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Introduction to reception of trainees in the training process

Reception Phase

The reception phase begins from the first moment of contact with the trainees and continues until the start of formal training.

Preparation

It is essential for VET centers to establish a clear plan for welcoming trainees. This includes how to present the training program, identify the trainees' motivations, and assess how well the training aligns with their interests.

This phase should clearly communicate key information such as start dates, documentation deadlines, and participation requirements. The communication must be inclusive, taking into account language barriers, origin, disabilities, and other factors.

Some actions during this phase relate to the selection process and are crucial to ensure that trainees are capable of completing the training successfully.

Proper training of staff is vital during this phase. They should be equipped to welcome trainees in a friendly and supportive manner, using clear and accessible language.

The first contact with staff can be decisive, especially for individuals who are distant from the labor market. A positive initial interaction can help engage and retain these trainees.

Personalized Support

Logistical and administrative support from the VET center is critical. This includes handling registrations and sharing necessary information with relevant bodies.

Trainees should receive their schedules and be provided with the tools they need—whether personally acquired or supplied by the training institution.

Personalized support can boost motivation and confidence, helping trainees pursue and achieve their personal and professional goals. (Examples: Action Plan, Speed Boat)

Overcoming Barriers

Many individuals face challenges such as transportation issues or lack of resources to manage personal responsibilities (e.g., single parents, caregivers).

Understanding each trainee’s situation is essential to develop strategies that help overcome these barriers.

Lifelong Learning

From a pedagogical perspective, this phase includes activities such as project planning for each trainee, entrance evaluations, self-assessments, and identifying specific needs.

Examples include the Action Plan, and the 1st personal counseling session.

This publication has been developed with the financial support from the European Commission in the framework of Erasmus+ program me. The information and views set out in this publication are those of the authors. The European Commission and the Belgian National Agency may not be held responsible for the use, which may be made of the information contained herein.