

TRAINING MODULEs DESCRIPTION

National Pilot courses (WP06)

Culture Volunteers

Course module description 1. Topic assigned at the 2nd meeting in Copenhagen:

Course title	<i>Survival-kit of the culture sector volunteer.</i>
Target group of the course (+possible prior requirements towards learners)	<p>Culture volunteers.</p> <p>No prior requirements concerning previous experience.</p> <p>Volunteers must motivation an interest in designing and delivering new cultural initiatives for the benefit of the local community.</p> <p>Persons admitted to the course will be asked to check interesting moments in the local history (history of the town/village/region they come from) that could be used as a “topic” or inspiration for the cultural event to be organized, around which the local community could be integrated.</p>
Title of the course module	Planning and managing culture activities with an added value for civic participation and community bonding.
Duration of the course module (1 training hour = 45 min)	8 training hours, in a frame of 2-day long non-residential course.
Number of course participants (trainees)	10 - 20
Goal(s) of the module (learning objective(s))	Increasing the level of knowledge and upgrading skills in planning and managing culture activities with an added value for civic participation and community bonding.
Merits content of the module (subjects/topics)	<ol style="list-style-type: none"> 1. Knowledge of the methods for analysing cultural needs and expectations of the local community; 2. Skills of setting the goals of cultural activities; 3. Skills of planning the activities to be realized, both merits activities and organizational/ administrative activities; 4. Skills of planning the team and the timetable for the cultural activities; 5. Skills of planning and constructing the budget for the cultural activities; 6. Knowledge and skills of assessing potential risks & risk mitigation; 7. Knowledge and skills on how to build relations and cooperation with the local

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Curricula for culture volunteers and managers
in sparsely populated areas


Erasmus+

	community; 8. Knowledge how to name other stakeholders and how to build relations with the stakeholders; 9. Team working skills;
Working (teaching) methods proposed	Workshop: Mini-presentations + group work on a specific project proposition; group discussion & experience sharing.
Learning outcomes	On completion of the module, the culture volunteers/managers will be able to: <ol style="list-style-type: none"> 1. Apply methods of researching, analyzing and describing the needs and expectations of the local community; 2. Plan a project using the Project Cycle Management methodology and the project logic; 3. Name some methods and stages of building and developing relations with the local community (the clients of the organization) and other stakeholders; 4. Name and apply good practices at team-work.
Measure of the learning outcomes(s) (+ templates of the assesment form)	Pre-test/post-test measuring knowledge increase in the subject. Quality of the exemplary concept of a local project developed during the workshop.
Evaluation methods proposed (+ templates of the evaluation form)	Evaluation criteria: <ul style="list-style-type: none"> - Participation in at least 80% of the course activities; - Increase of knowledge visible in the pre-test/post-test results: increase of at least 3 points on a 10-points scale; - Complete and relevant (to the local needs and conditions) concept of a local project. Evaluation methods: <ul style="list-style-type: none"> - Attendance list; - Pre-test/post-test (measuring knowledge increase); - Completion a course work – draft concept of a local project Course participants, who complete at least 80% of the course, will receive course certificate
Profile of the trainer(s)	At least 3 years of experience at managing an organization and at least 3 years of experience in managing projects in for the benefit of the local community; at least 10 trainings on project management delivered; experience at acquiring co-financing for the NGOs from external sources.
Course materials for the trainer proposed	Project Cycle Management methodology for planning and realizing cultural events; Reviewing the potential sources of co-financing cultural events (external grants,

	<p>fundraising, sponsorship etc.) using the existing grant-browsers;</p> <p>Useful publication: Recent research report „Festyny, dni miasta, jarmarki czyli współczesne święta polskie. Perspektywa organizatorów i uczestników” (<i>“Feasts, city days, fairs as the contemporary Polish celebrations. The organisers and the users perspectives”</i>) issued by the Klon/Jawor Association (2017) [available only in Polish]</p>
Course materials for the course participants (trainees) proposed	To be proposed by the trainers.

Course module description 2. Extra topic 1 chosen by a Partner on the basis of national survey.

Course title	<i>Survival-kit of the culture sector volunteer.</i>
Target group of the course (+possible prior requirements towards learners)	<p>Culture Volunteers.</p> <p>No prior requirements concerning previous experience.</p> <p>Volunteers must motivation an interest in designing and delivering new cultural initiatives for the benefit of the local community.</p> <p>Persons admitted to the course will be asked to check interesting moments in the local history (history of the town/village/region they come from) that could be used as a “topic” or inspiration for the cultural event to be organized, around which the local community could be integrated.</p>
Title of the course module	Good practices and standards in cooperation as a volunteer.
Duration of the course module (1 training hour = 45 min)	2 training hours, in a frame of 2-day long non-residential course
Number of course participants (trainees)	10 - 20
Goal(s) of the module (learning objective(s))	Increased awareness concerning the good practices at cooperating with volunteers.
Merits content of the module	1. Knowledge of the role the volunteer may have in a culture sector organization, including the volunteer’s rights, duties and potential benefits of being a volunteer;

(subjects/topics)	<p>2. Knowledge of the role of the receiving organization: rights, duties and benefits of cooperating with volunteers;</p> <p>3. Knowledge of the legal aspects of cooperation with volunteers;</p> <p>4. Knowledge of the good practices and standards of cooperating with volunteers: Agreement of Cooperation, final certificate/recommendations etc.;</p>
Working (teaching) methods proposed	<p>Presentation + group discussion.</p> <p>Sharing experiences concerning being a volunteer. What could be recommended? What should be avoided?</p>
Learning outcomes	<p>On completion of the module, the culture volunteers/managers will be able to:</p> <ol style="list-style-type: none"> 1. Name the role the volunteer may have in a culture sector organization, including the volunteer's rights, duties and potential benefits of being a volunteer. 2. Name the role of the receiving organization: rights, duties and benefits of cooperating with volunteers. 3. Name and find the legal documents regulating cooperation organization – volunteer. 4. Name some good practices and standards of cooperating with volunteers. Find the templates for the relevant documents.
Measure of the learning outcomes(s) (+ templates of the assesment form)	<p>Pre-test/post-test measuring knowledge increase in the subject.</p>
Evaluation methods proposed (+ templates of the evaluation form)	<p>Evaluation criteria:</p> <ul style="list-style-type: none"> - Participation in at least 80% of the course activities; - Increase of knowledge visible in the pre-test/post-test results: increase of at least 3 points on a 10-points scale; <p>Evaluation methods:</p> <ul style="list-style-type: none"> - Attendance list; - Pre-test/post-test (measuring knowledge increase); <p>Course participants, who complete at least 80% of the course, will receive course certificate</p>
Profile of the trainer(s)	<p>Background in law/administration; practical knowledge of legal/administrative issues concerning working in the 3rd (NGO) sector; at least 5 trainings concerning legal and administrative issues of working in the 3rd sector delivered.</p>
Course materials for the trainer proposed	<p>Extracts from the relevant laws/regulations concerning cooperation between a receiving organization from the NGO sector and a volunteer, including the Law on Public Benefit and Volunteerism Act.</p>

Course materials for the course participants (trainees) proposed	The Law on Public Benefit and Volunteerism Act.

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