Guide for instructors, counselors and training organisers.

**II.1. Guides and Recommendations for counselors**

• The educational situation at the moment is very complicated due to the period of crisis that Europe is going through. Offering training and employment opportunities has declined in the last decade but now it seems that everything is gradually improving.

• With the help of non-profit associations that are emerging the training courses are increasing in our region. There are currently not many programs, but they help many people who want to learn new professions and attend free courses, also helping young teachers who want to practice and be able to help (although at the moment they do so voluntarily) (iPortal Project).

• With the help of the region governments we could implement this type of formations and associations that help young people and adults to learn new skills.

• Increased publicity would be productive; there are many cases where students do not apply to these courses due to lack of information. It would be convenient to interact more with social networks and wide distribution pages for students to access and implement every day.

• To implement these courses it would be a good option to add more teacher’s aspirations, which will be positive for both teachers and the development of the profession and the ease of interaction with students.

• Currently, there are many courses of private character with a set price that influences the same to reduce the number of students and are not be overcrowded. By adding more courses and more teachers it would probably make it easier to achieve these goals.

• In the case of our company, we have started a new teaching project (Project iPortal) where students learn in a special way different languages and teachers get a job projection that they didn’t before.

• Improving quality is always a favorable point to advance more and more in the (not mandatory) continuing education, the more funding available to devote to this type of education, will be more favorable for increasing quality in all aspects.

• Probably the cooperation between public enterprises and funded enterprises would be a favorable point to gradually improve the quantity and quality of education (Posttigo Project).

**II.2 Guide and recommendations for all institutions offering formal and non-formal VET. Their training organisers, and for experts and professionals working at employment services organising subsided adult education launched with the participation of job-seekers**.

• Currently, one of the great problems we encounter in our society is getting people to find a good job and maintain it for the period of crisis we are experiencing. In our country, more and more private training companies are appearing whose main objective is to encourage students who want to improve their skills every day.

• The courses depending on the type of students they have. In the case of older students of 40 years, perhaps it would be important to prepare specialized teachers because a 40 year old does not have the same knowledge as a 25 year old, probably a 40 year old needs more attention and more dedication, so it is important to prepare teachers for these courses.

• In addition, specialised courses are also an important factor. It is good for students who want to encourage finding a new job and learn new skills, not only the theory is good, in our experience the training is very positive such as training courses (carpentry, industry, electronics, construction, landscaping, etc.).

• As it’s a private training company it is appropriate that before teaching classes and as we said earlier classes for teachers are likely to occur, so they can give the most in each class regardless of students.

• Usually in our country the training courses are given by the hour; in our opinion most of these courses have few hours making it difficult to learn. It would be good for the student to increase the number of hours and favor that after the theoretical course, there is also a workshop (in companies or not) that help students better retain concepts.

• If the person dealing with the training school are students, in our opinion they should encourage interactive class (also for adults with computer knowledge). Probably IT methods would be good for young people because it is a good way of learning, educating and entertaining all in one. IPF believes that the best way to learn is to mix interactive and face-to-face learning training (iportal Project).

• From our personal experience, we believe that private companies, schools, training centers, etc. should seek more public funding and try to collaborate with other centers so that educational provision is greater, it is not a question of money, the main point is the concern for education and to develop new jobs and collaborations between these companies (Posttigo)

**II.3 Guide and recommendations for teachers and other professionals working in VET and interested in reducing the number of droop-outs**.

• The main problem is that the number of dropouts has increased in recent years. More and more young people and adults start work and leave school because they feel they no longer need to study probably because when a person makes money they believe they don’t need anything else.

• To reduce the abandonment, teachers should use techniques that encourage students to continue by making it more interesting. If the activities are entertaining it is quite possible that the student feels good while learning.

• It is therefore very important to increase the demand for courses (interactive or not) that attract students interest and make it more enjoyable.

• The playful and interactive courses are probably the most demanded by students because of how easy it is to learn through them (as the case of the iPortal project and the Second Life Island).

• But not only that, it would be further desirable that teachers adapt to the type of students who are taking the class. This is because it is not the same as the preparation of a teacher teaching students of 25 years and the preparation for students of 50 years, as it is more difficult for a 50 year old to return to education and the student world, psychological preparation behind this is not easy and the teacher must become an assistant or support for the student and not an authority (iportal Project)

• The IPF team believes that technologies are a new ally for teachers because it makes it easier to teach students. It helps them to improve their skills and even their level of integration with other students.

• IPF has participated in projects that require the use of Internet as in the case of the iPortal portal, an educational platform through which we can learn languages through educational courses. Iportal also offers the opportunity to learn through virtual classes with the teacher and even accessing the Second Life Program, a social network dedicated to language learning.