

# DUAL VOCATIONAL TRAINING FOR SME'S – ACTIVITIES IN PORI

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Dual Vocational Training Workshop

Gdansk, Poland

23.8.2010



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# 1 PORI WORK PLAN - OBJECTIVES

- Complete transfer of dual study courses;
- Commencement of a dual course with at least 20 participants;
- Complete transfer of systems, knowledge and experience related to the dual vocational training system;
- Implementation of elements of the dual vocational training system;
- Ensuring the sustainability and continuity following project completion

## 2 PORI WORK PLAN - ACTIVITIES

- Ongoing works to transfer dual study courses as well as organizational and business solution models;
- Ongoing works to implement dual study courses;
- Ongoing works to transfer the systems, knowledge and experience related to the dual vocational training system;
- Implementation of elements of the dual vocational training in the Winnova.

# 3 STUDENT AS AN ENTREPRENEUR 15 CR

- The Module Student as an Entrepreneur 15 ECTS credits consists of the following courses each worth 3 ECTS credits:
  - Recognizing Entrepreneurship and Business Opportunities
  - Making up a Business Plan
  - Managing Start-up Process
  - Doing Business in Practice
  - Developing Business Activities

# Recognizing Entrepreneurship and Business Opportunities (3 cr)

## Learning outcomes:

- Ability to identify business opportunities
- Awareness of entrepreneurship
- Evaluation of business opportunities
- Composing business description and drafting initial personal study plan
- Risk assessment
- Cooperation agreement with SAMK for business development purposes
- Knowledge on SAMK' enterprise accelerator and especially on the mentoring process

## Themes:

- **Awareness of entrepreneurship**
- **Evaluation of business opportunities**
- **Composing business description and drafting initial personal study plan**
- **Risk assessment**
- Cooperation agreement with SAMK for business development purposes
- Knowledge on SAMK' enterprise accelerator and especially on the mentoring process

# Making up a Business Plan (3 cr)

## Learning outcomes:

- Recognition of different forms of business
- Principle of earnings and customer benefit
- Basic understanding of their own business activities
- Creation of a business plan and its critical assessment

## Themes:

- **Drafting and assessing a business plan**
- **Description of products and services**
- **Different types of business**
- **Competition and marketing**
- **Legal and financial aspects and taxation**

# Managing Start-up Process (3 cr)

## Learning outcomes:

- Basic awareness of entrepreneurship
- Knowledge on the legal process of establishing a company
- Concepts of principle of earning and customer benefit
- Knowledge on how to launch different business functions of an enterprise
- Setting up a company

## Themes:

- **A written agreement for establishing a company**
- **Articles of association**
- **Administration and managing funds**
- **Financial arrangements**
- **Basic declaration**
- **Licences and other notifications**



# Doing Business in Practice

## (3 cr)

### Learning outcomes:

- The students are ready, and possess the necessary skills and knowledge to run their own businesses in practice
- Effective cooperation with relevant interest groups
- Focusing on skills and know-how based on the company's needs

### Themes:

- **First measures in marketing**
- **Obtaining first clients**
- **Procurement**
- **Invoicing**
- **Managing cash flow**
- **First financial statement and tax return**
- **Other legal, tax and finance related actions**

# Developing Business Activities (3 cr)

## Learning outcomes:

- The student knows how to run and develop his/her business functions, is familiar with the outlook and competition of his/her sector
- The student is aware of the competences that he/she has to develop further, and is able to acquire specialist advice for the needs of his/her business.

## Themes: Business development of one of the following areas:

- **Client groups and market segmentation**
- **Products and services**
- **Production and logistics management**
- **Quality control**
- **Human resources**
- **Financial management**
- **Cooperation and networks**
- **International operations**
- **Client relationships management**
- **Management relations to other interest groups**

# 4 FINANCIAL ADMINISTRATION, MARKETING AND CONTRACTS 15 CR

- The Module Financial Administration, Marketing and Contracts 15 ECTS credits consists of the following courses each worth 3 ECTS credits:
  - Company Accounting
  - Accounting of Productivity
  - Company Financing
  - Marketing
  - Contracts and Intellectual Property Rights

# 5 OPEN STUDIES

- For Winnova students SAMK offered a set of studies in construction engineering: Learning skills 3 cr, Mathematical tools in engineering 3 cr, Fundamentals of construction engineering 5 cr, and Algebra 4 cr
- Only four students, outside Winnova, indicated interest in these studies in 2009 - > not offered as separate studies, but was offered integrated into the normal BSc-studies.
- **For anyone interested in engineering the following courses will be offered in autumn 2010: Mechanics 3 cr, Swedish 2 cr, Study skills 3 cr, Expert communication 3cr, and Mathematical tools in engineering 3 cr.**

# 6 PRACTICAL BUILDING KNOWLEDGE 3 CR

- 42 hours lectures and 38 hours individual studies
- This course is intended for SAMK students with no prior experience in practical construction work. The student learns the vocabulary used in the construction industry and its connection to actual construction.
- Contents: HVAC installations and materials, construction engineering tasks and materials (Wooden walling structures, concrete supporting rods, reinforcements, and basic of mason work; Copperpipe joints, basic of bending, steelpipe chasing and bending, ventilation pipes, joints and basic of dimensioning).

# PARTITION WALLING



# 7 OTHER EDUCATIONAL MATERIALS

- **Ecological construction 3 cr, virtual course in Finnish for SAMK students**
- **Occupational Health and Safety training material in English for Winnova students**
- **Hot works training material in English for Winnova students**
- **Occupational Health and Safety training course in English for SAMK students**

# 8 PORI WORK PLAN – PHASES

- Student recruitment (May-October 2009) -> first phase failed, time frame extended (students recruited into entrepreneurial (info and questionnaire) and Management studies
- **Practical training placements search (2009 – 2010) -> two SAMK's students had their practical training in Germany in summer 2010**
- **Entrepreneurial and management studies (October 2009 – August 2010)**
  - Two modules of 15 ECTS credits each -> running in Finnish, also available in English
  - Web-base course material development -> entrepreneurial module done, financial administration module under construction
  - Guidance for Enterprise Accelerator mentors -> Mentors have their own study module and general information packages in the virtual learning environment Moodle
- **Construction studies (October 2009-August 2010)**
  - SAMK students attending in the practical construction course at Winnova (completed in 2009, second group starts in autumn 2010)
  - Ecological construction course in the virtual learning environment Moodle (completed in 2009, second group starts in 2011)
- **Open studies in construction engineering (September 2009 – September 2010) -> too few candidates, studies integrated into the normal BSc-programme; revisited opens studies in 2010**



# PORI WORK PLAN – PHASES

- Summer school (May-June 2009) -> completed
  - Machine Vision Applications and 3D Virtual Reality Environments 3 ECTS and Russia in Business and Cooperation Environment 2 ECTS and European Union Course 2 ECTS.
- **Occupational Health and Safety training material (completed, spring - autumn 2010)**
- **Hot Works training material (completed, spring 2010)**
- **Practical training (May – August 2010)**
  - Manual for students for practical training periods -> completed, in use
  - Preparatory on-line course for abroad going students -> completed, in use
  - Supervisor' s guide
  - Practical training
  - Assessment and development of the practical training periods
- **Evaluation of the Dual studies and practical training (January – September 2010)**
  - Final report of the outcomes
  - Integration mechanisms for studies and practical training

# 9 ACTIVITIES IN 2010

- Practical training placements search (May 2009 – May 2010) -> completed
- Entrepreneurial and management studies (October 2009 – May 2010) -> available in Finnish, and in English
- Practical training (May – August 2010) in Germany
  - Supervisor' s guide; Practical training; Assessment and development of the practical training periods
- Construction studies (October 2009-May 2010)
  - SAMK students attending in the practical construction course at Winnova (second group in autumn 2010)
  - Other construction studies for SAMK students, and open studies
- Marketing efforts (Spring-Summer 2010)
- Evaluation of the Dual studies and practical training (January – September 2010)

# 10 PLACEMENTS IN GERMANY IN 2010

- Student Matias Poutiainen (Mr), Mechanical and Production Engineering
- FAUN Umwelttechnik GmbH & Co. KG, Osterholz-Scharmbeck, Germany
- 4.5.-27.8.2010
- Tasks of the trainee: Basic sheet metal work, steel construction, welding
- Contact of FAUN came to us from Oliver Hartwig

# PLACEMENTS IN GERMANY IN 2010

- Student Heli Sairanen (Ms), Mechanical and Production Engineering
- Beil Metallbau, Ritterhude, Germany
- 11.6.-31.8.2010
- Tasks of the trainee: Aluminium work, steel work, office work
- Contact of Beil Metalbau came to us from Lucyna Döding

# OTHER PLACEMENT OFFERS IN GERMANY

- There was a company “Beil Metallbau” (near Bremen in Lower Saxony) dealing with metal constructions (aluminium windows and doors, stairs, balustrades, roofs, stainless steel processing. They are a family enterprise and employ 20 employees, among them 4 apprentices. ([www.beil-metallbau-gmbh.de](http://www.beil-metallbau-gmbh.de)) They were willing to provide an internship placement even for 2 students. Unfortunately interested students could not be found for the summer 2010, maybe for the next year.

# 11 MARKETING EFFORTS IN 2010

- SAMK have sent Dual's brochure to some SAMK's 3rd year students to encourage them to consider international internships as a potential starting point for their careers
- SAMK also sent Dual's brochure to nearly 30 building and energy companies in Satakunta region to inform them about the international opportunities of the project
- Winnova also found a couple of companies, who are interested in organizing practical training places for foreigners. Companies represent construction, welding, equipment rental, and the city of Pori.

# 12 FUTURE PLANS

- Further development of dual vocational studies
- Adding a new international option to the existing entrepreneurship module 15 cr
- Creation of new financial administration, marketing and contracts module 15 cr (in English, virtual)
- Placements abroad

