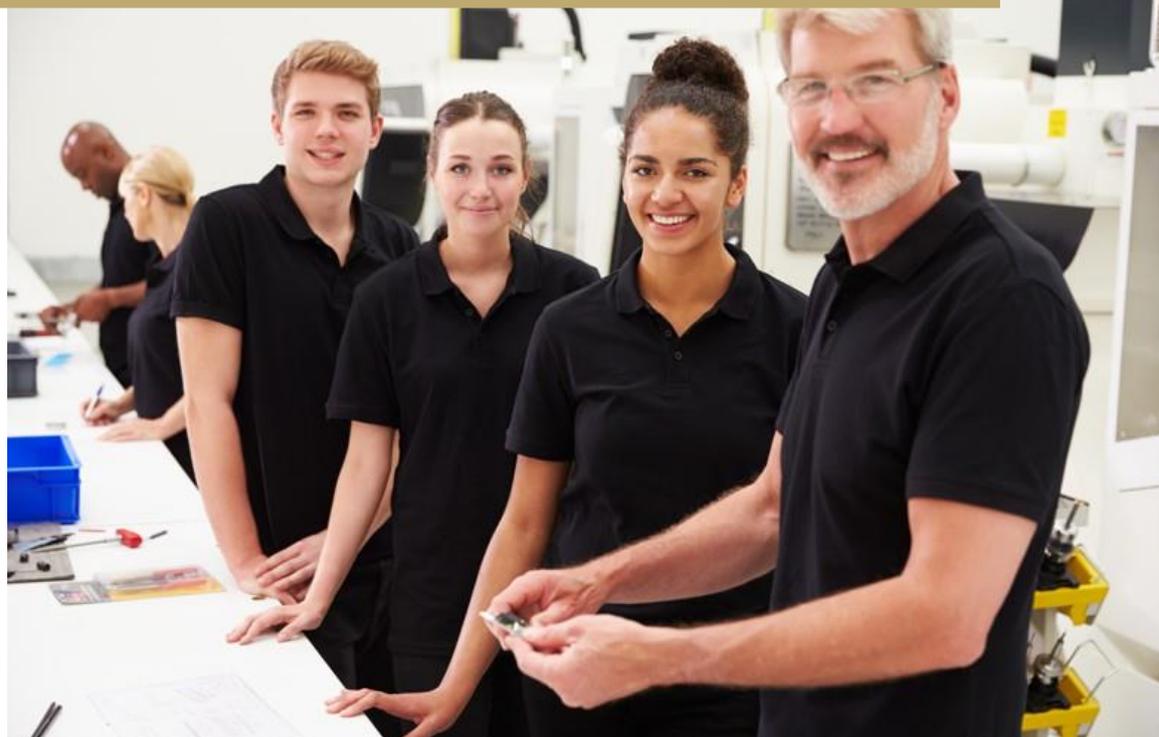




2016

Dual Training management
system for SMEs and VETs
User Guide



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INTRODUCTION

The advantages of Dual Education are undeniable and many countries throughout Europe and around the world are looking increasingly for concepts of Dual Education. However, the context and experiences are different in every Member State. Why?

The answer lies in cultural aspects, but also in the very structure of local business sector, composed in most of the European Countries by micro-companies (less than 10 employees) or small business (fewer than 50 employees). Given their limited structure, it is often not easy for these companies to accommodate Dual Training students, providing them with facilities, tutors, etc.

ALIANZA is an **ERASMUS + Strategic Partnership project** aimed at offering a solution to SMEs difficulties through an online interactive tool, which facilitates the matching process between SMEs with similar needs and VET centres, in order to create alliances for the promotion of Dual Training opportunities.

What is the Management system of Dual Training for SMEs online tool?

It is an interactive and friendly tool, for SMEs and/or VET managers. It records and processes users' data by putting in contact companies with compatible interests and needs in order to produce synergies to participate in Dual Training programs together, thereby minimizing the difficulties brought about size. The Platform includes a **Collaboration Area** where both SMEs and VET providers can communicate and exchange ideas and Dual Training opportunities.

The ALIANZA Management System focuses on Metal Sector according with the specific needs and interests of the ALIANZA partnership. However, it can be a model for other business and VET sectors.

The present **User Guide** will support you in the use of the ALIANZA Management System Online Tool. It also includes **case studies** that will help you to take the best from this resource.

We hope that the ALIANZA Platform will facilitate the meeting between yours and other SMEs and VET centres needs and resources, as a starting point of lines of cooperation and alliances based on Dual Training programs.

PART A

The Dual Training Management System for SMEs Online Tool: how to use it.



Welcome to the “Dual Training Management System for SME’s”

Here in after you will find the detailed instruction to use and take the best of the Dual Training Management System for SMEs Online Tool.

First of all select your **language**. If you don't, the platform contents will be displayed in English. **Remember** that the English version is only a trial example. No matching process is available in this area. To use all the functionalities of the Platform (included the Matching process and the Advisor service) you need to accede to one of the ALIANZA partners' languages area: German, Bulgarian, Lithuanian or Spanish.

An interesting **video** (available in English, German and Spanish) will show you the main elements of Dual Vocational Education and Training according with the Germany model and will introduce you to the platform topic.

The Management System is targeted to two categories of users: those representing SMEs from Metal Sector, and those representing VET providers.

Select your **registration section**: for Company or VET providers.

REGISTRATION FOR SMEs.

If you are a SMEs' representative you can register your organisations within this section. The system will process the data for the matchmaking with potential partner interested in building synergies and cooperation to accommodate students in Dual System training.

You have to follow 4 steps:

Step 1: Read and accept the **data protection and terms of use**.

Step 2: **Basic registration**. Enter the following data about your company:

- The metal subsector,
- The size (micro, medium sized or small enterprise),
- The departments included in the company (this is an optional information),
- The professional activity that your company is available to train through Dual Training modality,
- The resources your company can make available and share with other companies for the implementation of Dual Training programs as well the ones that it misses and is looking for in other companies (for example contacts with schools, equipment, qualified trainers, etc.),
- The period time your company may be able to host a student in Dual training (this is an optional information),
- The province(s) in which your company is located and where it could host the students.

Finally, you are asked for your contact details and agreement with the publication of your company's complete information and data to other registered users. These information and agreement are necessary to be contacted by other companies interested in build synergies for Dual training projects. Without them no matching process will be available.

Step 3: **Complete your profile**. Filling out this part can help you to find companies that better match with your own profile and make a better first selection. In this area you can introduce a description of your company and of its experience in Dual Training and you can describe in detail offers and needs concerning Dual Training alliances.

Step 4: **The Matching process.** The system will process your company's data for the matchmaking with potential partner interested in building synergies and cooperation to accommodate students in Dual System training. The matching process is based on three main data:

1. Metal subsector
2. Training offered (first level of categorisation)
3. Province in which the company is located.

If a **matching is available**, you will receive the list of compatible companies for creating alliances for Dual Training programs. You can read all the available information on the companies in the list and decide to contact all or some of them, in order to discuss the possibility of cooperation. When contacting other companies, is important to specify: senders' name and office, the name of the company, the training subject the company is interested in providing, the Dual Training resources available and needed.

If **the system didn't find a match** you have 3 possibilities:

- a) You can come back to editing profile and refine your training offers;
- b) You can try again the matching process in a few days as every day new companies access the platform and register their data.
- c) You can contact an Advisor to receive more specific suggestions.

You can contact an **Advisor** also to support you in the Platform navigation or for intermediation service with companies available for cooperation. To contact with your country advisor for ALIANZA project, fill the form online explaining your request.

REGISTRATION FOR VET PROVIDERS.

If you are a VET representative you can register your centre within this section.

You have to follow 3 steps:

Step 1: Read and accept the **data protection and terms of use.**

Step 2: **Basic registration.** Enter the following data about your VET centre:

- The training areas available in your centre,

- The dual training modality you are interesting in (optional information),
- The period time in Dual Training modality you would like to offer to your students (this is an optional information),
- The resources your VET centre can make available and share with companies for the implementation of Dual Training programs (for example training for trainers, administrative management, training materials, etc.),
- The province in which your VET centre is located.

Step 3: **Complete your profile.** Filling out this optional part will help you to be contacted by companies interested in cooperation for Dual training programs. You will also facilitate the contact with other agents committed in Dual Education and interested in sharing ideas and experiences. In this area you can introduce a description of your VET centre and your experience in Dual Training and you can describe in detail your offers and needs concerning Dual Training programs.

In this area you are asked for your contact details and agreement with the publication of the VET centre complete information and data to other registered users. These information and agreement are necessary to be contacted by other companies or agents interested in build synergies for Dual training projects.

You can contact an **Advisor** to support you in the Platform navigation and in searching for Dual Training opportunities within the ALIANZA Management System. To contact with your country advisor for ALIANZA project, fill the form online explaining your request.

THE COLLABORATION AREA.

The Collaboration Area is conceived as an environment in which users representing both SMEs and VET providers can communicate and exchange ideas, share Dual Training opportunities, publish their offers and seize synergies.

All (and only) registered users have access to the Collaboration Area. Clicking on the name of the members you will have the possibility to access their profile information and eventually contact them.

Before starting a discussion in the forum, it is really important to know and consider its **rules**:

1. Remember that all registered users can view the posted messages. Once you've posted, you cannot edit or remove a message.
2. Be respectful of other users and of confidentiality of third parties.
3. Do not post copyrighted material.
4. Do not use the ALIANZA forum for commercial promotion.
5. Compose concise messages strictly connected with the topic of this forum: Dual Training System.
6. If you are in doubt about a post, please contact the moderator before you submit it.

The Forum is moderated by ALIANZA partners who have the right to shorten/edit/delete any content at any time if they feel it is inappropriate.

Now you have all the necessary information to access and take the best from the ALIANZA Dual Training Management System for SMEs Online Tool. The online Advisor will be available for any doubt or question about the Platform function. Moreover, the **case studies** that will be published in June after the testing phase of the Platform, will allow you to identify its benefits for your company/VET centre.

The consortium implementing this project consists of:

