also emphasized by the results of the literature review. Most of the literature found (either with a general approach or with a focus on other sectors) has been rather theoretical and gave the impression of being too academically written. Our aim is to develop quality information for practitioners with a clear focus on everyday tutoring, sidelined by case studies and good practices of hotel and gastronomy enterprises.

The TNA also led to the general selection of topics to be included in the handbook:

### Chapter 1

- The company tutor in the hospitality sector. What is my role?

### Chapter 2

- How can I conduct the training?

### Chapter 3

- How can I support apprentices best?

### Chapter 4

- How can I evaluate apprentices and their learning?

### Chapter 5

- What kind of soft-skills should I work on?

The handbook will be accessible and downloadable from our platform in February 2020.

## 2<sup>nd</sup> and 3<sup>rd</sup> project meetings

Around every six months partners come together to conduct transnational project meetings. Besides the work which gets done and the deadlines which get fixed, it is always a very nice way to experience how other European institutions work. In April we had our 2<sup>nd</sup> meeting in Berlin and in October we met in Vicenza. Next meeting will be hosted by our Bulgarian partner in Dobrich.



## Get involved and contact us

You are a representative of a hospitality business or training centre? We invite you to be the first to use our products. Just contact your national organization. They will let you know, when the products are ready to be tested and used.

**kiezküchen gmbh**

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