



Green Program for
Organic Production
[GreenPOP]

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TRAINING MANUAL FOR VET STUDENTS' PRACTICE

Dissemination level: Public

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Vocational education and training of young people is the responsibility of the vocational schools and the competent institutions including the wider community. The process of vocational education is directly involving students, parents and schools. The business sector has a very important role in this process, especially in terms of educating the future “workforce”.

By opening the doors of their companies for training students, who represent a new potential future employees, companies contribute to shaping students while they are still formally being educated. By enabling the training of students, companies contribute to the fulfilment of social responsibility role which directly meets and recruits its workforce.

The manual is intended for students, teachers and mentors in companies that conclude practical and vocational training of students in the field of specific technologies in organic farming.

The need for preparation of this manual resulted from the demonstrated necessities of all involved entities, users and has an effect on vocational education students. The manual is made within the Green POP project. The basis of manual preparation is of standard nature in reference to carrying out practical and vocational training of students with employers adopted by the Vocational Education and Training.

The purpose of the manual is to help promote the practical training of students of organic farming through mentoring, which will increase the acquisition of practical skills among students in relation to organic farming.

The guide will help teachers in practical teaching and the mentors and companies in planning, implementation and evidence of practical training.

1. PRACTICAL TRAINING ON ORGANIC FARMING

The practical training of students on organic farming will be ADDED in companies that are registered as organic producers. The training in these companies is carried out by teachers and mentors from companies that previously have attended training for mentors within Green Pop project.

The practical training on organic farming will include students from agricultural - veterinary vocational profiles, agricultural management technician, horticulture technician, veterinary technician.

Objectives of practical training

The employer needs to create conditions that will enable the student through the realization of practical training on organic farming to achieve the following objectives:

- ❖ work experience, skills and abilities for proper occupation;
- ❖ research including various aspects of production and services;
- ❖ introduction to the organization and function of the company;
- ❖ introduction to the advantages and disadvantages in the workplace;
- ❖ introduction of opportunities for career advancement;
- ❖ understanding of the working environment;
- ❖ awareness and compliance with the regulations for personal protection, workplace and the environment;
- ❖ developing skills in teamwork, communication, problem solving, responsibility, creativity, decision-making and more.

Forms of practical training

Depending on the profession, vocation, educational background, type and level of education and vocational training, practical training in vocational education institutions and employers may be effected through one or more forms:

- ❖ practical instruction;

- ❖ professional practice;
- ❖ ferial practice.

The forms of practical training are of weekly and annual inclusion, and as such they are included in the curriculum of every educational profile. The program recommends implementation of the practical/vocational training on organic farming within the professional practice in agriculture - veterinary profession to be 10 days.

Standard of premises and equipment

The employer who is responsible for the practical training of students must meet the following standards:

Standard premises

- ❖ company is registered as a legal entity, and the farm as a legal or natural person;
- ❖ company is registered in the corresponding chamber and students receive practical training while the farm will be registered in the Register for Agricultural farms under the Ministry of Agriculture, Forestry and Water Management;
- ❖ employer has a private or leased space, according to the activity for which it is registered and to meet the prescribed minimum technical conditions;
- ❖ employer is obliged to provide space conditions where the student will be able to implement and full fill activities for achieving the goals of the curriculum of practical training;
- ❖ employer is to keep standard general working conditions in accordance with the Law on Safety and Health at Work.

Standard equipment

- ❖ Employer is to ensure safety and maximum protection of student work and handling equipment;
- ❖ employer is expected to be open to new technological developments and to keep up with them;

- ❖ the equipment the employer of is to realize the objectives stated in the curriculum for practical training;
- ❖ employer provides ergonomic standards for conducting practical training in the workplace and respect ergonomic principles.

Standard of professional and other staff

The professional staff (mentor) with the employer, who will organize and complete practical training of students, must meet the following conditions:

- ❖ to have completed secondary education or master degree and the corresponding level of education, according to the assigned work activity;
- ❖ to have at least three years of experience in the industry;
- ❖ to be employed by the employer;
- ❖ to have completed training for mentoring students in vocational and practical training with an employer.

Role and responsibilities of trainees

Main participants in the implementation of practical training students for organic farming at employers / mentors: schools for vocational education, practical training teacher, a parent / guardian of the student, the student, employer and mentor for practical training. Apart from these entities directly involved in the practical training in the implementation of practical training are the Chambers, the Ministry for labor, the Ministry of Education and the Vocational education and training center.

Role and responsibilities of the institution of vocational education

- ❖ signed agreement / memorandum of cooperation with the employer;
- ❖ contract with the employer, the parent / guardian and student to perform practical training of the student;
- ❖ plans to carry out practical training in cooperation with the employer;
- ❖ arrange appropriate insurance for students;

- ❖ provide conditions for the teacher supervision while students perform the vocational practice at the employer;
- ❖ prepare the students for realization of practical training with employers;
- ❖ the training for the preparation of mentors to work with students in the company and being certified for successfully completed training;
- ❖ compile a list of employers where students implement practical training;
- ❖ prepare a timetable of students for practical training with employers.

Role and responsibilities of the institution of vocational education

- ❖ providing conditions for implementation of program activities for practical training;
- ❖ signed contracts for practical training for each student with the employer;
- ❖ provides confirmation of the status of the student / regular / extraordinary, year of education and profession;
- ❖ controls whether the student has adequate insurance for workers and sanitary card, if it is provided for the activity for which the student is trained;
- ❖ necessary part in meetings with the parent / guardian, teacher and mentor with the employer.

Role and responsibilities of the teacher in the practical training

- ❖ providing assistance in providing potential jobs;
- ❖ participate in the preparation of a work plan for the practical training of the student with the employer, in cooperation with the mentor;
- ❖ continuously monitors the performance of the student in the workplace by the employer;
- ❖ water schoolgirl dossier for evaluation of student achievement in practical training;
- ❖ evaluate achievements and shape evaluation of the student in cooperation with his mentor in the company;
- ❖ necessary schedules and participate in meetings with the school, a parent / guardian and mentor with the employer.

Role and responsibilities of the parent / guardian

- ❖ signed an individual agreement for the training of the student, if the student is younger than 18 or has no legal capacity;
- ❖ Providing support for the student to meet the requirements arising from the workplace by the employer (sanitary examination of the student who takes a practical training with an employer, if it is provided for the activity for which the student trains) and provides insurance against the student.
- ❖ Necessary to participate in the meeting with the school principal, teacher and mentor with the employer.

Role and responsibilities of student

- ❖ sign an individual contract for practical training with an employer, if over 18 years and working capacity;
- ❖ perform contractual obligations;
- ❖ involved in preparing for the implementation of practical training with employers;
- ❖ run under the expert guidance of the mentor;
- ❖ respect the prescribed order the employer (presence, reliability, safety, rules and etc.).
- ❖ providing proof of insurance prior to practical training in the company and sanitary card, if it is provided for activities for training;
- ❖ contact the teacher for practical training when problems occur in the workplace;
- ❖ participate in meetings with the mentor, the parent / guardian and teachers to share information;
- ❖ a diary for tasks realized during the practical training with the employer.

Role and responsibilities of the employer

- ❖ signed agreement / memorandum of cooperation with the institution of vocational education;
- ❖ contract with the institution of vocational education, parent / guardian and student to perform practical training of the student;
- ❖ plans to carry out practical training in cooperation with the institution of vocational education;
- ❖ providing conditions for achieving the goals of practical training curricula;
- ❖ determining the mentor in charge of working with student
- ❖ executing practical training with an employer;
- ❖ gives instructions and document student progress;
- ❖ participate in joint meetings with the student, parent / guardian
- ❖ teacher;
- ❖ protect students from any kind of abuse;
- ❖ provides application of means of protection, in accordance with the law
- ❖ regulation;
- ❖ entitled to acquire financial, customs and tax benefits prescribed under the Law on Vocational Education and Training, Fig. Gazette no. 71/2006 (Article 15: The employer has the right to acquire financial, customs and tax benefits prescribed by law);
- ❖ providing compensation for students' work in accordance with the conditions prescribed by the contract, unless both agree the employer and the student / parent / guardian and provides protection at work in compliance with
- ❖ law;
- ❖ providing conditions for checking the knowledge and skills of students and necessary materials, machines and tools and appropriate measures for hygiene's TECHNICAL protection;
- ❖ providing leisure time for student during the working day, in realization of practical/vocational training.

Role and responsibilities of the mentor the students on practical training:

- ❖ share experiences and transmit knowledge and skills of the student;
- ❖ worry about the safety of the student;
- ❖ care about preserving the ergonomic principles in the workplace;
- ❖ cooperate with the teacher for practical training in the preparation of a work plan for the practical training of the student with the employer;
- ❖ directs the student to professional attitude in the workplace;
- ❖ supervise, train and direct the student;
- ❖ contact the teacher for vocational - practical training;
- ❖ evaluates student achievement and participate in shaping the assessment
- ❖ student in cooperation with the teacher of practical training;
- ❖ necessary part in meetings with the school, a parent / guardian and teacher.

2. SIGNING AND TERMINATION OF CONTRACT

Signing the agreement on practical training

Before the implementation of practical training at the employer's mandatory agreement is signed by:

- ❖ Institution for vocational education;
- ❖ Employer;
- ❖ if a student that is over 18 years and is business capable, i.e. parent / guardian of a student under 18 years of age;
- ❖ Contract is verified in the Chamber obliged to register students on vocational training with employers.

Termination of the practical training

The signed agreement may be terminated by the employer, institution of vocational education, the student or his parent / guardian.

The employer may terminate the agreement if:

- ❖ contract is concluded on the basis of false documents;
- ❖ student absent without valid reasons constantly , missing out on three or five practices with interruption;
- ❖ student has health problems and according to the competent doctor is unable to continue education with the educational profile that he has enrolled;
- ❖ student violates obligations arising from the agreement for the implementation of practical training and internal regulations the employer;
- ❖ student reads the establishment of vocational education;
- ❖ the employer decision to terminate the agreement is to be explained in writing and conveyed to the institution for vocational education and to the Chamber that the register of students on practical training with employers within 3 days.

The institution of vocational education, the student or his parent / guardian may terminate the contract:

- ❖ if the employer does not fulfill contract obligations and requirements for provision of practical training.

In case the contract is terminated due to the inability of the employer to meet the terms of the agreement, establishment of vocational education will allow the student to sign a new contract with another employer. If the contract for conducting practical training cannot terminate the contract, the court decides.

3. PLANNING, RECORDING AND DOCUMENTING THE PRACTICAL TRAINING

Main participants in the implementation of practical training in employers (institution for vocational education, teacher training curriculum of employer, supervisor of practical training, the parent / guardian of the student and the student) should perform the following planning , recording and documentation:

Planning, recording and documenting the practical training by the institution for vocational education

- ❖ signing the agreement / memorandum of cooperation with an employer who is regulating the organization and realization of practical training students with the employer;
- ❖ Planning the realization of practical training with employers;
- ❖ drawing up a list of employers for practical training.

Planning, recording and documenting the practical training by the employer

- ❖ Planning the realization of practical training;
- ❖ determine mentor work with students;
- ❖ signing a contract with any student or parent / guardian, and the institution of vocational education;
- ❖ to successfully complete practical training, the employer shall issue a certificate.

Planning, recording and documenting the practical training by the teacher for practical training

- ❖ preparation schedule of students in companies and timetable for the implementation of practical training with an employer;
- ❖ keeping records of evaluation of the achievement of the student in practical training;
- ❖ recording of student achievement in cooperation with the mentor with the employer;

- ❖ drawing up a work plan for the practical training of the student, in collaboration with mentor with the employer.

Planning, recording and documenting the practical training by mentors for practical training

- ❖ preparation of a work plan for the practical training of the student, in collaboration with the teacher for practical training;
- ❖ drawing up a schedule of students in the company;
- ❖ recording of student achievement in cooperation with the teacher for practical training.

Before the commencement of the internship, the student or parent / guardian shall sign a contract with the employer and the institution of vocational education and to enroll the contract at Chamber and thus register students for practical training with employers.

FORM NO. 1: MODEL CONTRACT FOR PERFORMANCE OF PRACTICAL TRAINING.

Pursuant to Article 15 of the Law on Vocational Education and Training (Official Gazette of RM no. 7/2006), the employer institution of vocational education and student or parent / guardian
sign:

AGREEMENT

for practical/vocational training student with employer

_____ Student born _____, at
_____ citizen of regular / part-time
student in _____ year, the educational vocational profile of _____
_____ profession, the academic _____ / _____ year.

Parties:

1. Employer _____
(Name and address)
represented by the Manager _____

2. Institution for Vocational Education _____
(Name and address)
represented by the Principal _____

3. A student (parent / guardian) _____
(Name and address)

conclude an agreement by day _____ 20____ year

I. SUBJECT OF CONTRACT

Article 1

This agreement regulates the rights and obligations of the contracting told by when performing vocational training of student _____ class in school ____ / ____ year

Article 2

Practical training with employer realized based on the prepared work plan for practical training. The student can realize up to 8 hours during the working day, including break, or up to 40 hours a _____ week. This agreement is concluded for a period of _____ to _____.

II. RIGHTS AND OBLIGATIONS OF THE PARTIES

RIGHTS AND OBLIGATIONS OF THE INSTITUTION FOR PROFESSIONAL EDUCATION

Article 3

The school is committed to:

- Plans to carry out practical training in cooperation with the employer;
- Provide adequate insurance of the student;
- Perform theoretical preparation of the student for the realization of practical training with an employer;
- Prepare a timetable for the practical training of the student with the employer.

RIGHTS AND OBLIGATIONS OF THE EMPLOYER

Article 4

The employer is obliged to:

- Comply with regulations;
- Plans to carry out a work plan for practical training in cooperation with the vocational education institution;
- Provide conditions for achieving the goals of practical training curriculum;
- Determines the mentor in charge of working with the student performing the practical training with an/the employer;

- Gives instructions and documents student progress;
- Participate in joint meetings with the student, parent / guardian and teacher;
- Protect students from any kind of abuse;
- Provides application of means of protection, according to the legal regulations;
- Provides reimbursement for student work, if they so agree employer and the student / parent / guardian and provides protection at work in compliance with the law.

Article 5

The employer is obliged to the performance of the agreed vocational practice which provides training and includes examinations to verify the knowledge and skills to provide the necessary materials, machines and tools and appropriate measures for hygiene's TECHNICAL protection. Made objects or values realized by giving service, belong to the employer who takes a practical training or who have exams in paragraph 1 of this Article.

Article 6

The employer can issue a recommendation on continuing education of the student or his employment, if excellent results are achieved in the realization of practical training.

RIGHTS AND OBLIGATIONS OF THE STUDENT OR PARENT / GUARDIAN

Article 7

The student commits to:

- Regularly attending the vocational- practical training;
- Meets regularly teaching obligations arising from curriculum and the contract, for the purpose of carrying out the practical training with the employer;
- Acting in accordance with the instructions of the employer and the teacher of vocational/practical training, which refers to the execution of practical training;
- Comply with regulations on safety at work;
- Keep the property and operating secrets of the employer.

Article 8

In case of inability to visit the practical training due to illness or other valid reason, the student shall, within three (3) days from the beginning of the inability inform the teacher of vocational/practical classes and mentor with the employer.

Article 9

The parent is obliged to compensate the damage caused on purpose that the student would make at the premises of the employer during the execution of practical training if it is determined by the appropriate investigation procedure.

III. TERMINATION AND TERMINATION OF CONTRACT

Article 10

Contracts for practical training may be terminated at the request of the employer, the institution of vocational education, the student or parent / guardian if:

- The contract is concluded on the basis of false documents;
- Student without a cause, and absent from three consecutive practices or five times with not explanatory excuses form vocational practices with interruption;
- The student has health problems and the opinion of the competent doctor, is unable to continue education;
- Student violates obligations arising from the agreement for the implementation of practical training and internal regulations of the employer;
- Student reads the institution of vocational education;
- The employer does not fulfill the contract terms.

Article 11

The employer and the student, and the decision to terminate the contract shall be explained in writing and communicated to the institution of vocational education and the chamber where the contract is entered in the register.

Article 12

The student or parent / guardian may request up to two times during the school year to terminate the contract with the employer and to notify the institution of vocational education and the corresponding chamber.

IV. FINAL PROVISIONS

Article 13

For everything that is not regulated by this Agreement the provisions of the Law on Vocational Education and Training, Law on Secondary Education, Law on Obligations and other positive regulations in the area of labor relations.

The type and scope of the goals and objectives of the practical training component of this agreement is an annex to the agreement signed by the parties.

Article 14

If agreement cannot terminate the contract, the contracting parties agree to decide the dispute at a the suitable court.

Article 15

This Agreement shall enter into force on the date of signing.

Article 16

This contract is made in 4 (four) identical copies, one (1) copy to be kept by each party and one (1) copy for the chambers.

Article 17

This Agreement applies to the _____.

Contract number in the register of students on practical training with employers: _____

Employer: _____ MP
(Signature)

Principal of the institution
vocational education: _____ MP
(Signature)

Student (parent / guardian) _____
(Signature)

FORM NO. 2: MODEL FOR TERMINATING THE CONTRACT OF PRACTICAL VOCATION

**TERMINATION OF CONTRACT
for practical training student with employer**

concluded in the institution for vocational education _____

between employer _____

(name and address)

and the student, parent / guardian _____

(name and surname)

from _____

(Place and address)

_____ registered under reference number _____

(Date)

Contract is terminated (end):

1. contract
2. by the request of the student
3. by the request of the employer
4. Upon request of the institution of vocational education

Reason for termination of the contract: _____

Both sides, with their signature, confirm that they restrain from any further claims based on stated contract to perform practical training.

Parent or guardian

Employer

(Signature)

(signature)
MP

In _____,
(Date)

Recorded in the institution for vocational education: _____

Signature of the responsible person
institution for vocational education

place for seal and stamp

FORM NO. 3: MODEL CONFIRMATION CONDUCTED PRACTICAL TRAINING

Name of employer: _____

Address: _____

Name and surname of the person or mentor: _____

CERTIFICATE

that _____

(Name of student)

It is a full / part-time student in _____ year institution
(I, II, III and IV)

vocational education _____

by _____
(Town / municipality)

realized _____

(Part-time or professional practice and practical teaching)

the educational profile _____

from _____ the profession

_____ a period of days in the period from _____ to _____ 20__ year
(In numbers and letters)

In _____, _____ 20__ year Signature _____

place for seal and stamp

**PLAN
FOR PRACTICAL TEACHING STUDENTS WITH EMPLOYER**

EDUCATIONAL PROFILE - _____

Name and surname of the mentor,

name and surname of the teacher

_____, 2016

Place of realization and goals that the pupil / student develops practical training with an employer

I, the Educational Profile _____

II year Educational profile _____

III year Educational profile _____

IV year Educational profile _____

Number assignment Target Product / service department achieved / a

Task number	Targeting aim	Manufacturing department	Achieved	
			Yes	No
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Mentor: _____

Teacher: _____

PLAN FOR PRACTICAL TRAINING STUDENTS WITH EMPLOYER

The implementation period of practical training of student preparation prior to participating in the work process required means to protect student's Method of recording and evaluating student notes from mentor

PLAN FOR VOCATIONAL PRACTICAL CURRICULUM AT THE EMPLOYER				
Frame work for realization of vocational practice	Preparation of student prior to the beginning of vocational practice	Necessary means	Manner of record of student achievement	Notes by mentor
from _____ to _____				

Mentor: _____

Teacher: _____

POINTS BY WHICH STUDENTS ARE EVALUATED BY THE MENTOR

Order number	Evaluation elements	Potential points	Points by the employer
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
Total		100	

NUMERIC GRADE	POINTS
Excellent (5)	90 – 100
Very Good (4)	75 – 89
Good (3)	62 – 74
Sufficient (2)	50 – 61

Mentor: _____

Teacher: _____

Completed sample paper, for observation, evaluation and recording of the study process, by the mentor –employer and mentor - teacher

Order number	Possible questions	Answers and responses
1.	Does the program work- based learning takes place on a schedule of activities? If there are certain deviations, what is the reason?	
2.	Are all students present regularly? If not, what is the reason for their absence and what measures are taken to prevent them?	
3.	Have all students been used for additional work? If not, where the deviations appear and why?	
4.	Do students have adequate skills to perform their tasks? If not, what should be done with such students?	
5.	Are there any problems with the students? If so, what are the problems and measures taken or to be taken?	
6.	Can we prepare students differently so to provoke more knowledge and skills?	
7.	Is the workbook been updated? If not, what is the reason for such a situation?	
8.	Do students respect a code of Behavior in the organization and procedures of safety? If not, what is the reason and what measures are being taken?	

A sample on paper sample for evaluation of the student on behalf of the mentor

Order number	Elements of evaluation	Potential set of points	Awarded points by the employer
Total		100	

Mentor: _____

Signature of mentor: _____

Completed sample paper on evaluation of the student on behalf of the mentor

Order number	Evaluation elements	Potential points	Awarder points by the employer
1.	Independent planning of work related tasks	0 - 10	
2.	Timely work related activities and tasks	0 - 05	
3.	Order and regularity of procedures and using tools an appliances	0 - 10	
4.	Quality and accuracy in work related activities and final products	0 - 30	
5.	Esthetic appeal of manufactured goods	0 - 10	
6.	Use of technical documentation	0 - 05	
7.	Measurements for work protection regulations	0 - 05	
8.	Conduct regulations and procedures for environment protection	0 -05	
9.	Rational use of resources and materials	0 - 05	
10.	Communication with colleagues, superiors and others	0 - 10	
11.	Capability of analyzing work completed tasks	0 - 05	
Total		100	

Mentor: _____

Signature of mentor: _____

Form with numerical grades for evaluation of the student by the mentor

The assessment of a mentor can be given descriptive of the end of practical training.

1 Unsatisfactory 2 - Fair 3 - Good 4 - Very good 5 – Excellent

Order number	Evaluation elements	Evaluation				
		1	2	3	4	5
1.	Technical knowledge: The student has knowledge and competence form the vocation that he is being educated for	1	2	3	4	5
2.	Vocational/practical competences: The student performs excellent and successful task related to the assigned vocation educational profile	1	2	3	4	5
3.	Ability to learn: The students overcomes new learning material with an ease, and thus the learning process is successful	1	2	3	4	5
4.	Job related interest: The student asked questions frequently and is interested in the process of learning and working	1	2	3	4	5
5.	Taking the initiative: The student asked to work and showed initiative while performing tasks	1	2	3	4	5
6.	Communication skills: The student expressed himself/herself clearly and could follow verbal or written instructions	1	2	3	4	5
7.	Teamwork student : collaborated with others and demonstrated that he/she can successfully work in a team	1	2	3	4	5
8.	Punctuality: Student came to work on time and executed on tasks in demanded time frame work	1	2	3	4	5
9.	Responsibility: The student has shown responsibility in the use of equipment and resources of the company	1	2	3	4	5
10.	Security and safety measurements: The student understood and followed all instructions and safety precautions	1	2	3	4	5
11.	Overall progress: student demonstrated progress and personal development during the implementation of the internships	1	2	3	4	5

Mentor: _____

Signature of mentor: _____

GREENPOP PARTNERS

The GreenPOP project is a partnership between the following partners:

	Fondacija Agro Centar za Edukacija, FACE	www.ace.org.mk
	Stichting International Foundation for Sustainable Agriculture Training, IFSAT	www.ifsat.eu
	Verkmenntaskólinn á Akureyri, VMA	www.vma.is
	Nevares Institute of Agrarian Entrepreneurs, INEA	www.inea.org
	SOU Koco Racin Sveti Nikole	
	Balkan Biocert Skopje	www.balkanbiocert.mk
	SUGS Brakja Miladinovci Skopje	http://sugsbrakjamiladinovci.page.tl

The market for organic agricultural products is the fastest growing segment of the European agriculture products market, even in times of economic crisis. Because of the growing environmental consciousness of European consumers this trend is set to continue in the foreseeable future. The European Union has chosen to promote organic agriculture because of its recognized environmental (biodiversity, climate, animal welfare) and social (rural development) benefits. The lack of organic agriculture vocational training in many countries, including Macedonia, is one of the major obstacles in realizing this aim and therefore in enabling agriculture producers in these countries to benefit from this global growth trend.

The goal of the GreenPOP Project on the one hand is to enable VET Providers in Macedonia to deliver innovative training programs and courses for sustainable (organic) agriculture with focus on practical (on-farm) training [through capacity building of the teachers/trainers and potential work-mentors/organic farmers using innovative model of work placements for the learners] and on the other hand the project will enable delivery of agriculture courses to the farming community.



This project has been funded with support from the European Commission. This communication reflects the views only of the author and the partnership, and the Commission cannot be held responsible for any use which may be made of the information contained therein.