



MINISTRY OF LABOR AND SOCIAL POLICY

INVESTING IN PEOPLE

# CENTRE FOR HUMAN RESOURCE DEVELOPMENT AND REGIONAL INITIATIVES Single Certification Centre



September 2023



[www.chrdri.net](http://www.chrdri.net)

# BULLETIN



IN FOCUS



ASSESSMENT OF THE QUALITY OF  
THE TEACHING MATERIALS



NEW DISCUSSION IN THE  
LECTURER'S CLUB



TRAINING SCHEDULE FOR  
SEPTEMBER



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ПЛАТФОРМА ЗА  
ДИСТАНЦИОННО  
ОБУЧЕНИЕ



The trainings that will be implemented at CHRDMI this month include two seminars for the state administration of the MLSP and SLUs to the Minister of Labour and Social Policy, as well as a course for professional qualification and retraining.

The information seminar on the Public Procurement Act allows the employees working in the MLSP system to update their knowledge and skills, getting acquainted with the new aspects in its implementation. The methodological seminar dedicated to the topic of parental alienation, scheduled for the end of the month, directed towards social workers from the Agency for Social Assistance who will be able to increase their knowledge so as to be as useful as possible in interventions in such cases. During the seminar will be examined the role of the social worker in the context of contemporary family relationships and psycho-emotional development of children.

In September, the second for the year course for professional qualification and retraining "Production of culinary products and beverages" begins, where fifteen unemployed persons, directed by the labor offices at their place of residence, will have the opportunity to learn a profession in demand on the labor market. The course is carried out in cooperation with Pastry Academy, where all practical classes are held.

In this newsletter, we devote special attention to the particularly important topic of quality of teaching materials, considering key aspects to achieve it, such as adaptation to the target group, setting clear training goals and choosing appropriate methods for discussion. The article offers practical guidelines for assessing the quality of the teaching materials that will help achieving better quality and effectiveness in preparation of the trainings at the Center.

# FOCUS

# ASSESSMENT OF THE QUALITY OF THE TEACHING MATERIALS

*In the context of increasingly dynamic changes requiring constant adaptability and upskilling of both employed and unemployed people seeking employment on the labour market, the quality of the training offered is crucial. Especially important for its achievement is the preparation of sufficiently well-developed training materials that are the basis for the successful implementation of the training.*

During this school year, a discussion was held at the Lecturer's Club on the topic of the quality of the training materials. In it, the chief methodist of CHRDRI, Mrs. Lina Kostadinova, points out as the most important criteria for the quality of the training materials:

- timeliness of the information and indication of its sources;
- comprehensive and relevant methods and techniques to convey the information through;
- applicability with regard to the target group (with a view to the preliminary study of its training necessities);
- compatibility between the amount of training material with the duration of the course.

The training materials are an important element in the preparation of each training, which requires a team work of lecturer and methodologist, and their quality is a basic prerequisite for the success of the respective training.

A review of the existing methodological literature on how to assess the quality of adult training materials highlights several essential elements that should be taken into account. These are:

- ***Tailoring of the training materials to the needs of the target group.***

A prerequisite for the successful adaptation of the training materials to the needs of the group is to determine precisely the entry level of the participants of the respective training, their experience and / or internship in the field, preferences for training methods, etc. CHRDRI applies different proven methods such as conducting surveys with the participants and summarizing them in a relevant report, initiating discussions in the Smartnet social network of the Centre, providing an opportunity to share cases that should be analyzed and examined during the training, etc.

This information is taken into account in the overall planning of the training programme and, in particular, in the development of the training materials.

- ***Clarification of the training objectives to be achieved.***

The process of preparing the trainings in CHRDMI includes preliminary clarification of the objectives to be achieved by conducting them. For the vocational training and upskilling courses, these objectives are set out in the relevant state educational requirements, while for the state administration they are set out individually for each one of them.

- ***Selection of appropriate training methods and techniques.***

In view of the target group and training objectives, the lecturer and methodologist chose the methods and techniques of training, using templates developed by the Centre. At the same time, both the lecturers and the methodologists of CHRDMI develop and tailor new methods and techniques to respond to the specifics of the training process at the Center.

Information pointed out in the discussion so far reflects the accumulated almost twenty years of experience of the Center in conducting adult training.

Other criteria identified during the discussion are the need for practical applicability of the materials and for their continuous updating with each subsequent course in order, above all, to tailor them in accordance with the specifics of the new group of students with which the course will be conducted.

The experience of CHRDMI can be summarized and further developed in the available literature into more comprehensive guidelines to facilitate the work of methodologists. Below we bring to the reader's attention a matrix to serve as a basis for such future material.

***Matrix for assessment of the quality of training materials***

| General quality criterion for training materials in view of the methodological literature                           | Specifics of the relevant quality criterion of the training materials for conducting state administration trainings at CHRDMI                                                                                                                             | Specifics of the relevant quality criterion of the training materials for conducting state administration trainings at CHRDMI                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The training material is tailored to fit the specifics of the target group and presented in a way appropriate to it | Survey cards containing information regarding previous knowledge and skills of the participants of the specific training, their experience in the relevant administration, the need to include certain topics, case studies, etc. are taken into account. | The specific requirements for the preparation of adult trainings are met, the fact that most of the participants have previous life and professional experience and that the group is heterogeneous in nature is taken into account. |

| Unified quality criterion for teaching materials in view of methodological literature                                                                                                                  | Specifics in the relevant quality criterion of the training materials for conducting state administration trainings in CHRDMI                                                                                                                                                                   | Specifics in the relevant quality criterion of the training materials for conducting vocational qualification and upskilling trainings at CHRDMI                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The training material meets the outlined learning objectives                                                                                                                                           | The volume and quality of the training materials is sufficient for the successful achievement of the pre-formulated training goals.                                                                                                                                                             | The training material covers the training objectives for the respective vocational qualification and upskilling programme.                                                                                                                                                                      |
| The content of the training material is correct, with precise factology, complete and consistent with the latest developments in the relevant field.                                                   | The training materials cover the compulsory learning content provided for the relevant qualification and upskilling programme to a sufficient extent and completeness. At least once a year, the training content shall be updated in the light of current developments in the field concerned. | The training materials cover the compulsory learning content provided for the relevant qualification and upskilling programme to a sufficient extent and completeness. At least once a year, the training content shall be updated in the light of current developments in the field concerned. |
| The training material corresponds to the good practices for building educational content: appropriate duration, clear structure and consistency, adapted to different learning styles, visuality, etc. | The training material corresponds to the good practices for building educational content for adults and the experience gained in organizing trainings for the state administration in CHRDMI                                                                                                    | The training material corresponds to the good practices for building educational content for adults and the experience gained in organizing trainings for professional qualification and upskilling in CHRDMI                                                                                   |
| The training materials are well structured and correspond to the pre-selected training methods and techniques                                                                                          | The training materials are diverse and complementary to each other; the provided templates for the layout for training of the state administration are used"                                                                                                                                    | The training materials are diverse and complement each other; the provided layout templates for vocational training and retraining are used                                                                                                                                                     |
| The study materials can serve both as a reference if necessary and as a starting point for further development of knowledge and skills                                                                 | The e-library is timely updated with all necessary training and reference materials                                                                                                                                                                                                             | The training materials contain sufficient guidance to further enhance knowledge and skills in the relevant field                                                                                                                                                                                |
| Teaching materials include relevant examples and case studies                                                                                                                                          | Examples and situations of the real practice are used that can be immediately transferred in the working practice of the trainees                                                                                                                                                               | Real examples from the studied profession are included, that can be applied and find use in the immediate working practice of the participants in the course                                                                                                                                    |
| Learning materials provide active communication with learners                                                                                                                                          | The training materials make use of and continue the traditions created at the Centre for interactive training and placing the trainees at the center of the learning process                                                                                                                    | The training materials make use of and continue the traditions created at the Centre for interactive learning and placing the trainees at the center of the learning process                                                                                                                    |
| "The training materials provide possibility for feedback, control and self-control in the acquiring the training material"                                                                             | Training materials include discussions, case studies, evaluation and self-assessment tests, etc.                                                                                                                                                                                                | Training materials include discussions and evaluation tests at the end of each module                                                                                                                                                                                                           |

This matrix shall be used for the development of specific assessment maps to evaluate the quality of the training materials that shall take into account the specifics of trainings for the state administration and the professional qualification and upskilling.

# NEW DISCUSSION IN THE LECTOR'S CLUB

We would like to thank you for participating in the discussion on ***the quality of the training materials***. We will try to use the shared opinions in the best way for the benefit of the development of the Center, to facilitate the work of lecturers and methodologists through clear rules and guidelines in order to achieve a high level of efficiency and practical applicability of both the vocational training and upskilling courses and the trainings intended for employees in the state administration.

We will rely on your activity once more, so please, take a look at the new discussion theme in the Lecturer's Club, which is:

**How do you think the content of the learning materials should be modified to meet the different levels of knowledge and skills of individual learners?**

The theme goes deeper into the discussion on the issue regarding the quality of the training materials and will help us to further develop the criteria.

- We will be happy if you share your thoughts on:
- What are the frames within which is appropriate to modify the training materials?
- To what extent is possible an individual approach to conducting trainings at CHRDRI and how do you achieve it?
- What information about the target group do you need as lecturers so that you can better adapt the learning materials to the relevant training group?

Please, share with us some successful examples from your teaching practice, in which you have managed to tailor the learning materials in a way as useful as possible for your learners.

We look forward to your comments and suggestions in the Lecturer's Club at: [www.lecturerclub.com](http://www.lecturerclub.com). They are extremely important to us and sharing your immediate experience and views as lecturers helps us to improve the quality of the courses and provide better training services.



# SCHEDULE OF THE TRAININGS FOR SEPTEMBER

## PRODUCTION OF CULINARY PRODUCTS AND BEVERAGES

**Period: 25 September 2023 – 25 January 2024**

*Course for acquiring professional qualification by unemployed people under the National Action Plan for Employment*

The vocational training in the specialty "Production of culinary products and beverages" is intended for unemployed persons registered with the Labour Office Directorates at their place of residence.

During this course, the participants will get acquainted with all mandatory modules required for the practice of the professional Cook. The professional training program includes also modules concerning food safety regulations, legal regulation of the labor process and teamwork. There are also English language classes.

Based on the successfully completed theoretical training, each student will have the opportunity to train the skills acquired with a practice at Pastry Academy, with which CHRDRİ continues its successful cooperation, providing excellent conditions apply the acquired knowledge and skills in a real working environment.

Successful graduates will receive a certificate of professional qualification, and the acquired skills will support their successful realization on the labor market.

**For information and registration:**

**Desislava Vrabcheva, [desislava\\_vrabcheva@chrdri.net](mailto:desislava_vrabcheva@chrdri.net)**

## **APPLICABLE LEGISLATION AND THE NEW MOMENTS IN THE PPA**

**Information seminar, 20 September 2023**

**Form of training: attendance**

*The methodological seminar is intended for employees in managerial and expert positions from MLSP and SLUs to the Minister of Labour and Social Policy who carry out public procurement procedures*

The target group of this one-day information seminar are employees in managerial and expert positions from the MLSP and SLUs to the Minister of Labour and Social Policy who carry out public procurement procedures. During the seminar they will update their knowledge in the field and will get acquainted with the latest updates of the law and the specifics of its implementation.

Key points of the management of the public procurement cycle will be examined, focusing on the technical specifications and criteria for their award, the conduct of procedures and their appeal, the award, implementation and amendment of contracts. In discussions with the participants, some problem areas in forecasting, planning and preparation of public procurement will also be addressed. Using the knowledge and skills acquired during the seminar, participants will be able to apply in their work the current legislative requirements in the field, avoiding some of the common mistakes in this area.

Successful graduates will be issued a certificate of participation in an approved standard of CHRDMI.

**For information and registration:**

**Slavina Hristova, [slavina\\_hristova@chrdri.net](mailto:slavina_hristova@chrdri.net)**

## **SOCIAL WORK WITH A CHILD AT RISK OF PARENTAL ALIENATION AND INVOLVED IN PARENTAL CONFLICTS. RISK PREVENTION**

**Methodological seminar, 25 – 27 September 2023**

**Form of training: attendance**

*The methodological seminar is intended for social workers from the Social Security  
Directorate of the SAA*

Social workers from all over the country will be invited to participate in the training, who will have the opportunity to upgrade their knowledge and skills to recognize early signals of risk of parental alienation and to apply successful approaches to work in such situations.

Participants will be able to discuss cases from their own work practice and receive advice from the lecturer for their successful resolution. During the seminar, special attention will also be paid to the requirements for reporting in such cases and to the set of programs and services that can be used to obtain support in identifying cases of parental alienation.

Successful graduates will be issued a certificate of participation in an approved standard of CHRDRİ.

**For information and registration:**

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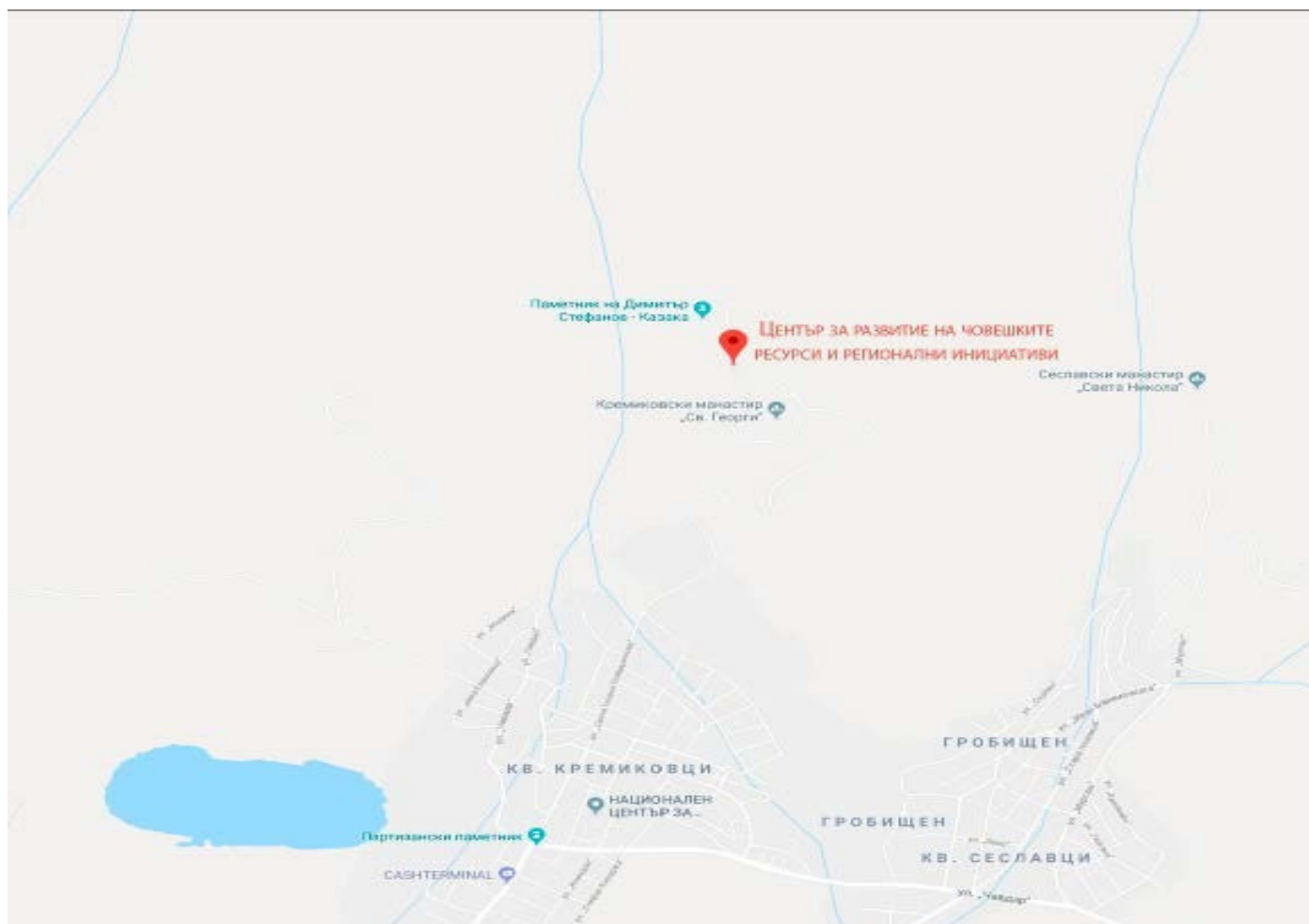
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