

# Annual report 1993

**CEDEFOP**





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**Vocational training  
in the  
European Community 1993**

Annual report 1993  
approved by the Management Board at its meeting  
on 25 march 1994

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# Introduction



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Photos: Stephan Schraips

The 1993 Work Programme, the subject of this report, falls within the domain of the new Action Guidelines 1993-1997 for CEDEFOP's activities.

These Action Guidelines were formulated against the background of the Single Market and the signing of the Maastricht Treaties which are also the frameworks for continuing construction of the European Area in the twofold social and economic dimensions in accordance with subsidiarity principles. It is also influenced by the prospective expansion with the EFTA countries and the opening to Eastern European countries. In this context, progress towards a "European market of qualification and training" directly raises the issue of the balance and the linkage between Community and national policies, between the economic and the social Europe. It is also an excellent framework for exchange and cooperation between social partners within the Social Dialogue.

The period covered by the Action Guidelines is marked by increasing international competition and awareness of the importance of human capital as a factor in competition. The issue of qualifications is thus becoming a central one for all those involved (the state, social partners, training systems, companies, the individual), calling into question their roles and practices.

All the Member States are witnessing an acceleration of many changes affecting both the education and training systems, the production system and the organization and content of work. These trends hamper identification of needs for qualifications, competences and training and question existing classifications and groups as well as the linkage between the rôles of all concerned.

This requires renewed analysis of qualifications and vocational training in which CEDEFOP has an important rôle to play, taking into consideration its statutory tasks. This leads to redefining the issues to be examined, the way in which they are constructed and the Centre's activities. The Action Guidelines 1993-1997 are directly related to this overall repositioning by identifying two main areas of work - **qualifications, training systems** - to create a structure for formulating Work Programmes and issues for the contents of these areas. Similarly, they provide indications on the means

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to be used and the synergy to be produced in the Centre's operations and tasks: studies, information, exchange platform, expert advice. Adjusting CEDEFOP's operations and methods is the subject of a number of framework measures adopted by its Management Board, implementation of which started in 1993.

With regard to the **qualifications** area, work should identify changes in progress while providing all involved, both at national and Community level, with classification means and pertinent information in order to take decisions, to negotiate and to act. This leads to replacing a standard and rigid classification of qualifications and of the operation of labour markets with a more heterogenous and flexible perspective by means of more diversified analysis and to reposition and interlink the various dimensions relating to qualifications and the multiplicity of instances and time periods involved in their generation: qualifications resulting from training systems, qualifications instilled and activated at work, qualifications as a social skill.

With regard to the **training systems** area, monitoring trends in the organization and operation of both initial and continuing training systems is a priority task for CEDEFOP which makes use of the output from information systems describing the systems' architectures. The Centre's work should also produce knowledge and understanding of the dynamics of training systems in response to the interrelationship between competition and producing high quality training for everyone. The work should take into account changes in relation-

ships between production and training systems, the increasing importance of continuing training and work experience in generating and renewing competences and the questions which this provokes for the validation and recognition of occupational skills and classification systems. This restructuring of the relationship between systems witnesses the emergence of local levels as the priority interfaces between needs and those involved in the economy and training.

The form these new problems take in response to the stakes and issues are the result of exploiting the findings of the Centre's work and of the Community action programmes and by making full use of existing knowledge in the Member States. It also assumes that the two areas are not strictly partitioned, but that the findings of the work carried out in each of the areas to produce the information expected of CEDEFOP are linked.

To the extent that these Action Guidelines succeed in repositioning CEDEFOP, their implementation is a long process and the 1993 Work Programme is only a small part of this.

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# Qualifications

The projects developed in this area focus on two main objectives; completion of work resulting from the Council Decision of 1985 on the comparability of vocational training qualifications, that is to say, comparability work in itself, and the experimental project in formulating occupational profiles for three areas of activity and secondly the projects aimed to classify systems and procedures for certifying qualifications in the Member States (cf. projects 1 and 3). These approaches are an initial step towards acquiring knowledge and being able to compare national qualification systems. They also contribute to dialogue and exchange of views between the social partners at national and Community level. At this stage and faced with the need to renew approaches, CEDEFOP has undertaken an assessment of methodologies for comparing qualification structures (cf. project 3).

The second aim consists of examining qualifications from a more dynamic prospective based on use of the findings and the extension of certain work carried out in preceding years and through examining new areas (cf. projects 4.1, 4.2 and 4.3) on three issues:

- What is the meaning and what are the uses of the concept of competences in various countries and contexts? The term tends to be generalized and confused at times with that of “qualifications”. What can it contribute to Community aims in the comparability and transparency of qualifications?
- Through examining three occupational areas, how and with which tools and approaches

can trends in qualifications or the emergence of new qualifications be identified and what are the implications of this for training systems?

- In the enterprise, how are recognition/validation processes for the skills acquired through work experience generated and how do they develop in liaison with changes in production in methods of producing qualifications accompanying changes in the organization of production and work? What initiatives have been taken to formalize the skills acquired through work experience which have been developed by training institutions for occupational trends?

## **Project 1 Comparability of vocational training qualifications**

Following the Council Decision mentioned in the introduction, CEDEFOP was entrusted by the European Commission with tasks related to qualifications at the level of “employee/skilled worker”, the second of five training levels defined in the appendix to the Council Decision.

- 1) The following table lists the sectors in which the experts nominated by the Member States selected to establish comparabilities at this level. The number indicates the Official Journal of the European Communities in which the descriptions of occupational requirements were published and on which agreement was reached.

The descriptions comprise for each of the occupations comparative tables of the vocational

training qualifications awarded by the Member States, a description of the type of establishment providing training and listing the bodies responsible for awarding these qualifications.

To date, comparability has been ascertained for **209 occupations** in **19 sectors**, corresponding to some 90% of workers at the level of "employee/skilled worker".

Sector	OJEC No
Hotel and Catering Industry	C166/89
Motor vehicle repair	C168/89
Construction	C292/89
Electrical/electronics	C321/89
Agriculture	C 83/90
Textile-Clothing	C253/90
Metal	C196/91
Textile Industry	C318/91
Commercial Sector	C 42/92
Clerical/Administration	
– Banking and Insurance	C108/92
Chemical Industry	C262/92
Food Industry	C292/92
Tourism	C320/92
Transport	C338/92
Public Works	C 20/93
Printing/Media	C295/93
Iron/Steel	C182/93
Leather	C223/93
Wood	C330/93

For the 19 sectors for which the European Commission was mandated, "comparability" work and tasks related to preparing their pub-

lication in the Official Journal in all Community languages in the format stipulated by the Publications Office had been completed in 1993.

An expert analysis of the use of the comparability work's findings was requested of the "Euro-councillors" involved in the Community EURES programme. This showed that the comparability system is utilized by experts, training and information centres, etc... but that little use is made of it by workers or companies. CEDEFOP continues to receive a large number of requests for information on the findings and their use, particularly from employers' organizations and from chambers of trade and commerce. The expert report will be disseminated in three languages in 1995.

2) Work launched in 1992 on "systems and procedures of certification of qualifications" in the Member States has been concluded and the findings were published in the second half of 1993. The national descriptions were drawn up in the original language and translated into English or French. The synthesis of the findings of the comparative analysis of the national reports is also available in English (original language), German and will soon be available in French. This synthesis contained synoptic tables referring to the "grid of training levels" annexed to the Council Decision of 1985.

The synoptic tables have been included in CEDEFOP flash 6/93 (available in the 9 Community languages). All documents published are available free-of-charge in the "CEDEFOP panorama" series which are requested frequently.

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The interest shown in these documents is indicative of the importance of issues relating to the certification of qualifications. Although it is a delicate issue, it is one undergoing rapid change which must be taken into account in updating documents within a two-year period at the most. In this context, CEDEFOP will be grateful for any reader's remarks on these documents.

3) CEDEFOP will be responsible for technical support for the experiment in progress in the Member States with a view to introducing a **portfolio of qualifications**. Two working meetings with the relevant bodies in the Member States have taken place at CEDEFOP at the invitation of the European Commission to formulate a model currently being tested in the Member States.

4) An alphabetical list of occupational profiles for the skilled workers selected for the "comparability" system, including an index of the more significant tasks of each, has been drawn up in the 9 Community languages in the form of a diskette (IBM compatible). This also contains OJ references for each profession which should facilitate review of the current state of publications. The diskette is available free of charge.

A supplement containing an analysis of current trends in the 19 sectors which "comparability" examined is the CEDEFOP response to the Commission's need for a comprehensive **compendium** which places the findings in a more dynamic perspective. This is published in nine Community languages and is available on diskette.

5) To facilitate the retrieval of sources, technical terms, translation and comprehension in all the *Community languages*, the list of occupational profiles at skilled worker level and the glossary and other terminology tools have been entered in a multilingual database which is in the prototype phase; the final version will be available at the beginning of 1994. This database will address information services and occupational guidance services primarily, but should also help to develop a database network on qualifications (see project 2).

## Project 2

**Transnational network of databases on qualifications and occupational certification** (contribution requested by the European Commission)

CEDEFOP prepared a call of interest to all interested parties either to participate in the network or to provide technical or practical support for CEDEFOP in its implementation. This call resulted in some fifty responses from private and public bodies including transnational consortia. Before proceeding to the invitation to tender (by a procedure which has not yet been determined), a feasibility study of various means of implementing this has been commissioned. This should elucidate the following aspects:

- the potential of a network;
- analysis of alternative techniques for hardware/software configurations;
- commercial and legal aspects, financial implications;
- joint ventures, interest in and implications

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of extending the network to all Member States.

This study has been progressing well and CEDEFOP should issue the invitation to tender at the beginning of 1994.

Parallel to this, a provisional consortium was established comprising three databases which had volunteered participation and a monitoring group to assist CEDEFOP in preparing a demonstration diskette on PC containing information on qualifications at all levels in two sectors of activity (building and hotel and catering) as contained in the three databases of the Member States involved (D, F, UK). This has also produced a number of technical and terminology tools. A presentation was made during a conference in November at CEDEFOP to the representatives of all the Member States and the experts involved in the existing databases. This has led to the preparation of further phases and to giving the political decision-makers who may be potentially involved initial advice on the framework required for such a measure and on the users and expected results. The experiments in progress on the portfolio of qualifications, the possible follow-up to "comparability" (see Council Resolution of 1992 on transparency), the findings of work on occupational guidance and on worker placement (EURES programme) have been taken into consideration in this work.

### **Project 3** **Directory of occupational profiles**

The work carried out in 1993 aimed to conclude work which had been progressing over the past two years in the three occupational areas covered by the experiment - tourism, electronics and audiovisual arts - resulted in publication of the Community Directory of Occupational Profiles in these three areas and in an analysis of the concepts and methods for comparison of qualification structures.

#### **1) Completion of 1992 work**

■ For **audiovisual arts** (sub-project film and television), the work started in 1992 was concluded and the findings used for a transnational analysis. The framework of the project did not allow all involved to construct a comparative presentation of competences on the basis of a descriptive analysis of the tasks. The final reports submitted by the various partners are very diverse. This sub-project was successful for a number of countries, but still falls short of the aim of facilitating joint comparison.

■ For **electronics** the seven national directories (D, E, F, IRL, I, NL, UK) on occupational profiles in the sector and the Community report containing the comparative presentation have been completed. The Community report is available in six languages (D, ES, F, I, NL, EN). All data available in the nine languages had been input into a database to facilitate printing and preparation of multilingual documents. The reprographic documents have been submitted for comment to the companies selected

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for the study and to a number of bodies working on qualifications.

■ For the three sub-sectors “hotel and catering”, “travel agencies” and “public sector” (tourist information offices, tourist bureaus etc..) contained in the tourism sector, comparative work on 27 occupational profiles has been concluded. Data has been processed and are contained in comparative tables which, along with the final report, were compiled by CEDEFOP. The lack of resources hindered publication of the nine national reports which have been distributed in large numbers in photocopied form. For the same reason the “tourism” dossier could only be published in the original language (IT).

## **2) Analysis of concepts and methods of comparison of qualification structures**

Preparation of two working seminars with researchers with experience of comparative analysis of qualification structures (a number of the latter had previously been involved with CEDEFOP work on comparability, the occupational profile directory and in monitoring the four sectoral studies) resulted in an initial review of existing literature in the area. Difficulties presented by obtaining this literature resulted in contacts with research networks involved in comparative analysis but working with different approaches and on different socio-professional categories. This proved that comparative studies are no longer confined to the traditional category of skilled workers, but apply also to technicians, engineers or to all occupational categories. On the other hand,

with regard to countries studied, the focus was particularly on Germany, France and the United Kingdom. This risks increasing the imbalance between the continuous improvement of our knowledge of these three countries and relative ignorance of the other Member States.

The two working seminars in September 1993 in Barcelona and in December 1993 in Copenhagen aimed to look at the experience gained in comparative research with a view to developing a European system on the comparability of qualifications. During these seminars discussion focused on a larger number of European approaches (including those developed as part of Community activities) as well as on bilateral examples of research or examples of qualification systems constructed by a number of Member States. The national experience shows that implementation and maintenance of a national system for establishing a system of qualification standards which is coherent and acceptable and which includes assessment institutions and the necessary certification and validation institutions requires considerable financial and human investment. They also show that such national systems are based on a variety of principles which makes their use difficult at an international level. In addition, certain countries have no official qualification system. Currently, the foundations of European qualification systems are very insecure and give the impression that the problems these provoke are underestimated considerably.

The European perspective also raises methodological and empirical issues. The societal approach has become the predominant one in

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comparative research of employment and qualifications and has produced convincing proof of the extreme difficulty or even impossibility of developing instruments for comparison at a European level. This is attributable to the fact that education and training bodies are closely interlinked with other societal institutions such as the labour market, occupational relationships and work organization. Consideration must also be given to the organization of funding systems which, through determining particularly the investment strategies of companies, influence their educational and training behaviour. Qualifications - and, what is more, certain occupational denominations - have particular significance for each country which may only be understood fully through placing them in the context of the institutional interrelationships mentioned above. There is a need for a greater understanding of the ways in which vocational training systems operate in relation to employment systems in each country. Elements are already being perceived for countries such as Germany, France and the United Kingdom but our knowledge of others is lacking.

A more systematic presentation of this research analysis is in progress and will culminate in a working document to be published in 1994.

#### **Project 4 Studies on qualification trends**

This project is made up of three sub-projects.

##### **Sub-project 4.1 Studies of occupational competences: models of aggregation, transferability**

The concept of occupational "competence" tends to be used generally in all Member States and at times replaces the concept of "qualification". But the definition, interpretation and use of this concept varies from country to country. The aim is to identify and analyse "models" and current practices in the various Member States in order to find means of analysing competences transnationally and to contribute to Community reflection on the transparency of qualifications. This work follows on from work which commenced in 1991 as part of the "occupational profiles" project.

A small international coordination group was set up at the end of 1993 to help develop a programme to elucidate the potential usefulness of an approach based on competences for a European system of comparability of qualifications.

The emergence at an international level of the concept of "competence" is indicative of the increasing importance attached to "learning through doing" as opposed to formal occupational qualifications or certificates. On the other hand, one can detect important national differences in the context in which the concept was generated. This context is indicative of the



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types of issues and problems to be tackled through use of the concept "competence". The agents involved also play a rôle in propagating this concept. This, in addition to the highly subjective perception of the concept of competence, gives rise to doubts over developing at European level an approach based on this concept.

Two seminars were organized to elucidate these issues. The first took place in Amsterdam (NL) in September and the second will take place in Marseille (F) in January 1994. The first seminar was devoted to examining the national meaning and use of the concept of competence with participants from Belgium, France, Germany, Denmark, Spain, The Netherlands, Portugal and the United Kingdom. Discussions showed a large gap between countries like Germany, The Netherlands and Denmark who referred to "competences linked to individuals" and those like the United Kingdom who refer to "competences" in an isolated manner. They also revealed differences in the areas in which the concept of competences was applied: education and initial training in Spain, Portugal and the United Kingdom; continuing training and adult training in France and The Netherlands.

The second seminar will focus on the use of the concept of competence in a variety of disciplines: work sociology, economics, industrial relations, human resource management, educational science, research on the labour market. One of the main issues involved measuring competences. Another issue is that of modelling qualifications on an individual basis which will involve use of the concept of competences.

The results of these two seminars will be used by the coordinators to draw up a working document. The contributions of the participants in each seminar will form a publication (preparation of the document on the Amsterdam seminar is in progress).

#### **Sub-project 4.2**

#### **Occupational qualifications: trends in the structure of occupational sectors/domains, banking, electronics-telecommunications-informatics and environment**

This project aims to show the rôle of the various agents (social partners, administrations, protagonists in training systems, company management etc.) in developments in the formalized structures of qualifications taking into account at the same time interaction which may exist between the protagonists and the contexts in which they operate. The approach adopted is based on analysis of the tools or mechanisms which the protagonists use to help qualifications develop or to follow their development. To do so, three occupational areas or sectors were selected: a traditional sector, the banking sector, but one in which employment and human resource management has witnessed important quantitative and qualitative changes leading to a transformation of traditional qualification structures; two occupational areas in the process of construction where it is more a matter of constructing or developing new functions and skills, the first one on the installation and use of technologies and networks associated to electronics, telecommunications and informatics, and the second on activities linked to the environment in

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the chemical and metal processing industries and in the conservation and restoration of the architectural heritage.

### **1) Banking**

A team made up of the project coordinator and two external experts with a wealth of research experience in the banking sector made contact with comparative research networks working on issues linked to training in European banks. The team also participated in a number of seminars organized by these networks which provided it with the opportunity to "test" its own findings.

A general review of comparative literature on the banking sector leads to the same conclusions as that for international comparisons in general (see project 2): information on the structure of qualifications in the sector is limited to countries such as Germany, France, Italy and the United Kingdom. There is practically no information on countries such as Belgium, Denmark, Spain, the Netherlands, Portugal or Greece. At the same time, it is evident from the effects of international competition, of Community legislation and the delayed effects of rationalization measures undertaken some years ago (fusions, technological innovation), that the banking sector is undergoing radical changes in employment and in the qualifications structure. This point of view would call for a review of the fairly optimistic conclusions in terms of quality and volume of employment as contained in the last OECD report on banks (one of the authors of this report was a member of the research team set up by CEDEFOP).

During the second half of the year, a series of interviews was conducted with high-level management in a number of banks in Belgium, Denmark, Spain, Greece, Italy, The Netherlands and the United Kingdom. In Germany interviews were conducted with researchers working in the sector. These interviews focused on new human resource management policies: training policies, recruitment and career policies. Initial findings show that international mobility is weak except in the case of a small number of high-level specialists within the same bank. Human resource management policies have seen major changes at least in terms of strategic plans, the degree of implementation (for example the trend towards a customer-oriented service) which depend very directly on the specific national institutional configuration (education, industrial relations, labour market). With regard to vocational training, the number of more or less common trends within European countries differs considerably from one country to another, although there seems to be a general trend for European banks to outsource training or training costs, particularly for initial training.

The final report will be submitted to a seminar with the social partners in the first half of 1994.

### **2) Electronics-telecommunications-informatics**

The study was carried out by a group of external experts who belonged to research institutes in the countries involved (D, F, I, NL, P, UK). In order to improve the framework and content of work, an initial series of exploratory studies

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was carried out, aiming, on the basis of analysis of activities linked to the installation management and maintenance of networks, at improving the definition of the occupational area for study. These studies focused on classifying and describing the occupations specific to these activities, the types of companies in which they exist and the qualifications to which they are linked, whether they be training or professional qualifications. Findings were discussed in Marseilles (F) in June with a group of experts which had been set up to carry out the study.

Subsequently each national expert carried out in his own country a study comprising a presentation of the national qualification system and company case studies which he had selected (5 per country). The presentation of the national system in a summary form contained information on: existing legal provisions and instruments for defining qualifications and the extent to which they are open to integrating new qualifications; the rôle of the company in training (initial and continuing) and in the validation of qualifications; the way in which vocational training is funded. This presentation provides the contexts for interpreting the findings of the company case studies contained in the second part. These case studies aimed at analysing the response to the need for new qualifications and the rôle played in the training process as well as describing the jobs and training of those in such jobs in order to see if new qualifications are recognized and how they are recognized.

The six national studies have been completed on the national qualifications systems. Initial

findings of the case studies were the subject of a meeting in Lisbon (P) in November and preparation of the final report by the national experts is in progress.

The synthesis report will be completed in 1994 on the basis of the national reports and discussions of their findings will take place in one of the countries which were not studied.

### **3) Environment and conservation of the architectural heritage**

CEDEFOP has already undertaken work in these areas as part of the "occupational profiles" project, as well as on training of skilled workers in trades relating to the environment, the chemical industries and the metal processing industries, and in conserving and restoring the architectural heritage. The findings of these studies provided a partial response to the question of evaluation and recognition of qualifications in the various Member States, whether they were taken into account in the employment contract or in collective bargaining agreements or in regulated forms of recognition by the State.

On this basis, CEDEFOP undertook supplementary studies on these two sectors in each of the countries studied in the "occupational profiles" project as well as in an additional country. These studies presented conclusions on the way in which the qualifications analysed are used and recognized. The reports also contain an analysis of the labour market situations, the rôle of the social partners and the "value scale" of society, that is to say the main variables

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determining the approval and recognition of qualifications in the environment and culture.

The national reports were completed at the end of 1993 for the two sectors and the synthesis report is being prepared.

### **Sub-project 4.3 Processes and mechanisms of validating skills acquired through work experience**

In the debate on qualifications, their nature, generation and validation, the validation of skills and/or occupational preconditions have provoked great interest, particularly from the social partners. The project aims to look at this issue at **various levels and from a variety of approaches** at the level of training institutions, through analysing the initiatives they develop to generate continuing training paths; at the level of the company through studying means of generating new skills; at the level of social partners and strategies and activities implemented for collective bargaining. Only the first two levels had been examined in the course of the year.

1) With regard to **training institutions** activities launched in 1993 aimed to identify qualification content, taking into account reorientation, mobility or career progression through initiatives taken by the institutions.

This year, studies were confined to two Member States which seemed to have satisfactory knowledge of the area, namely France and the United Kingdom. The way in which the issue was treated, the aims and instruments de-

ployed, were different in each country. In France the **competence record** received further attention and underwent greater development, while in the United Kingdom attention focused on validation with a view to **certification**. In both cases, activities were motivated by the need to respond to the various aims of retraining the unemployed, occupational mobility and progression to higher or secondary education.

The results in the work, contained in a report available in French and English, may act as a foundation for a debate in the two countries studied as well as in other Member States on account of the interest shown in this issue.

2) At **company level**, the aim was to identify the main implications of trends in work organization for the process of generating qualifications and, particularly, for detecting recognition/validation practices for skills acquired through occupational experience and cooperation among peers. Work consisted of processing data contained in some 50 company case studies carried out in nine countries (B, D, DA, E, F, I, NL, P, UK) as part of studies on "the rôle of the company in generating qualifications".

It produced certain conclusions which will result in supplementary work in 1994.

In the majority of cases examined, technological and organizational change implemented by the company require activation of certain skills and elements of occupational competence which are inseparable for the daily exercise of the individual's duties. The question arising is that of the social recognition of "privatized"

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skills and of “non-standardized” individual paths in terms of employability and continuation of studies. The issues linked to the problem of validation of skills acquired through work experience are not the same from one country to another and forms of regulating these through existing systems are still in their early stages.

In the majority of case studies, validation and recognition of skills acquired through work experience are not linked to certification: often “recognition” takes the form of maintaining employment, career progression or even a rise in salary. In the absence of external recognition, practices place certain constraints on external mobility.

In addition, if the workplace opens new apprenticeship opportunities, the ability of new organizational forms to integrate those excluded from the formal system of education and training remains weak. In the process of retraining which accompanies implementation of organizational change, there is an increase in apprenticeship opportunities through work experience, at times to the detriment of apprenticeship through training, but more often it is a combination of both. The interrelationship between education, academic forms, formal and informal methods (through work experience) may be undergoing fundamental change.

Organizational change implemented by the companies studied, particularly team work, shortening command lines and integrating tasks tend to change the content and structure of employment, occupational categories and means of coordination and forms of career

progression. If the impact of these changes cannot be quantified nor their fate be forecast on the long term, the cases analysed would suggest that the internal labour markets are undergoing profound destabilization and there is a pronounced need for “analysis tools” for employment, for existing classifications and categories, codes and salary scales.

An initial meeting to discuss the findings of the national studies with the research teams responsible took place in Berlin in April. It produced an “interim report”.

1993 was also devoted to producing a comparative analysis of all the national studies and a final version of the nine national reports (B, D, DA, E, F, I, NL, P, UK) which integrated the analysis of the institutions surrounding the company (the initial and continuing training systems, the labour market and occupational relationships) and an analysis of the company case studies.

A final meeting to compare the findings of all the work was organized in Brugge in November by CEDEFOP at the College of Europe. It was attended by the members of the research teams involved in the studies, by several representatives of industry who participated in the company case studies, by representatives of the Commission, the social partners and the EFTA countries, as well as by researchers and research managers who had not been involved in the study.

The processing of the material provided by the study and of two test analysis of qualifications

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based on a psychological approach to methodologies (produced by CEDEFOP in 1992) culminated in a working document on the issue of "validation".

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# Vocational training systems

The first series of activities (cf. project 7) aims to produce on-going updated information on the structure, operation and trends in vocational training systems in the Member States. In this context, work consisted in publishing 12 national monographs on the national vocational training systems and in designing and preparing a new guide providing comparative and dynamic information on these systems.

A second group of projects (cf. projects 5 and 6) examines the issue of relationships between training, employment and labour market systems at a number of levels based on a variety of approaches. The first level consisted of examining where, how and in what way information on needs and trends in employment and qualifications and the training offer is gathered and how it is processed. A second level consists of attempting to define the place of and the rôle played by training in the process of exclusion on the basis of analysis of exclusion phenomena in accessing the labour market.

Finally, the work carried out as part of the FORCE programme sectoral surveys also examines this issue to the extent that it furnishes information on the ways companies design their training plans and make use of internal resources and external provisions to respond to their needs.

## **Project 5 Sectoral surveys on training plans as part of the FORCE programme**

The sectoral surveys aim to analyse the methods deployed by companies in a sector to formulate training plans and continuing training activities, to catalogue traditional and existing public measures on behalf of continuing training and to examine efforts on behalf of less skilled workers, part-time employees and those whose jobs are at risk. In this context, CEDEFOP was entrusted with technical coordination and with assuring methodological harmonization of the surveys.

The activity in 1993 was a continuation of work which commenced two years ago. For two sectors, motor vehicle repair and sales and the food and beverages industry, work focused on carrying out the survey which was prepared and initiated in 1992. For the food industry, the work involved close collaboration with the European social partners. In both these sectors, as in the retail sector, CEDEFOP participated in several national meetings to evaluate the studies. For the retail sector, which was studied in 1992, cooperation with the European secretariat was extended in 1993, resulting in a delay in publication of the national reports and the European reports, all of which are to be published shortly.

The work completed in the first three surveys was the subject of an analysis carried out in collaboration with the central research teams conducting the surveys and the results of this have been submitted to TFHR.

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The survey's findings are being used with a view to setting up transnational training projects between companies in each sector, in conjunction with the research teams involved in the studies, the social partners and the FORCE committee.

Following work in the retail sector, CEDEFOP produced a guide on formulating training and cooperation programmes, targeted at small companies in this sector.

The 36 national studies and the three European reports on the three sectors, retail trade, motor vehicle repair and sales, food and beverages, have been revised, translated and prepared for publication.

Computerization of the data contained in the national European reports which was planned for 1993 has been postponed until 1994 following a review by CEDEFOP of its policy in this matter.

## **Project 6 Vocational training, labour markets and employment**

Against a background of the issue of detecting and forecasting human resource needs and interlinking them with training, this project attempted in an initial phase to examine **structures and practices which assure (fail to assure) communication and an interface between planning training needs and labour and employment markets in the various Member States.**

In a second phase, work concentrated on examining the issue from the perspective of **an analysis of exclusion phenomena from employment and training.** The exclusion phenomena which are not simply attributed to maladjustment between the employment and training systems, brings into play the relationship between training and employment. Increased exclusion in the context of major transformation of production systems, education systems and the demand for them and training systems makes demands upon public policies and intervention by the social partners.

Implementation of this fairly complex project requires various phases of work over a number of years.

a) With regard to the **initial phase**, a precise perspective was chosen for work in 1993, consisting of formulating a joint framework in the twelve Member States for a critical analysis of the nature, the flow and the information networks used or needed by companies for their recruitment policies and human resource planning policies. To this end, a research team was set up composed of researchers from all the Member States who selected two or three areas in their own country which were sufficiently contrasting from the point of view of the economic situation, the labour markets and vocational training. While limited in such a way, the field of study remains a complex one. Experience shows that in spite of a common framework, the national studies often diverge greatly, largely due to differences in the comprehension of the national context. In order to obtain a common method for interpreting the aim of the



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work and the specifications, all researchers involved participated in working meetings over two three-day periods.

The interim reports containing the findings of current statistics and information on the way vocational training and local labour markets interlink are expected in mid-January 1994. The second phase will consist of selecting companies for testing the study hypotheses on the availability and use of information on training and employment. A final report will be formulated at the end of this second stage in mid-1994.

The scope and topicality of the issues as well as interest in initiating a true process of "European apprenticeship" among the national research staff involved should imply continuation of this project in 1994.

b) With regard to **exclusion**, work carried out in 1993 aimed to identify certain priority approaches for the Centre's work. At a time when, in the majority of countries, integration into employment is becoming increasingly difficult in spite of efforts to improve the training level for young people (by reducing numbers leaving without training, by specific provisions for disadvantaged young people etc.) and to improve their employability (through improving links between training and the needs of industry), work focused on exclusion phenomena in entering the labour market while trying to identify how analysis of occupational transition could facilitate classification of exclusion phenomena.

Integration was examined in a large number of activities which show that this process is a long-term one, bringing into play a large number of variables including institutional dimensions (training systems, labour markets), and regional and individual dimensions (gender, social environment). Among existing tools used to study integration, longitudinal surveys are essential to grasp its dynamic nature and, in a more limited way, the multidimensional nature as was stressed at the colloquium "Training and the labour market: the use of data for decision-making" which was organized by CEDEFOP jointly with the European Commission and GREE (Research group on education and employment) in Nancy (F) in 1991. Following this colloquium a "European network for research on the integration of young people" was set up uniting researchers specialized in integration and which aimed to compare the findings of the longitudinal surveys. Initially, the network was used for an analysis of how these surveys promoted the study of exclusion. This cooperation was consolidated jointly with the Autonomous University of Barcelona at a conference in September 1993 in Barcelona (E) bringing together, in addition to the researchers involved in the network, representatives of political decision-makers and social partners.

The work revealed several priority topics:

- Firstly, it is a matter of improving understanding of the rôle of training in the exclusion process. While debate confirmed that there was no mechanical link between absence of or insufficient initial training and exclusion, it also stressed that training is an essential variable in

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integration and that the way in which it operates varies from country to country. This last statement is based on the incomplete findings, as current analyses have not been completed for all countries nor, with few exceptions, for all regions in one country, nor for all types and levels of training. Few national comparative studies exist on integration procedures. Use of the findings of the longitudinal surveys will produce more comprehensive information.

■ Exclusion does not only occur in accessing the labour market, but throughout the whole occupational path and information stretching over a long period is important for collective and political action. The longitudinal surveys may provide elements for classifying integration paths and exclusion paths, taking account of the employment posts (in particular endangered employment). This assumes that trends in production systems and in work organization are also taken into consideration. A number of activities including work done by CEDEFOP (cf. project 4.3) shows that this entails restructuring internal labour markets and that these trends change qualification needs and competences and that they produce new standards for the behaviour of integration. At the same time, they are accompanied by activation of training by and in the working situation and by restructuring combinations of formal and informal training methods. Such phenomena have always entailed risks of exclusion for the employed, but they also call upon interlinking various components, periods and places where qualifications are acquired; in other words, interlinking initial and continuing training and training and employment, school and enterprise.

■ To obtain a clearer vision and understanding of exclusion forms and mechanisms, information on individuals and their paths towards and in employment do not suffice and interest should focus on other protagonists. There is a need for better identification of the impact of measures and policies aimed at integration (are they remedies and for which types of exclusion), and of understanding under what conditions policies such as the activities which social partners may initiate are effective. The longitudinal surveys reveal few elements when they focus on the individual or where they do not distinguish systematically between young people leaving public provisions.

The issue of information on integration and longitudinal surveys was examined in 1993 as part of collaboration between Eurostat and the PETRA programme, and was studied by a working group composed of CEDEFOP, the representatives of the two bodies mentioned above and various national experts, as well as members of the network. The conclusions drawn by the group have been presented to the representatives of the Member States at a meeting of the Working Group on Statistics in Education and Training in July 1993.

## **Project 7**

### **Laws governing the way systems operate**

This project was composed of several sections

1) Design and production of the "new Guide" on vocational training.

1993 was devoted to designing, planning and preparing work for the new publication on voca-

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tional training in the twelve Member States. This guide contains two parts:

- a) a series of twelve descriptions of the vocational training system in each Member State, which is easy to read ("pen pictures");
- b) a comparative "dictionary" of key concepts (a total of some 20) pertaining to vocational training and to the way these concepts are used in the various Member States.

To date, 10 of the 12 "pen pictures" have been completed in addition to 11 documentary dossiers containing a bibliography of the principal recent research work on each of the key concepts and serving as a basis for formulation of a dictionary.

An editorial committee, made up of expert journalists who are resident in Berlin has been set up to formulate the descriptions for each of the key concepts. Work is already in progress for 7 of these key concepts.

An invitation to tender for graphic design of the Guide has been prepared and launched.

## 2) Monographs

The choice of design and publication to standardize the structure and presentation of the monographs required careful revision of the texts in 1993; contents had been revised with the authors in the previous year.

Two monographs (France and the United Kingdom) have been published in the original lan-

guage and the others are being prepared for publication. The final versions should be published in the first half of 1994. All monographs have been translated into English, French and German and into either Italian or Spanish. A number are also available in other languages. The original versions, in addition to the translated versions, will be disseminated widely in the form of working documents.

A review of decisions taken in preceding years and the lack of human resources has led to delays in this project. To ensure that the final product meets the required quality standards, preparation of monographs required a great number of discussions between the project coordinators, authors, designers, translators and publications service in CEDEFOP. This also led to underestimating the required budgetary appropriations. In future, efforts will be made to reduce production costs and time.

Contacts were maintained with the European EURYDICE unit to examine how the CEDEFOP monographs are linked to the national dossiers on education systems, to which members of the EURYDICE network have had access via computer.

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# Trends and exchanges relating to qualifications and systems

## Project 8

### Contribution to the European Commission “Periodic Report on Vocational Training in the EC”

In 1993 the Commission planned to publish a periodic report on vocational training in the Community on the basis of contributions from the Member States and targeted at public and private decision-makers in this sphere. In response to the request for cooperation from the Commission CEDEFOP submitted a contribution for reflection on the themes and areas and a general framework for national contributions. This project drew attention to the specific character of such an activity which was to examine both initial training relatively well-structured in the systems and continuing training, much less structured, in an area where in contrast to employment, for example, there is a lack of common concepts and indicators which could take into account trends while providing a minimum of descriptive elements of the training systems. It would also try to take into account the aim of comparative analysis of national information and would see it as an additional step towards comparison and generation of Community information in an area where there is a lack of information.

As the Commission did not react to the proposal submitted and to subsequent reminders, no further activities have been undertaken this year.

## Project 9

### CEDEFOP FORUM for research institutes

1) The ninth CEDEFOP FORUM took place in Berlin on 21 and 22 October 1993 and was attended by some forty representatives of research institutes on vocational training in the Member States and several EFTA countries. The aim in 1993 was to examine methods and procedures deployed in the various Member States to bridge the gap between analysis of training needs and the training offer.

Debate focused on presentations describing the approach and experience gathered by the United Kingdom with the “Employers’ Manpower and Skill Practices Survey” (EMSPS) and a model for determining trends in manpower which was used in Germany as an instrument for forecasting qualification and training needs. The experience gathered by Italy in analysing and forecasting qualification and training needs at local level provoked discussion on the “vices” and “virtues” of national and local approaches. The Danish and Spanish contributions described new approaches developed in the wake of major reforms to vocational training in these two countries in order to identify training needs and to link these to the training offer. In addition to these contributions, the representatives from Task Force: Human Resources and CEDEFOP presented their activities in this area. Debate showed that, in spite of the abundance of information and experience gathered on the various approaches to identifying qualification and training needs, decision-makers are repeatedly confronted with considerable difficulty in transposing findings into a training offer.

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The FORUM ended with a presentation of experience gathered in Germany in setting up a "Network of research on vocational training" designed to encourage and promote cooperation between academic research and public research institutes at Federal and Länder level. This presentation is part of an initiative to clarify CEDEFOP's position in relation to existing research networks and will be continued in 1994 in response to the request of the Management Board.

2) The creation of a European Directory on current research projects in vocational training has been continued. Nine of the Member States have contributed to the Directory, providing some 300 entries on research projects. The Directory will be published and disseminated at the beginning of 1994.

### **Project 10 Study visits**

In 1993, the Study Visit project aimed to make a contribution to the PETRA, FORCE/EUROTECNET Community Programmes and to ensure that experts nominated by the social partners and public administrations participated. At the request of the European Commission, the study visits this year should make a contribution to the first European Forum on Vocational Training which was organized in Brussels on 8-10 November 1993.

In response to the traditional aims, 34 study visits were carried out in the 12 Member States, for 163 vocational training specialists nomi-

nated by the 12 National Liaison Officers and 97 participants who were nominated directly by the PETRA, FORCE/EUROTECNET programme committees. These visits focused on three topics determined by the Commission in order to link up with the three Community programmes:

- Young people (PETRA programme)
- Adults (FORCE programme)
- New technologies (EUROTECNET programme)

They included meetings with officials directly involved in Community programmes in the various Member States, thus facilitating the exchange of information and joint reflection which proved fruitful.

In the host countries, the National Liaison Officers were responsible for organizing the visits and the latter were assisted by technical support agencies. Costs of welcoming guests (interpretation, transport, courier) were borne by the Member States.

To ensure a high-quality contribution to the European Forum, five study visit workshops were organized in five Member States (D, F, I, NL, UK) on topics allotted to each country by the Commission and comprising those which were to be examined at the European Forum:

- Assuring the basic qualifications for all young people (France).
- European cooperation for high-quality training for young people (Netherlands)
- Qualifications in combatting unemployment and exclusion (Italy).

- Transparency and the transferability of qualifications: needs, obstacles and means (United Kingdom).
- A social joint venture for qualifications (Germany).

To organize these five study visit workshops, eight preparatory meetings were arranged in the five Member States involved. The meetings were organized and conducted jointly by the National Liaison Officers, CEDEFOP and a national body nominated by the Commission: BIBB (D), CIBB (NL), DFP (France), ISFOL (I) and NCVQ (UK). Thirty-three vocational training specialists nominated by the organizations representing the social partners at Community level - UNICE, CEEP and ETUC - took part in the study visit workshops. Each workshop resulted in a report drawn up by CEDEFOP and the national body. The reports have been distributed to all the participants at the European Forum.

The Commission had planned external assessment, but the evaluation of the activity was carried out on the basis of the following provisions:

- an anonymous questionnaire survey among all the participants;
- assessment seminars (at the end of each visit);
- annual reports from the National Liaison Officers;
- reports from the participants;
- interviews with certain protagonists: experts, company owners, officials in trade union organizations etc...

The findings of the assessment were submitted by CEDEFOP at the annual meeting of the National Liaison Officers which usually takes place in February of the year following the study visits. Thus, the 1993 report will be presented at the meeting on 9 February 1994. But once again, it is evident that the level of satisfaction was high on the part of the participants, as was the quality of contributions in response to the expectations of the Commission, both with regard to the PETRA, FORCE/EURO-TECNET programmes and the European Forum.

### **Project 11 Protagonists in vocational training systems/employment systems**

#### **Sub-project 11.1 Occupational guidance counsellors**

The project aimed to draw up two dossiers; one on the target groups of national occupational guidance services and the needs of this group; the other on a list of the more common terms used in the twelve Member States in occupational guidance.

For budgetary reasons, only the first part of this project could be undertaken in 1993.

CEDEFOP has already carried out studies of the tasks required of occupational guidance counsellors, on their professional skills and on their initial training and opportunities to undergo continuing training. The European Commission has also undertaken work on systems

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of occupational guidance and counselling for young people and others in the twelve Member States. On the basis of this work, a research programme was launched aiming to identify to what extent the offer of vocational guidance and counselling takes into account the real and potential needs of young people. In order to compare the offer of and the demand for guidance, young people between the ages of 16 and 20 (corresponding to the age group determined by the PETRA programme) were divided up into several target groups in line with their socio-economic, cultural characteristics, their regional and local location and their opportunities to choose corresponding occupations. This national report is divided into two sections: a description of two target groups considered by the country to be typical from the point of view of problems relating to guidance, whether this refers to the risk of marginalization or to improving equal opportunities; secondly an analysis of the prospects of transition from school to employment for these two target groups, based on the research findings in this area in each of the countries.

The national reports for the 12 Member States have been completed and these are being analyzed.

The seminars on a European dimension to training organized by the Member States as part of the PETRA programme - Action III, was based to a great extent on the framework modules for the continuing training of occupational guidance counsellors formulated on the initiative of CEDEFOP and based on publications on occupational guidance and training

(initial and continuing). For a number of these seminars, CEDEFOP was entrusted with assessment of the various approaches formulated by the Member States based on the above-mentioned framework modules and with documenting findings in comparative analysis of occupational guidance (particularly on the job requirements of occupational counsellors and their training). CEDEFOP also was involved in selecting topics for some of the seminars, in elaborating concepts for transferring information between countries and for developing training models, taking into account for each of these the context and specificities of each country.

### **Sub-project 11.2**

**Trainers** (assistance for the Commission in using the findings of the programmes which have a section on training of trainers)

This project aims to formulate for the Commission a directory of the training offer for trainers in the twelve Member States and to provide technical and academic assistance in developing transnational projects which national bodies would like to participate in.

1) In the course of the year, the context was defined for drawing up a Community directory on the offer of training for trainers. The Commission views this as an operational document for trainers wishing to gain training experience in other Member States. The aim is, therefore, to present an overall view of the current training offer for trainers in initial vocational training. There is no standard definition of the category



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of “trainer” covering a variety of professional groups, operating at specific times in the training process and in different training contexts and in differing training activities. A working group was set up to identify in an operational manner, information to be gathered in order to describe the most common occupational profiles of instructors and trainers in initial training in the various countries and the corresponding training offer.

The limited budget at the project's disposal was used to motivate national bodies which already have similar experience in identifying the training offer in their country and interested in the approach, to contribute (also financially) to formulating a Community directory. On account of financial and technical constraints the study, limited to Germany, Spain, France and the United Kingdom, has been postponed until January 1994.

2) A number of activities related to the 1992 Work Programme on training in and for SMEs were completed in 1993.

■ CEDEFOP cooperated with DG XXIII of the European Commission in preparing a coordination report on activities in Community programmes on behalf of SMEs. This cooperation took the form of drawing up a detailed report on CEDEFOP's activities in the area, the impact of these activities and available products for the 1991-93 period.

■ Based on the information contained in existing national studies, CEDEFOP drew up the final report on policies in support of business

set-up containing a summary sheet for each country and a number of recommendations.

■ CEDEFOP was involved in preparing the “training” section of the second conference on craft trades organized by the Commission (assistance in preparing and in formulating the conclusions of the preparatory colloquium which was held in Luxembourg).

■ The findings of work carried out as part of the study to identify activities and good training practice on behalf of SMEs culminated in a final report. These findings were presented at a seminar organized by IMPIVA in Valencia (E). It should be recalled that this study aimed to list internal and external difficulties hindering small businesses from benefitting from training and to identify in the twelve Member States “good” strategies and support programmes for overcoming these obstacles.

## **Project 12 PRIX CEDEFOP**

The Prix CEDEFOP which is awarded for television programmes publicising vocational training or educational programmes in themselves was awarded for the fifth time. More than 400 private and public networks were asked to participate. This year the European Broadcasting Union (EBU) officially took part in the project and awarded a special prize for the best programme in the competition. This emphasizes the importance of Prix CEDEFOP as the only European award for television programmes on vocational training.

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Unanimously, the international jury selected the contribution put forward by the BBC's Youth and Leisure section ("Rough Guide to Careers: Working in Europe") and to the French programme "Eurojob", co-produced by the National Office for Information on Education and Careers (ONISEP) and France 3. Each of the winners received a prize of ECU 5 000.

Special praise for the exceptional quality of their European concept went to the BBC programme "Channel hopping" and the programme from Bayerische Rundfunk, Munich, "Euroclick".

The special prize awarded by the European Broadcasting Union went to "Reportage", a production of BBC North, Manchester.

The award-winners ceremony was held on 1 December 1993 in Valencia (E) and was organized with the assistance of the city (Genelarat) and the assistance of Spanish television, which transmitted the programme live by satellite to more than 10 million viewers in Europe and on the American continent.

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# Permanent information, documentation and publication services

## 1 Library and documentation

The object of this permanent service is to contribute to the implementation of CEDEFOP's own research programme by providing documentary information to colleagues and those working for them. Furthermore it responds to external enquiries concerning vocational training at Community and Member State level, particularly those coming from policy-makers, researchers and those linked to Community institutions and programmes. The service complements that offered by other CEDEFOP activities, whether these be studies, research work, publications or exchanges and encounters.

1) For external requests, one of the main principles behind the operation of the service is decentralization, i.e. the information should, if possible, be made available from within the Member State of the enquirer. An essential instrument for doing this is the documentary information network consisting of one organization in each Member State. CEDEFOP cooperates closely with other organizations and networks, particularly the Education Information Network in the European Community (EURYDICE), the International Labour Organization and its Turin Centre. Meetings of the full network (2 in 1993), or bilateral meetings were held regularly with the documentary network.

The bibliographical database continued to be available on line through the European Space Agency's information retrieval system (ESA-IRS), and has also been made available on diskette to those network members interested.

An additional 1 700 new entries were added to the database which now contains more than 21 000 references.

The number of enquiries dealt with decreased from 1834 to 1385. Requests requiring specific documentary research are passed on directly to the research network. Efforts have been made to try to decentralize responsibility by encouraging enquirers to address themselves to network members, but this has met with little success, usually due to the lack of resources of the network members to deal with this type of enquiry.

In addition, information (for example extracts from the Official Journals or from COM documents, conferences brochures) is sent on a monthly basis to members of the research network and to associated organizations. In 1993 this amounted to 237 documents. Provisions have been adopted to ensure that these documents are also made available as internal information.

2) Within the Centre the service has again contributed - in the form of selecting bibliographies or summaries - to the "Vocational Training" journal, to "flash special" and to various study projects (projects 4.2, 6, 8 and 11.2) which required documentary support during the course of the year. Efforts must be increased to improve planning and coordination between documentary work and the other phases of study and research projects in the Centre.

The documentation service also publishes a fortnightly bulletin on the contents of periodicals received by CEDEFOP.

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3) Eleven Member States have been involved in setting up a database on vocational training institutions and organizations. The data (some 5 500 entries) are submitted on diskette (CDS/ISIS system) to members of the network who have been encouraged to make suggestions for distributing and running the database commercially at national and Community levels.

4) The vocational training thesaurus was distributed in 7 languages and the results of a feasibility study commissioned jointly by EURYDICE and CEDEFOP on a possibly closer linking of the European thesaurus on education and the CEDEFOP thesaurus was received. Other priorities and the lack of financial resources do not permit continuation of this project in the immediate future.

5) With regard to activities at national and Community level, contacts with the EURYDICE network were strengthened, for example in continuing work on preparing a new edition of the joint publication "The structures of the initial education and training systems in the Member States of the European Communities". The service also participated in EUDAT (European Association for the Development of Databases on Education and Training) activities and EUROLIB activities (a network of libraries in Community and other institutions).

6) Steps were initiated to update and revise documentary dossiers concerning the vocational training systems of the EFTA member states which were invited to participate in the meeting of the network in November 1993.

The additional manpower resources allocated to the service only became available during the latter part of the year and the effect of this will not be seen fully until 1994. This should improve distribution of products deriving from contacts between the network members and should make documentary work an integral part of CEDEFOP's activities.

## **2 Vocational training terminology**

Community provisions on the use of languages and CEDEFOP's tasks require of the latter that it works in all the Community languages, a total of 72 language combinations at present. In addition to making use of interpreters and translators, this requires specific terminology work in the area of vocational training.

This work is not strictly part of CEDEFOP's statutory tasks in documentation and information and for this reason it has up to now been limited to the coordination of a project by the head of the interpretation service. In 1993 an additional part-time assistant was allocated to this project.

1) This enabled continuation of work in formulating a glossary in vocational training which had been presented in 1991 in a working version and comprising half of the glossary in six languages (DA, D, E, F, I and NL). This glossary is being drawn up with interinstitutional cooperation within the framework of the GITT\*. This group was planned and set up on the initiative of CEDEFOP which is responsible for its coordination. The working group (GT6), set up for this purpose, unites colleagues from the

European Parliament, the Council and, in particular, from the Commission. Its task is to prepare, on the basis of terminology information contained in CEDEFOP's work a draft glossary which is then submitted to vocational training experts.

In the course of 1993, contracts were signed for expert opinions on the second half of the glossary in the initial six Community languages (DA, D, E, F, I and NL) and for the first part for the other languages (ES, G, P). The GT6 working group examined the findings at a meeting on 18 and 19 October 1993 in Brussels. An expert meeting devoted to introducing the three remaining languages and to compiling the complete glossary will be held on 26 - 28 January 1994 in CEDEFOP.

*\* GITT = Interinstitutional Group for Terminology and Documentation in the European Union, Brussels.*

2) Terminology work to accompany the "Comparability" project (cf. project 1) was documented in detail in the 1992 Annual Report. 1993 was devoted to making use of the findings and extending these through drawing up sectoral glossaries containing on average 150 entries in 9 languages for 13 sectors. The series of these glossaries covers 19 sectors treated by the "comparability" (cf. project 1) project. It is comprised of 1 368 (19 x 72) terms and expressions which may be consulted under various entries.

3) A description of the method developed for terminology work in the project has been prepared and will be published at the beginning of 1994.

### **3 Publications - Technical unit**

This unit is responsible for publication, advertising and dissemination of CEDEFOP documents including the periodicals "Vocational Training" journal, "flash special" and "flash". The unit contributes to the transfer of knowledge between the Member States through a flexible approach to disseminating the Centre's work and assuring coherency between target groups, projects and means of dissemination.

The unit works closely with the project coordinators, the Journal's editorial committee, the Directorate and the Publications Office in Luxembourg. It plans and coordinates the whole technical chain of production with the help of graphic artists and desktop publishers. It continually updates the mailing lists and in cooperation with the Commission and TFHR represents CEDEFOP at international exhibitions and fairs.

The titles and languages in which publications appeared in 1993 are listed in Appendix 4.

#### **A) Periodicals**

##### **1 - Vocational Training Journal**

a) In implementing the framework plan adopted by the Management Board, CEDEFOP set up an editorial committee for the journal in 1993. This aims to raise the standing of the journal in the academic community while maintaining readability for a broad public and also to adopt new approaches to current debates on vocational training.

The editorial committee is composed in such a way as to ensure a multidisciplinary character and members come from fields of research, from backgrounds and disciplines which can broaden and enrich the approach to each of the topics examined by the journal. The committee is made up of:

- 9 external members, from the “research environment”, with experience in international studies and who have published numerous publications of importance;

- an external member with experience of implementing vocational training provisions;
- 5 members from the Centre.

The Committee was nominated by CEDEFOP's Director on the proposals from the four groups in the Management Board. The Committee is nominated for a period of three years, which is renewable for one term of office. The current committee has been given the mandate of the Management Board for the 1994-1996 period.

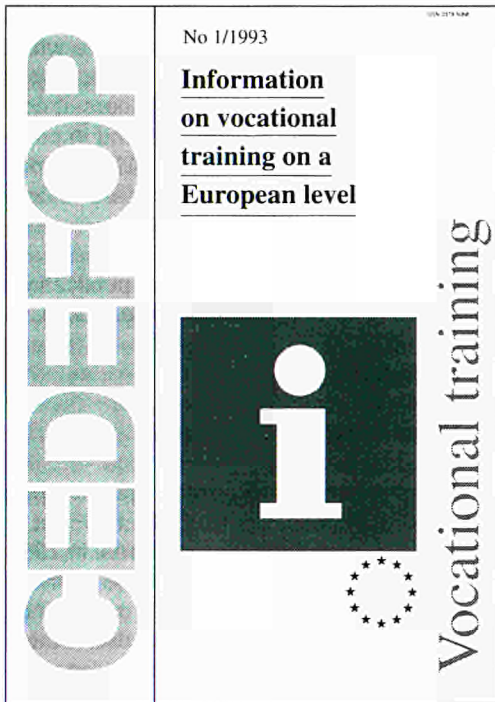
The Committee launched its work in 1993 in preparing the 1994 publications. This occasion was used to reflect on “the form and the content” of the journal as is borne witness to by the first issue examining “the development of competences”.

b) CEDEFOP prepared issues of the journal in 1993 respecting the decisions taken by the Management Board on the topics to be examined: “Information on vocational training at European level”, for issue 1/93; “Vocational training: territorial aspects”, for issue 2/93.

c) Distribution remained stable in 1993, with 37% as regular subscribers, 24% distributed free-of-charge and 39% being sold or distributed free-of-charge.

## 2) CEDEFOP flash special

This publication which was first published two years ago and appears four times annually provides information on vocational training in Europe under a number of headings:



- the results of CEDEFOP's work and activities;
- the activities of the social partners in the Member States;
- main events concerning vocational training in the Member States;
- bilateral and multilateral cooperation;
- important colloquies, conferences, seminars of an international dimension;
- selection of publications.

Information is based on reports, articles and documents in the daily press or in special

journals provided to CEDEFOP by its documentary information network and the press agencies. These are analysed and selected by an internal editorial committee consisting of three members and published with reference to the source and the contact addresses for readers requesting additional information.

Most of the issues also contain a supplement on latest CEDEFOP publications accompanied with an order form when the publications are in the "CEDEFOP panorama" series.

"CEDEFOP flash special" is published in three languages (DE, EN, FR) and is free of charge to the reader. This CEDEFOP publication has the largest print run with some 20 000 readers.

### 3) CEDEFOP flash

This publication aims to inform specific groups on the main findings of CEDEFOP's work and activities (conference reports, colloquies, working meetings, project findings). The number of languages it is published in varies, but it is always published in DE, EN, FR and is distributed free-of-charge to some 3 000 readers, particularly:

- social partners and political decision-makers and administrations;
- Community bodies and institutions;
- ministries and public bodies in the Member States;
- universities, higher education establishments, research institutes, libraries, documentation centres;

Area of activity D

**Responsible publisher:**  
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## Access to Continuing Vocational Training

One of the tangible results of discussions within the education and training group in the Social Dialogue is joint Opinions, declarations demonstrating a convergence of opinion and of interest to the parties involved. Re-examining certain areas of vocational training, the topics of both Joint Opinions have always been reviewed by CEDEFOP as an opportunity to reflect in more and when requested to provide assistance. After hearing the comments of the social partners at various stages of formulating the joint Opinions, "Ways of facilitating the broadest possible effective access to training opportunities" published by the Commission on 20 December 1991 in document SEC (91) 2531. CEDEFOP did some modest research work in this area from a sectorial point of view. Six comparative analyses were drawn up. For the construction industry, comparisons were made between France and Italy and between Spain and the Grand Duchy of Luxembourg. A comparative analysis in the banking and insurance sectors was made between the Federal Republic of Germany and the Netherlands and between the United Kingdom and Ireland. In the electricity/electronics sector a comparison was made between Belgium and Greece and between Denmark and Portugal.

(continued on page 7)

### CONTACTS AND PARTNERSHIPS

**Trainers organise themselves and seek contacts**  
 The French Chambre Syndicale des Professionnels des Formations et Conseils en Formation - CSFC (Trade Union and Professional Association of Trainers and Training advisors) was founded in 1981 and has more than 400 members. Trainers and training advisors who have pledged to uphold the Charter of Professional Equality which sets out the criteria of professionalism and the Deontological Charter which defines the ethical principles of the profession.

The CSFC represents the profession informally as members in legal social, trade and professional organisations. Training of trainer activities (summer university, workshops on exchanges and pedagogical development, trainee symposiums, etc.) programs to facilitate contacts and solidarity among professional trainers (exchange of information, networks, meet-ings, etc.).

In order to promote exchanges and international contacts among specialists of continuing training, the CSFC is seeking contacts with similar organisations in other EC member states (particularly in Germany, with the intention of setting up a network).

Contact: Mr. Jean-Pierre Lecoq  
 CSFC - rue de Valenciennes, 4 - 92017 Nanterre  
 Tel. 01 41 41 11 91 (9 lines) Fax: 01 41 42 22 14

**EURESFORM: a training staff network for training staff**  
 EURESFORM, a network of training organisations, trainers and human resources development specialists consists of the Training and Social Forecast Department of the Commission Nationale des Arts et Métiers (CNAM) in Paris (FR), the University of Bradford (UK), the National College of Industrial Relations (CNIIR) in the Epsom Road Group and the Institute of Training and Development (London, GB), the Taburg Institute for Adult Education (FR), and the Berufshaus Langenerstein (Berlin, DE). Founded last March 1992, EURESFORM has the following aims:

- the promotion of the development of the human resources function among institutions and economic actors;
- the development of competence and know-how in this area;
- the elaboration of training programmes.

EURESFORM is currently working towards the creation of a joint foundation for the training of trainers and human resources development specialists and towards the mutual recognition of diplomas of interest in this field, as well as exchange of information and knowledge through seminars, publications or research projects.

Contact: Linda Winkler, EURESFORM  
 251-10 Main St., 70414 Hain, (Germany)  
 Tel. 0511 81071-41 or Fax: 0511 81071-42

Source: NERL Report No. 104

3/93

SPECIAL

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**VERGLEICHENDE ANALYSE DER SYSTEME UND VERFAHREN DER ZERTIFIZIERUNG VON QUALIFIKATIONEN IN DER EUROPÄISCHEN GEMEINSCHAFT**  
 ZUSAMMENFASSUNG UND SYNOPSISCHEN TABELLEN

**Einkleitung**

In Mahnen der durch die Sozialpartner vorbereiteten und am 1. Juli 1992 beschlossenen "gemeinsamen Stellungnahme zu den beruflichen Qualifikationen und den Zertifizierungsverfahren" wurde das CEDEFOP mit der Durchführung einer Analyse der geltenden Systeme und Verfahren der Zertifizierung in den Mitgliedstaaten der Europäischen Gemeinschaft beauftragt.


Wichtig hatte es an einer gemeinsamen Informationsbasis gefehlt. Folgende Fragen gab es u.a. zu beantworten: wo finden sich in den Arbeiten über die Qualifikationen der Berufsausbildung Informationen hinsichtlich ihrer Validierung? Inwieweit werden Verfahren werden die Qualifikationen in den Mitgliedstaaten durch die Vergabe eines Nachweises anerkannt? Durch welche Gesetze wird der "Marktwert" der Qualifikation geschützt? In wessen Zuständigkeitsbereich fällt die Zertifizierung?

Aufgrund ihrer Zugänglichkeiten zu den erforderlichen Informationen für die Beantwortung dieser Fragen wurden in erster Linie die Autoren der Monographien über die Berufsausbildungssysteme eines anderen Studienprojekt des CEDEFOP, mit der Durchführung dieser Arbeit beauftragt. Das Ergebnis der mehrmonatigen, auf der Grundlage eines einheitlichen Fragekatalogs durchgeführten Arbeit, liegt in Form von zwölf Studien vor, die gegenwärtig in der kostenlosen Reihe "CEDEFOP panorama" vorgestellt werden. In Anschlag an einen kurzen Überblick über die wesentlichen Merkmale des Berufsausbildungssystem ihres Landes beschreiben die Autoren die wichtigsten Aspekte bei der Validierung und Zertifizierung von Qualifikationen und zwar die Konzeption der Nachweise, die Zertifizierungsverfahren und die verschiedenen Zugangsmodalitäten zur Erlangung der Nachweise.

In CEDEFOP-Journale wird der Begriff "Zertifizierung" folgendermaßen definiert: "Erteilung eines Diploms, Zeugnisses oder sonstigen Nachweises durch die zuständigen Behörden, Bildungsanstalten und Personen".

**6/93**

**CEDEFOP flash**



■ newspaper journalists and journalists from specialized publications.

7 issues, the titles of which are listed in Appendix 4, were published in 1993.

### B) Occasional publications


These publications are linked closely to CEDEFOP's study and research activities and are used primarily to disseminate the findings of this work.

1) 1993 saw the launching of a new publication series "CEDEFOP panorama", devoted to national studies and to various publications on project activities such as colloquies, conferences, etc. "CEDEFOP Panorama" is distributed free-of-charge by CEDEFOP and the forthcoming issues are advertised in the "flash special".

This series is produced on demand and allows for greater flexibility in response, a reduction in production time and better stock management.

**CEDEFOP panorama**

**CEDEFOP**



**Systems and procedures of certification of qualifications in the European Community**

**Comparative analysis**



“Documents” continued to exist but are reserved primarily for synthesis reports and for comparative documents on the findings of CEDEFOP projects. These documents are usually published in the nine Community languages and may be purchased from the Office of Official Publications of the European Communities or from the national sales offices.

2) Information brochures, manuals, CEDEFOP directories, reference works.

CEDEFOP produces a certain number of publications containing basic information, such as annual reports, publications lists and reference works such as monographs on the vocational training systems, national reports and European reports on the FORCE sectoral surveys. Efforts made recently to make these publications more attractive have resulted in a considerable improvement in their presentation, but also in a substantial rise in production costs.

### C) Other activities

1) The publication “Education, Training” of the European Commission

CEDEFOP was not requested to make any contribution in 1993.

2) CEDEFOP presse

Activities were reduced extremely in 1993 with only one press release to some 2 000 daily newspapers, specialized journals, press agencies and other media appealing to a broad public with which CEDEFOP is in contact.

### D) Publicity campaigns

Traditional means are used to advertise CEDEFOP publications: advertisements and insertions in its periodicals (cf. above), in the catalogue of the Office for Official Publications of the European Communities (OPOCE) in Luxembourg, through mailing publications lists to those on CEDEFOP and OPOCE mailing lists; transmission of information to databases, directories, guides, etc., which are both national and international.

CEDEFOP Document

Continuing education  
and training counselling  
services in a regional  
frame of reference

An analysis of  
cooperation structures

European Centre for the Development of Vocational Training



As every year, CEDEFOP took part in collaboration with other European institutions, particularly TFHR and OPOCE, in a number of exhibitions during specialized trade fairs or international conferences on vocational training. In 1993 the focus was on the first "European Forum on vocational training" held in Brussels in November. Information brochures, publications lists, posters and a selection of publications are sent to the organizers of regional or national exhibitions devoted to vocational training upon request.

### E) Mailing lists

The mailing lists currently contain some 20 000 addresses, an increase of 25% over 1992. These are stored on computer and updated by CEDEFOP. Data are exchanged regularly with the Office for Official Publications. The data files and the mailing lists are also accessible to other EC institutions subject to the statutory data privacy regulations. This system allows for interrogation by profession/position, field of interest and type of organization.

### 4. Visitors service and information multipliers

CEDEFOP receives on its premises short visits from individuals and groups, mainly representatives of the social partners and public or private bodies operating in the field of vocational training who are anxious to receive information on Community activities and the different programmes. Visitors also come from non-European Union countries, particularly from EFTA countries. 1993 saw a considerable increase in

the number of visitors (individuals and groups) from EFTA countries as a result of strengthening relations between European Union Member States with EFTA as part of the European Economic Space. A meeting was held between a delegation of EFTA countries (Austria, Finland, Iceland, Norway and Sweden) and members of the CEDEFOP Directorate and staff. It aimed to prepare future cooperation between institutions and bodies from these countries and CEDEFOP's activities.

### 5. Translation service

The CEDEFOP translation service assures the translation of all documents required by its Work Programme.

In addition to his/her own translation work, each translator manages a network of freelance translators and is responsible for revising all texts translated externally and for coordinat-

Table 1: Number of pages translated per target language

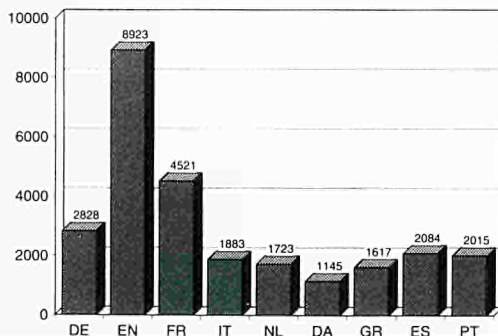
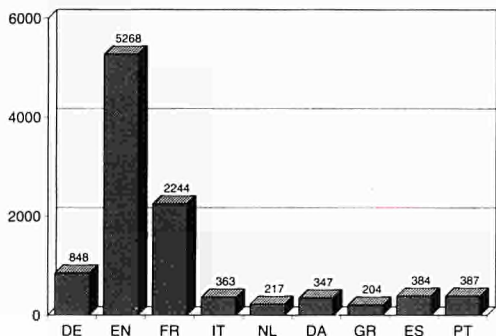


Table 2: Number of pages re-edited per language



ing terminology with external translators. The translators are also increasingly called upon to re-edit texts written in their language by non-native speakers. Throughout 1993 CEDEFOP's assistance to the Commission in preparing publication of national sectoral surveys for the FORCE programme caused a marked increase in translations and revision for the English language.

Since 1981, CEDEFOP has worked on the basis of one translator per language, making for a total of 9 translators. Because of the greater demand for translations in the working languages, (French, German and English), CEDEFOP has long been requesting additional posts for these languages. In October 1993 an additional post was authorized for French. The service hopes additional posts will be approved in line with its workload.

## Interpreting and conference service

The interpreting service provides the Centre with professional services. Under an agreement concluded with the Joint Interpreting and Conference Service of the European Community (SCIC), the Centre recruits interpreters engaged by SCIC for work at CEDEFOP under the conditions of an agreement between the Community institutions and the International Association of Conference Interpreters (AIIC).

In 1993, the **interpretation service** covered 77 meetings (78 in 1992), 21 of these outside the Centre, corresponding to 114 days of meetings and 790 interpreting days (1992: 1258). Five meetings needed interpretation in all nine languages of the European Communities requiring the services of 27 interpreters for five days.

CEDEFOP's **conference service** was responsible for the general organization of all meetings taking place in the Centre as well as those CEDEFOP meetings held outside, as necessary.

In the year under review a total of 252 meeting days were catered for covering a total of 256 meetings (1992: 316). Of these, 61 meetings were held outside Berlin and CEDEFOP placed its conference rooms and facilities at the disposal of external organizations for 9 meetings.

## Liaison Office in Brussels

Since July 1991, CEDEFOP has maintained a liaison office at Task Force, Human Resources, Education, Training and Youth. Following the

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initial phase in 1992, the year under review was devoted to increasing, accelerating and improving exchange of documentation between CEDEFOP and Task Force; this has been greatly facilitated by the installation of a PC.

A library used by a number of Task Force colleagues and other visitors has been growing with the addition of new publications from CEDEFOP and as in the past, these new publications have been indicated to colleagues in Brussels. In general, there has been a marked increase in interest shown in CEDEFOP's work.

Many requests from the Commission services could be dealt with in Brussels or by the CEDEFOP network.

The liaison office also welcomed various visitors groups during the year: a French delegation from the University of Bourgogne/University of Clermont II on 15.6.93, at the request of DG X and the CEDEFOP visitors service; a delegation from the Swedish Association of Local Authorities on 28.9.93 at its own request.

CEDEFOP shared a stand with Commission services at the following exhibitions in Brussels:

- Salon de l'Etudiant (10-13 February 1993)
- European employment week (19-21 October 1993)
- European Forum on vocational training (8-10 November 1993).

The offices which CEDEFOP shares with the European Foundation for the Improvement of

Working and Living Conditions, were also used for internal meetings with the Commission services and for the meetings of external partner organizations or for receiving visitors. The offices are located at:

20, Avenue d'Auderghem  
B - 1040 Brussels  
Tel: 32 + 2 + 233 89 27

# Synopsis

## Table of projects

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
1	<p><b>Comparability of vocational training qualifications</b></p> <p>Implementation of the Decision of the Council of Ministers of 16 July 1985 on the comparability of vocational training qualifications between Member States of the European Communities (85/368/EEC).</p>	B. Sellin	<p>Completion of work at skilled worker level (level 2 in the Annex to the Council Decision):</p> <p>followed by comparabilities ascertained in previous years resulting in publication in the Official Journal.</p>	<p>P Disk: list of Community occupational profiles at skilled worker level</p> <p>P CEDEFOP overview: Annex to the manual of European occupational profiles at skilled worker level. - Situation and trends: supply and demand for skilled workers -</p> <p>Terminology database</p> <p>OJ No.            C20/93: Public works/civil engineering            C182/93: Iron/steel            C223/93: Leather and leather goods            C295/93: Printing/media            C330/93: Wood processing</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
1 (contd.)	Systems and procedures for the certification of qualifications	B. Sellin M. Pierret	Completion of 12 national monographs for the European synthesis report	<p>P 12 national monographs «Systems and procedures for the certification of qualifications». Original languages EN, FR</p> <p>P Synthesis document in EN (original) and DE</p> <p>PP Synthesis document in FR</p> <p>P Flash 6/93 «Comparative analysis of systems and procedures for the certification of qualifications employed in the European Community - summary and synoptic tables» (9 languages)</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
2	<b>Trans-national network of databases</b> on qualifications and occupational certification (study requested by the European Commission)	B. Sellin	Pilot project on setting up a network of three databases, exchange of information and experience on the 12 Member States	Demonstration disk (Hypertext) in three languages linking up data from three databases in three Member States (D, F, UK)

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
3	<b>Directory of occupational profiles</b>			
	Audiovisual sector	N. Wollschläger	Completion of 1992 work: operation and testing of international comparison	WP3 national agreements (D, F, I) on 4 occupational profiles
	Electronics sector	B. Bazin	Working meeting with the three new contracting parties (IRL, NL, UK), on final draft  Contract and working meetings (4) to develop and implement the comparative directory	PP Comparative directory of profiles (DE, EN, ES, FR, IT, NL)
Tourism sector	D. Guerra	Finalization of a directory of 27 occupational profiles for the hotel-tourism industry  Preparation of comparative tables for the 9 Member States	WP Memo on evaluation, methodology and experience  P Comparative directory Tourism (27 x 9 descriptive sheets) in IT  P General report «Tourism and vocational training in Europe» (IT)  P Report on methodology used (IT)  These documents are available as WP in the other languages.	



No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
3 (contd.)	Analysis of methods of comparison of qualifications	P. Grootings	<p>Collection of information and documentation on the research (and the research networks) relating to international comparative analyses of training structures</p> <p>Review of documentation on Community approaches to recognition and comparability of qualifications</p> <p>Participation in meetings of experts involved in the development of national qualification systems (E, EL, NL, UK)</p> <p>Organization of two seminars (Barcelona in September and Copenhagen in December) with research staff representing different methods and approaches</p> <p>Preparation of a working paper on «proof by social sciences» of a European system on the comparability of qualifications</p>	<p>WP Preparatory papers for the seminars and conferences. Contributions from the speakers at the Barcelona and Copenhagen seminars</p> <p>PP Overall report on the results of the various activities</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
4.1	<b>Study on occupational competences: competitive models, transferability</b>	B. Bazin P. Grootings	<p>Setting up of an international coordination committee</p> <p>Sourcing documentation on approaches based on competences and review of the work by CEDEFOP in 1992 on competences</p> <p>Organization of a seminar (Amsterdam, October) on the significance and use of the concept of competences and approaches based on competences in various Member States (B, D, DK, E, F, NL, P, UK)</p> <p>Preparation in collaboration with Cereq (F) of a seminar on the approach to competences by various disciplines (economics, educational science, sociology of work) and problems of measuring competence (Marseille, January 1994)</p> <p>Preparation of a working paper on the feasibility of European approaches based on the concept of competence</p>	<p>PP Collation of papers presented at various seminars</p> <p>PP Final synthesis document</p>



No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
4.2 (contd.)	Environment and conservation of the architectural heritage	G. Chomé	<p>Organization of 3 working meetings with the group to follow-up the studies</p> <p>Completion of studies - Metallurgical and chemical industries - Protection of the architectural heritage</p> <p>Continuation of studies on the recognition/evaluation of qualifications in the two sectors : metallurgical and chemical industries (D, E, F, I, UK); heritage conservation (B, D, F, I, UK)</p> <p>Signing of contracts for synthesis reports on the two projects</p> <p>Preparation for a Council of Europe/CEDEFOP Conference (1994) - «Development of occupations and training in the architectural heritage conservation sector»</p>	<p>PP National Spanish report (FR, EN)</p> <p>P Synthesis report (EN, ES, FR, IT)</p> <p>WP National reports on metallurgical and chemical industries, heritage conservation</p> <p>P CEDEFOP flash 1/93 «Occupational profiles in environmental protection»</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
4.3	<p><b>Processes and mechanisms of validating skills acquired through work experience</b></p> <p>Validation and institutions</p> <p>Validation and companies</p>	<p>M. Pierret</p> <p>F. Oliveira Reis G. Dupont (P. Grootings) (F. Rychener)</p>	<p>Study on the evaluation of competences and the procedures and mechanisms for the validation of experience acquired in France and the United Kingdom</p> <p>Organization of a meeting of the research teams to discuss the results of the study «The role of the company in skill generation» (April 1993); preparation of an interim report on the basis of their conclusions.</p> <p>Review and preparation of 9 national reports (B, D, DA, E, F, I, NL, P, UK)</p> <p>Preparation (with two external experts) of a comparative analysis of the national studies</p> <p>Organization of a final meeting to present/discuss the overall work (European College, Bruges, 21-22 November 1993)</p>	<p>WP Interim reports (EN, FR)</p> <p>WP Report on the problems of validation</p> <p>PP 9 national reports (original languages EN, FR)</p> <p>PP Comparative analysis of the results of the 9 studies</p> <p>P Interim study «The role of the company in skill generation»</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
5	<b>Continuing company vocational training, particularly in the framework of the FORCE programme sectoral surveys</b>	T. Bertzeletou	<p>Organization and attendance of several working meetings with the study research staff on the food and beverages and motor vehicle repair and sales sectors.</p> <p>Organization of meetings with the social partners from the food and beverages sector</p> <p>Conference to assess the European and national reports on the retail trade sector with the sector, the research staff and TFHR</p> <p>Evaluation of the conducting of the three surveys</p> <p>Working meetings on the follow-up to the surveys with the research staff and sector representatives</p> <p>Attendance of FORCE Committee meetings</p>	<p>PP 12 national reports on company training plans in the food and beverages sector (EN)</p> <p>PP 12 national reports on company training plans in the motor vehicle repair and sales sector (EN)</p> <p>PP Synthesis report on training in the food and beverages sector (9 languages)</p> <p>PP European report on training in the food and beverages sector (9 languages)</p> <p>PP European report on training in the motor vehicle repair and sales sector (9 languages)</p> <p>WP Report</p> <p>10 continuing training projects presented to Section II of the FORCE programme</p> <p>P Guide on the development of training programmes and cooperation in the retail trade sector (ES, EN)</p> <p>P CEDEFOP flash 4/93</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
6	<p><b>Vocational training, labour markets and employment</b></p> <p>Vocational training and labour markets</p> <p>Exclusion</p>	<p>M. Pierret</p> <p>F. Rychener</p>	<ul style="list-style-type: none"> <li>• Formation of a European team</li> <li>• Development of a common work concept (three 2-day meetings) and signing of contracts</li> <li>• Interim report on first national studies</li>   <li>• Monitoring of European network studies on research into the integration of young people</li> <li>• Working meeting, limited to experts, on the problems of integration/exclusion</li> <li>• Organization - with the network and the Autonomia University of Barcelona - of an international conference on the integration of young people (Barcelona, September 1993)</li> <li>• Preparation of publication of the conference proceedings (for 1st quarter 1994)</li> <li>• Participation in PETRA/ Eurostat working group «European labour market entry» (3 meetings)</li> </ul>	<p>PP Proceedings of the Barcelona conference on the integration of young people (EN)</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
7	<b>Laws governing the way systems operate</b>  Monographs of vocational training systems	J.M. Adams	Review of monographs, preparation of page setting and graphics  Working meetings with authors, illustrators, printers	Several monographs were available at the end of 1992 but were revised in 1993 for the final presentation  P National monographs: F (FR), UK (EN)  PP National monographs: B (NL, EN, FR) DK (DA, DE, EN, ES, FR) D (DE, EN, ES, FR, NL) EL (GR, DE, EN, FR) E (ES, EN, DE, FR*) F (DE, EN, ES, IT) IRL (EN, ES, DE, FR*) I (IT, EN, DE, FR) L (FR, DE, EN, ES) NL (NL, EN, FR, DE) P (PT, EN, DE*, FR*) UK (DE, ES, FR, IT, PT) Austria (DE, EN*, FR*)  * unrevised version
	New Guide on vocational training	N. Wollschläger	Development and preparation of a new comparative presentation by European Union of vocational training systems	WP 10 national «pen picture» presentations  WP 11 documentary dossiers



No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
8	<b>Contribution to the European Commission «Periodic Report on Vocational Training in the European Community»</b>	F. Oliveira Reis	Presentation of a proposal for the design and implementation of the report	

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
9	<b>CEDEFOP FORUM for research institutes</b>	F.A. Clarke	<p>Setting up of a «network of correspondents» for the production of a European directory of research in the field of vocational training</p> <p>Organization of a network meeting in May 1993</p> <p>Organization of the 9th CEDEFOP FORUM (21-22 October) on the subject «The response of vocational training systems to training needs»</p>	<p>PP European directory of research projects in vocational training</p> <p>PP Contributions to the FORUM and national reports</p> <p>P Flash 7/93 «CEDEFOP FORUM 1993»</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
10	<b>Community study visits programme</b>	D. Guerra	<p>Organization of 34 study visits for 260 vocational training specialists in the 12 Member States</p> <p>Organization and co-facilitation of 5 workshop visits (D, F, I, NL, UK)</p> <ul style="list-style-type: none"> <li>• preparatory meetings (8)</li> <li>• joint co-ordination (with CEDEFOP experts)</li> <li>• publication of synthesis report (with CEDEFOP experts)</li> </ul>	<p>WP 320 documentary dossiers for the participants</p> <p>WP 230 individual end of visit reports</p> <p>WP 12 national reports</p> <p>PP 1 evaluation report</p> <p>PP 1 activity report</p> <p>P 5 workshop visit reports</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
11	<p data-bbox="272 329 468 424"><b>Protagonists in vocational training systems/employment systems</b></p> <p data-bbox="272 450 450 520">11.1 Occupational guidance counsellors</p>	G. Chomé	<p data-bbox="653 450 901 568">Publication of 12 national studies on the occupational profiles and training of guidance counsellors</p> <p data-bbox="653 594 901 787">Drawing up and signing of contracts for 12 national studies «Identifying the guidance needs for target groups of young people under 28 years of age in the Member States»</p> <p data-bbox="653 813 901 1006">Organization of a working meeting with the contracting parties, observers from the national guidance services and the European Commission. Preparation of 12 interim reports.</p> <p data-bbox="653 1032 901 1276">c) Participation in various seminars and conferences under the PETRA Action III programme: Part A : Setting up of national information and orientation centres Part B : Trans-national projects for the training of guidance counsellors</p>	<p data-bbox="913 450 1171 545">P National reports: France (EN), IRL (FR), I(FR) and UK(FR) Synthesis report (DE)</p> <p data-bbox="913 571 1160 616">WP Interim reports for the 12 countries</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
11 (contd)		11.2 A Melis	<p>d) Participation (member of the Advisory Committee) in the EUROCOUNSEL project of the Dublin Foundation</p> <p>e) Involvement in the organization of the European symposium «From exclusion to participation», Trier (D)</p> <p>f) Participation in national meetings on the subject training/occupational guidance (D, F, I, UK)</p> <p>1) Directory of training schemes for trainers</p> <ul style="list-style-type: none"> <li>• Preparation of specifications for the compiling of a directory in the 12 countries</li> <li>• Signing of contracts for 4 countries (D, E, F, UK)</li> <li>• Setting up a steering committee</li> </ul> <p>2) Synthesis of the work on SMEs</p>	<p>P CEDEFOP flash 5/93 «From exclusion to participation» (DE, ES, EN, FR, IT)</p> <p>PP «Contribution pour le rapport sur la coordination des activités en faveur des PME dans les programmes communautaires» (FR)</p> <p>P «Access difficulties of SMEs' entrepreneurs» (EN, ES)</p> <p>P «Business start-ups in the EC - support programmes» (DE, EN, ES, FR, IT)</p> <p>P CEDEFOP flash 8/93 «European seminar : New training models and strategies for SMEs in Europe» (DE, EN, ES, FR, IT)</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
12	<b>PRIX CEDEFOP</b>	N. Wollschläger	<p>Preparation of the competition for the 1993 PRIX</p> <ul style="list-style-type: none"> <li>• meetings of the steering committee (3)</li> <li>• organization of the jury</li> </ul> <p>Organization of the PRIX CEDEFOP award ceremony in cooperation with the Generalitat de Valence (E), Spanish television and the European Broadcasting Union (EBU)</p> <p>Presentation of the award winning programmes at the EBU group meeting «Vocational training» in Zurich and on the occasion of the «Basel Screenings» (CH)</p>	<p>WP PRIX CEDEFOP - Development of a small project into an European media event - an assessment (DE, EN, FR)</p> <p>P Press release No. 1/93 (EN, FR)</p>

## Table of permanent services

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
1	<b>Documentation and library</b>	J.M. Adams M. Ni Cheallaigh L. Weiss M. Peschel C. Presle	<ol style="list-style-type: none"> <li>1. Management of the bibliographic database (approx. 1,700 new entries)</li> <li>2. Creation of a database for vocational training bodies and organizations (5,500 entries)</li> <li>3. Management of the stock of books and periodicals</li> <li>4. Production and management of documentary dossiers</li> <li>5. Management of the documentary network               <ul style="list-style-type: none"> <li>* organization of 2 meetings with the network</li> <li>* distribution of approx. 237 documents to network members and associated organizations</li> </ul> </li> <li>6. Contributions to 4 «CEDEFOP flash special» editions and 2 editions of the «Vocational Training» journal</li> <li>7. Documentary contributions to study projects</li> </ol>	<p>Publicly accessible database (approx. 21,000 entries) Database available on disk for members of the documentary network (5,500 entries)</p> <p>WP List of abstracts of vocational training publications (twice-monthly, multi-lingual)</p> <p>1,300 subject files available</p> <p>WP List of subject files available</p> <p>WP Meeting report</p> <p>WP Monthly lists of documentation (cf. Annex 4)</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
			<p>8. Replies to external enquiries (approx. 1,385)</p> <p>9. Regular participation in the work of EURYDICE (iv), EUROLIB (ix) and EUDAT (x)</p> <p>10. Completion of the comparative European Education Thesaurus (EET) and the Vocational Training Thesaurus (VTT)</p>	<p>WP Bibliographies and documentary dossiers</p> <p>WP Reports, minutes, etc.</p> <p>WP Report of contracting parties</p>



No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
2	<b>Vocational training terminology</b>	B. Linshoft-Stiller	<p>1) Inter-institutional work on the vocational training glossary (GIIT*)</p> <ul style="list-style-type: none"> <li>• Contracts for expert reports Glossary Part 1 (E, EL), Part 2 (B/NL, DK, F, L)</li> <li>• Working meeting on GT6, Brussels, 18-19 October 1993</li> <li>• Organization of expert meeting, 26-28 January 1994</li> </ul> <p>2) Development (with TermNet**) of specialist glossaries, by-products to accompany the «comparability» project</p> <p>3) Methodological report on the glossary «Occupational qualifications and certification»</p>	<p>WP Vocational training glossary, Part 2, provisional version (B/FR, D, F, NL, UK) Expert reports (several languages) Part 1 (GR, ES) Part 2 (B/NL, DK, F, I, NL)</p> <p>Specialized glossaries</p> <p>PP Hotel-catering Cafes Motor vehicle repair Construction Electricity/electronics Agriculture Textiles-clothing Textile industry</p> <p>P Chemical industry Civil engineering Tourism Printing/media Iron/steel Leather Wood</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
<b>3</b>	<b>Publications</b>			
	<b>a) Periodicals</b>	E. Piehl		
	«Vocational Training» journal (information, articles reflecting scientific and political debate on a vocational training subject, bibliographies)	F. Oliveira Reis B. Möhlmann B. de Souza	Production of 2 editions for the Management Board  Setting up of an editorial committee	P 2/92 «Technical and vocational education»  P 1/93 «Information on vocational training at European level»
	CEDEFOP flash special (up-to-date information on vocational training in the Member States and on CEDEFOP)	B. Möhlmann J.M. Adams F. Rychener	Preparation of No. 1/94 on «The development of competences»  Selection of information (supplied by the documentary network, management and CEDEFOP experts) for the various columns	PP 2/93 «Vocational training; territorial aspects»  P 4 editions in 3 languages (DE, EN, FR) Print run : 25,000 for each issue
	CEDEFOP flash (interim and final results of CEDEFOP projects, meeting reports)	B. Möhlmann B. de Souza	Preparation of 4 editions per year (supervising translation and page setting)  Technical production, storage and distribution	P 7 editions. Various language combinations (3 to 9 languages)

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
	<p><b>b) Occasional publications</b></p> <p>CEDEFOP Panorama (national CEDEFOP studies, results of activities for exchange of information closely related to projects (symposia, meetings ....))</p> <p>CEDEFOP document (synthesis reports of CEDEFOP studies)</p> <p>Information leaflets, manuals, reference works, lists (basic information on CEDEFOP, specific publications relating to projects)</p> <p><b>c) Other activities</b></p> <p>CEDEFOP presse</p> <p>Publicity, information</p>	<p>Directorate</p> <p>B. Möhlmann B. de Souza</p> <p>B. Möhlmann B. de Souza</p> <p>B. Möhlmann B. de Souza</p> <p>B. Möhlmann B. de Souza</p> <p>B. Möhlmann</p>	<p>Development of this new series, lay-out design with graphic artists, definition of publicity/distribution policies: technical production and distribution by CEDEFOP</p> <p>Technical production, storage and distribution in cooperation with OPOCE and sales offices</p> <p>Design, technical development, distribution and storage in cooperation with OPOCE</p> <p>Information to the media on CEDEFOP projects and conferences</p> <p>Information on CEDEFOP publications (lists, inserts/orders, subscriptions .....</p>	<p>cf. Annex 4</p> <p>cf. Annex 4</p> <p>Catalogue of CEDEFOP publications (9 languages)</p> <p>1 press release (EN, FR) Print run : 2,000 copies</p> <p>Insertions and advertisements in CEDEFOP periodicals and OPOCE sales catalogues</p>

No.	Title	Staff responsible	Principal activities	Products: WP <sup>1</sup> , PP <sup>2</sup> , P <sup>3</sup>
	Mailing lists	B. Möhlmann M. Zwanink	Participation in exhibitions with other Community institutions (TFHR, OPOCE)	<p>List of CEDEFOP publications (mailing and OPOCE)</p> <p>Information on CEDEFOP for databases, yearbooks, guides, etc.</p> <p>Presentation of CEDEFOP:</p> <ul style="list-style-type: none"> <li>• 1st European Forum on Vocational Training (Brussels, November 1993)</li> <li>• Salon de l'Etudiant (Brussels, February 1993)</li> <li>• European Employment Week (Brussels, October 1993)</li> <li>• International book fairs</li> </ul>
		B. de Souza	Updating mailing lists; exchange of data; compiling of statistics on publication activities	<p>Address files and mailing lists (20,000 addresses)</p> <p>Software suitable for exchange of data with Community institutions</p> <p>Permanent exchange of address files with OPOCE for joint mailings</p>

- 1) WP: Working document, for discussion, limited distribution  
2) PP: Final document in course of publication, for wide distribution  
3) P: Published document, in course of distribution

N.B.: For publications in the various languages, refer to Annex 4

**EUROSTAT**: Statistical Office of the European Communities, Luxembourg  
**EURYDICE**: The Education Information Network in the European Communities, Brussels  
**GIIT**: Inter-institutional Terminology and Documentation Group of the European Communities, Brussels  
**TermNet**: International Network for Terminology, Vienna

**EUROLIB**: Library network of Community and other Institutions, Luxembourg  
**EUDAT**: European Association for the Development of Databases on Education and Training, Berlin/Paris  
**OPOCE**: Office for Official Publications of the European Communities, Luxembourg

## Human and financial resources

The following figures for the period 1989-1993 illustrate the development of CEDEFOP's activities:

### Staff

No. of staff posts provided for in the budget <sup>1</sup>	1989	1990	1991	1992	1993
	63	67	71	71	76

No. of staff occupying posts in December 1993 by category	A <sup>2</sup>	B	staff C	D	Total
	30	15	25	4	74

### Budget appropriations

	1989	1990	1991	1992	1993
Total in ECU	8 409 000	8 988 000	10 390 000	10 838 000	11 922 000
Increase in (%)	14.91	6.89	15.60	4.31	10.00

1 Including local staff

2 Including the three members of the Directorate and 11 translators

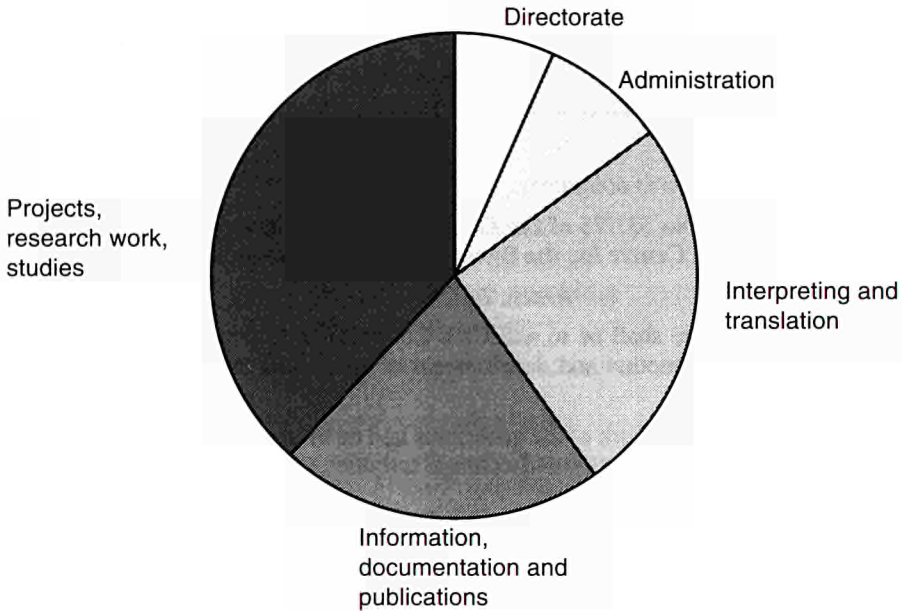
### Total expenditure

Year	Total in ECU	Increase in %
1989	8 321 811.89	16.67
1990	8 621 280.29	3.60
1991	10 003 944.23	16.04
1992	10 623 587.86	6.19
1993	11 394 033.54	7.25

The following table provides a percentage breakdown of 1993 expenditure:

Sector	Expenditure in %
A. Directorate	6.67
B. Administration	8.26
C. Interpreting and translation	25.25
D. Information, documentation and publications	21.64
E. Projects, research work, studies	38.18
	100.00

**Expenditure in diagram form**



**Operational activities**

	1989	1990	1991	1992	1993
Utilization rate for appropriations in the chapter "operating expenditure" in %	98.26	97.58	93.60	98.40	94.07

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# Annexes

## 1. Extract from the Council Regulation establishing CEDEFOP

# Official Journal of the European Communities

Volume 18 No L 39  
13 February 1975  
English Edition

## Legislation

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### Contents

#### I *Acts whose publication is obligatory*

#### ◆ **Regulation (EEC) No 337/75 of the Council of 10 February 1975 establishing a European Centre for the Development of Vocational Training**

##### *Article 2*

1. The aim of the centre shall be to assist the Commission in encouraging, at Community level, the promotion and development of vocational training and of in-service training.

To that end, within the framework of the guidelines laid down by the Community, it shall contribute, through its scientific and technical activities, to the implementation of a common vocational training policy.

It shall, in particular, encourage the exchange of information and the comparison of experience.

2. The main tasks of the centre shall be:

- to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure;
- to contribute to the development and coordination of research in the above fields;
- to disseminate all useful documentation and information;
- to encourage and support any initiative likely to facilitate a concerted approach to vocational training problems. The centre's activity in this respect shall deal in particular with the problem of the approximation of standards of vocational training with a view to the mutual recognition of certificates and other documents attesting completion of vocational training;
- to provide a forum for all those concerned.

3. In its activities the Centre shall take into account the links which exist between vocational training and the other branches of education.



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## 2. List of members of the Management Board\*

### Government representatives:

Belgium	Mr. Alphonse Verlinden
Denmark	Mr. Erik Nexelmann
Germany	Mr. Ulrich Haase
Greece	Mr. Nicholas Iliadis
Spain	Mr. Ramón Salabert Parramon
France	Mr. Jean Courdouan
Ireland	Mr. Martin Lynch
Italy	Mr. Mario Alberigo
Luxembourg	Mr. Jean Tagliaferri
The Netherlands	Mr. Peter van den Dool
Portugal	Mr. Artur Pereira da Mota
United Kingdom	Mr. John K. Fuller

### Representatives of employees' organizations:

Belgium	Ms. Anne-Françoise Theunissen
Denmark	Mr. Niels Lykke Jensen
Germany	Mr. Heinz-Peter Benetreu
Greece	Mr. Georgios Dassis
Spain	Mr. José Manzanares
France	Ms. Marie-Odile Paulet
Ireland	Mr. Kevin Duffy
Italy	Mr. Saul Meghnagi
Luxembourg	Mr. Mario Castegnaro
The Netherlands	Ms. Gerda Verburg
Portugal	Mr. João Antonio Gomes Proença
United Kingdom	Mr. Fred Jarvis

\*As of 31 December 1993

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**Representatives of employers' organizations:**

Belgium	Mr. Alfons de Vadder
Denmark	Mr. Erik Winther-Schmidt
Germany	Mr. Helmut Brumhard
Greece	Mr. Evangelos Boumis
Spain	Mr. Fernando Moreno Piñero
France	Mr. Daniel van Elslande
Ireland	Ms. Christine Whyte
Italy	Mr. Vincenzo Romano
Luxembourg	Mr. Eugène Muller
The Netherlands	Mr. J. Boersma
Portugal	Mr. José Manuel Prostes da Fonseca
United Kingdom	Mr. Roy Harrison

**Representatives of the Commission of the European Communities:**

Mr. Tom O'Dwyer, Director-General  
Mr. Ricardo Charters d'Azevedo  
Mr. Duilio Silletti  
Task Force Human Resources, Education, Training and Youth

**Observers**

Ms. Renate Hornung-Draus  
Union of Industries of the European Community (UNICE)

Ms. Maria Helena André  
European Trade Union Confederation (CES)

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### 3. List of staff

As of 31 December 1993, the Centre had a staff of 74.

#### Directorate

3 A posts: Ernst Piehl, Director  
Corrado Politi, Deputy Director  
Enrique Retuerto de la Torre, Deputy Director

3 C posts: Christine Sonzogni Marise Alberts<sup>(4)</sup> Nicole Weyland<sup>(3)</sup>

#### Studies and periodicals

13 A posts: Michael Adams <sup>(2)</sup> Benoist Bazin  
Tina Bertzeletou Gesa Chomé  
Francis Alan Clarke Peter Grootings  
Duccio Guerra Africa Melis  
Maria Pierret Fernanda Reis  
Frédérique Rychener Burkart Sellin  
Norbert Wollschläger

3 B posts: Florence Bonnefoy Georg Biekötter  
M.- Françoise Chatelain

16 C posts: Manuela Biele Gundula Bock  
Madeleine Cazals Heidi Führmann  
Jane Gilgallon Sandra Hayman<sup>(1)</sup>  
Jette Kristensen<sup>(1)</sup> Paola Lino <sup>(1)</sup>  
Despo Mourmouris <sup>(1)</sup> Carola Müller<sup>(1)</sup>  
Heinz Neumann Maryse Robert<sup>(1)</sup>  
Amaia Rodriguez <sup>(1)</sup> Marlies van Hoof  
Antonio Vasques <sup>(1)</sup> Nicole Vulliemin

#### Publications

1 A post: Bernd Möhlmann 2 D posts: Gösta Friese  
1 B post: Barbara de Souza Peter Mögenburg  
1 C post: Vespa Rous <sup>(1)</sup>

(1) Employed part-time in the Translation Service

(2) Employed part-time in the Documentation Service

(3) Employed part-time in the Publications Service

(4) Employed part-time in the Studies and Periodicals Service

---

### **Information and documentation**

- 1 A post: Michael Adams<sup>(4)</sup>
- 5 B posts: Martina NiCheallaigh  
Maryse Peschel  
Catherine Presle  
Letizia Weiss  
Marieke Zwanink (Brussels)

### **Interpretation and conference service**

- 1 A post: Brigitte Linshöft-Stiller (Head)
- 2 C posts: Doris Herrmann Ingrid Zagerski

### **Translation service**

- 10 A posts: Giancarlo Caronello Gwenaëlle Diquélou  
Anna-Grethe Dolberg-Schomburg Birgit Domscheit  
Nuno Maria do Paço Quesado Agnes Heuer  
Chantal Jereczek Colin McCullough  
Luis Felipe Orobon Maria Tavlaridou-Steuck
- 1 B post: Alison Clark

### **Administration and general services**

- 2 A posts: Marino Riva (Head)  
Volker Wurl
- 5 B posts: Anton Atayee Chantal Cambrelin  
Guy Münster Sabine Reich  
Bernhard Ziech
- 3 C posts: Hildegard Cernitori Marion Strissel  
Marie-Jeanne Tchdry
- 2 D posts: Joachim Pahl Rita Vogel

#### 4. List of CEDEFOP publications which appeared 1993

No.	Title	Language version
<b>Occupational profiles</b>		
<b>CEDEFOP Document</b>		
1	Les profils des conseillers d'orientation professionnelle dans la Communauté européenne - Rapport de synthèse	FR; DE
2	Pouvoirs, fonctions et structures de l'administration publique en matière de lutte contre la pollution atmosphérique et les modifications climatiques - Une enquête sur les profils professionnels (I, D, UK)	FR
3	Occupational profiles in the restoration and rehabilitation of the architectural heritage - National reports: France, Federal Republic of Germany, Italy	EN
4	Structure des emplois et des qualifications dans les services d'orientation professionnelle des jeunes et des adultes - La situation en RFA, en Espagne et au Grand-Duché de Luxembourg	FR
5	Occupational profiles for vocational guidance counsellors - The situation in France	EN
6	Profils d'activité des conseillers d'orientation professionnelle en Irlande, en Italie et au Royaume-Uni	FR
<b>CEDEFOP panorama</b>		
7	Occupational profiles - The restoration and rehabilitation of the architectural heritage	FR; EN; ES; IT
<b>Copied</b>		
8	Profils professionnels - Restauration et réhabilitation du patrimoine architectural	FR

No.	Title	Language version
<b>Comparability of vocational training qualifications</b>		
<b>CEDEFOP panorama</b>		
9	Systèmes et procédures de certification des qualifications en Belgique	FR
10	Systems and procedures of certification of qualifications in France	FR; EN
11	Systems and procedures of certification of qualifications in the Federal Republic of Germany	EN; DE
12	Sistemas y procedimientos de certificación de las cualificaciones en España	ES
13	Systems and procedures of certification of qualifications in Ireland	EN
14	Sistemas e procedimentos de certificação das qualificações em Portugal	PT
15	Systems and procedures of certification of qualifications in the United Kingdom	EN
16	Certificatiesystemen en -procedures voor kwalificaties in Nederland	NL
17	Systems and procedures of certification of qualifications in Denmark	EN; DA
18	Systems and procedures of certification of qualifications in Greece	GR
19	Systèmes et procédures de certification des qualifications en Italie	FR; IT
20	Systems and procedures of certification of qualifications in the European Community	EN; DE
21	Systèmes et procédures de certification des qualifications au Luxembourg	FR

No.	Title	Language version
<b>Continuing education and training</b>		
22	Répertoire des centres de recherche en enquêtes sectorielles	FR
<b>CEDEFOP Document</b>		
23	Continuing education and training of the long-term unemployed in 10 Member States of the EC - Summary report	FR; EN
<b>CEDEFOP panorama</b>		
24	Berufliche Weiterbildung im europäischen Vergleich Beiträge zu einer Fachtagung vom BMBW, BiBB, IW am 9. und 10. Oktober 1991 (Nachdruck)	DE
25	Accès à la formation professionnelle continue dans le secteur de la construction en France et en Italie	FR
26	L'accès à la formation professionnelle dans trois secteurs de l'économie européenne	FR
27	Accès à la formation professionnelle continue dans le secteur de la construction en Espagne et au Grand-Duché de Luxembourg	FR
<b>Vocational training systems</b>		
28	Structures of the Education and Initial Training Systems in the Member States of the European Community EURYDICE / CEDEFOP (Nachdruck 1993)	EN
29	Le système de formation professionnelle en France	FR
30	Vocational education and training in the United Kingdom	EN
<b>CEDEFOP Document</b>		
31	Vocational training in Latin America	EN

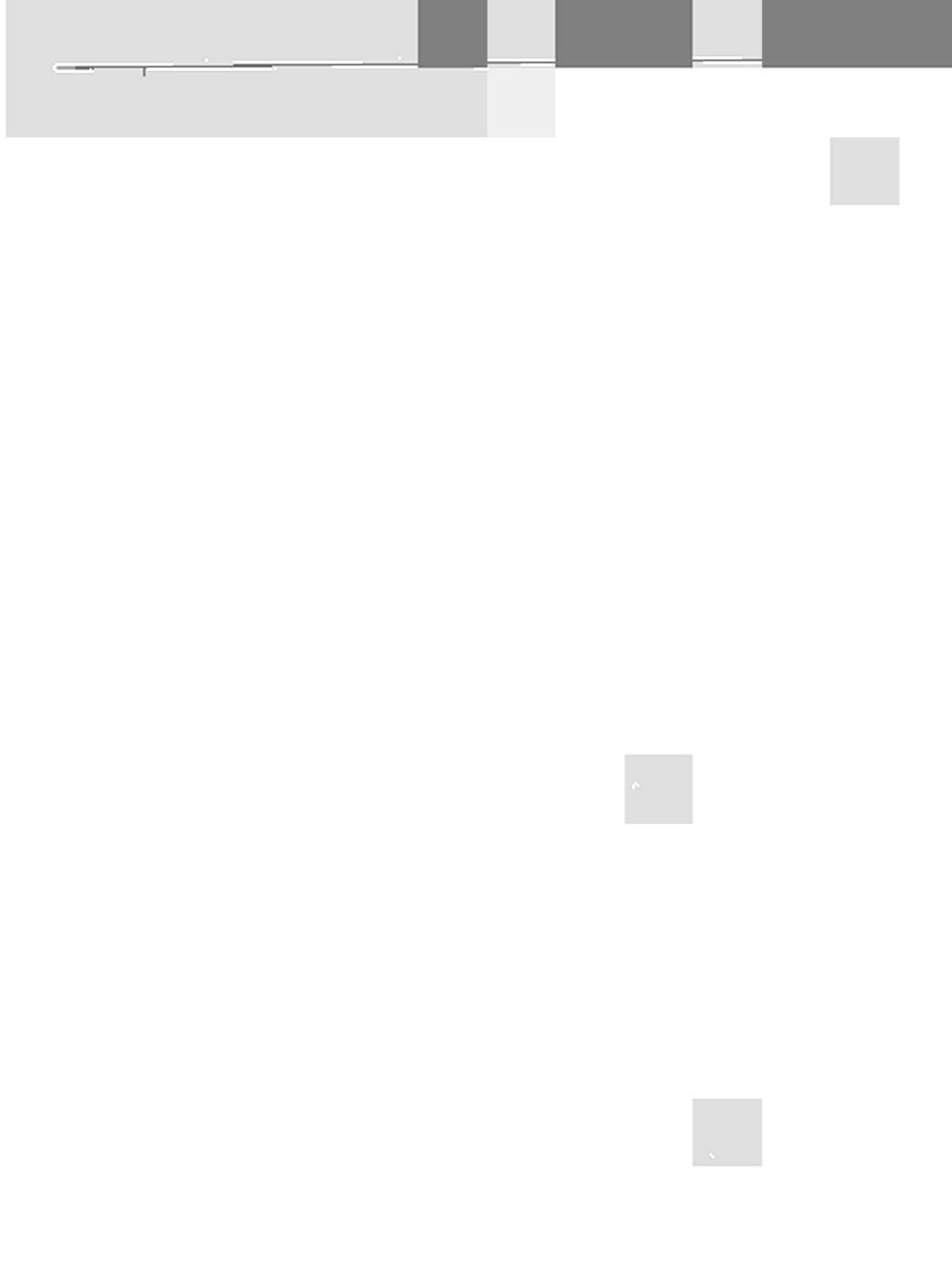
No.	Title	Language version
32	<p>Training in transition: comparative analysis and proposals for the modernization of vocational education and training in Poland</p> <p><b>Small and medium-sized enterprises</b></p> <p><b>CEDEFOP Document</b></p>	EN
33	<p>La création d'entreprise dans l'Europe des Douze: les programmes d'appui</p> <p><b>Regional development</b></p> <p><b>CEDEFOP Document</b></p>	FR
34	<p>Evaluation of vocational training in a regional context - A synthesis report</p>	FR; EN; PT
35	<p>Continuing education and training counselling services in a regional frame of reference - An analysis of cooperation structures</p>	FR; DE; EN
36	<p>Evaluation of the impact of vocational training in a territorial context - The evaluation of training, human resources and regional development in rural Wales</p>	FR; EN
37	<p>Evaluation of vocational training in a territorial context - Vocational training and development in the region of Alcobaça and Caldas da Rainha</p>	EN
38	<p>Evaluation as an approach towards the improvement of regional vocational training and labour market policy</p>	FR; DE; EN



No.	Title	Language version
<b>Labour market policy</b>		
<b>CEDEFOP panorama</b>		
39	New strategies to combat long-term unemployment in Belgium, Denmark and the United Kingdom	EN
40	Formation et marché du travail: l'utilisation des données pour la prise de décision Actes du colloque organisé par la Commission des CE (Programme PETRA), le CEDEFOP et le GREE, Nancy les 6,7,8 mars 1991	FR
<b>Community study visits programme</b>		
<b>CEDEFOP panorama</b>		
41	Community study visits programme - Report on activities 1992	FR; DE; EN; IT
<b>Youth</b>		
<b>Copied</b>		
42	Training and the labour market: the use of data in decision-making	FR; DE; EN
<b>Migrants</b>		
43	100 Fragen zur Organisation von bi-nationaler Ausbildung - ein Leitfaden	DE; ES; PT

No.	Title	Language version
<b>Documentation</b>		
44	Multilingual Thesaurus of vocational training	GR
<b>About CEDEFOP</b>		
45	Annual Report 1992	FR; DA; DE; EN; ES; GR; IT; NL; PT
<b>Journal "Vocational Training"</b>		
<b>2/92</b>		
46	Technical and vocational training	FR; DA; DE; EN; ES; GR; IT; NL; PT
<b>1/93</b>		
47	Information on vocational training on a European level	FR; DA; DE; EN; ES; GR; IT; NL; PT
<b>CEDEFOP flash</b>		
<b>1/93</b>		
48	Occupational profiles in environmental protection	FR; DE; EN; ES; IT
<b>2/93</b>		
49	The development of a European dimension in the training of guidance practitioners	FR; DA; DE; EN; ES; GR; IT; NL; PT

No.	Title	Language version
50	<p><b>3/93</b></p> <p>Databases on vocational qualifications and courses accredited - Report on the Workshop organized by CEDEFOP at Nürnberg on 25 and 26.11.1992</p>	FR, DE, EN
51	<p><b>4/93</b></p> <p>FORCE sectoral survey on European retail trade</p>	FR; DA; DE; EN; ES; GR; IT; NL; PT
52	<p><b>5/93</b></p> <p>European symposium for the evaluation of innovative projects to integrate disadvantaged young people into work</p>	DE; EN; ES; FR; IT
53	<p><b>6/93</b></p> <p>Comparative analysis of systems and procedures for certification of qualifications in force in the EC. Summary and tables</p>	FR; DA; DE; EN; ES; GR; IT; NL; PT
54	<p><b>7/93</b></p> <p>CEDEFOP FORUM 1993</p>	DE, EN, ES, FR; IT
55 - 58	<p><b>CEDEFOP flash "special"</b></p> <p>CEDEFOP flash special No 1+2+3+4/1993</p>	DE EN FR





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of Vocational Training

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# Notes













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**CEDEFOP**

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