

# Worldwide Practice Firms Network

**EUROPEN**

**Practice Firms:  
A Bridge to the Labour Market**

A practice firm is a virtual company that runs like a "real" business silhouetting a "real" firm's business procedures, products and services and conducts real business with other practice firms (5.500 in 42 countries).

Practice firm participants learn to work as a team and develop interpersonal skills in working with others, they practice and improve their professional, social and technical skills through learning by doing.

## Target Groups of Practice Firms

- Unemployed
- Returnees to work
- School/College/University students
- Employees for training or retraining
- People wishing to set up their own business
- People with disabilities
- Other disaffected persons
- Future employees being assessed for a job

# **EUROPEN Minimum Quality Certificates (bilingual) for**

**a) Practice Firms**

**and**

**b) Practice Firm Trainees**

**EUROPEN Leonardo Project (2001-2003)**

**Partners: Austria, Denmark, Finland, France,  
Germany, Great Britain, Italy, Netherlands, Spain,  
Sweden**

## **Assessment Criteria for the Practice Firm Certificate**

- 1) Office Equipment
- 2) Structure and Organisation of Practice Firm
- 3) Communication and Relation with other Practice Firms
- 4) Pedagogical Team – Trainers

# Assessment Criteria for the Practice Firm Trainee Certificate

- 1) Technical Skills
- 2) Professional Skills
- 3) Social Skills

# Added Value of the Certificates

- Meet needs of labour market
- Enhance employment + career advancement + increased mobility of labour
- The motivation to reach higher competence levels for students + trainers
- The sharing of minimum quality standards among European countries
- Standardised assessment and verification of competencies and skills
- A target group skill competency recognition
- New candidate selection tool for employers
- Recognise the effective, efficient, reliable methodological environment in which the trainees are being trained
- Ensure and increase quality of training
- Added value tool to be incorporated in student`s curriculum vitae demonstrating student`s life-long learning - practical experience
- Adding international dimension to education – employers can recruit

# EUROPEN Quality Certificate

Under the authority of EUROPEN,  
the Central Office PROGRAMMA  
SIMULIMPRESA certifies that

Sotto l'autorità di EUROPEN, la  
Centrale di Simulazione  
PROGRAMMA SIMULIMPRESA  
certifica che

**GIULIA BRONZETTI, born 30.06.1987 in Italy**

fulfilled the minimum quality  
standards of EUROPEN within the  
practice firm

ha raggiunto gli standard minimi di  
qualità EUROPEN all'interno  
dell'impresa simulata

**PRIMULA – U.P.T.**

located at the

con sede a

**C.F.P. U.P.T. TRENTO**

Practice Firm Certification Number:

Numero certificato impresa  
simulata:

IT-0001-2004

**EUROPEN**

Supporting Organisation

  
EUROPEN President

  
Central Office



FERRARA, 28/05/2004

IT-00001-2004



Leonardo da Vinci

  
**PROGRAMMA  
SIMULIMPRESA**

Settore Doc Calabria - Ferrara

## Assessment Criteria

### Technical skills

- Computer use, Viruses Print and File Management
- Word Processing- basic, objects, mail merge and print in a business environment within the Practice Firm
- Spreadsheets-basic, graphs/charts, and print in a business environment within the Practice Firm
- Internet and E-Mail for Practice Firm Business Communications
- Use of communications tools and office equipment

### Professional skills

- National language
- Foreign language
- Health and safety awareness
- Business procedures awareness
- Documentation
- Information flow charts

### Social skills

- Communication
- Flexibility
- Cooperation
- Problem solving
- Decision making
- Motivation
- Assertiveness
- Responsibility
- Time management
- Autonomy

## Criteri di valutazione

### Competenze tecniche

- Utilizzo del PC, gestione del virus e file
- Elaborazione testi – Word – comandi di base – oggetti, stampa unione e stampa in ambiente aziendale all'interno dell'impresa simulata
- Fogli di lavoro – elementi di base, grafici e stampa in ambiente aziendale all'interno dell'impresa simulata
- Internet e E-Mail per le Comunicazioni aziendali dell'impresa simulata
- Utilizzo degli strumenti di comunicazione e delle attrezzature d'ufficio

### Competenze professionali

- Lingua nazionale
- Lingua straniera
- Sicurezza sul lavoro
- Consapevolezza procedure aziendali
- Documentazione aziendale
- Flussi dei documenti

### Competenze sociali

- Comunicazione
- Flessibilità
- Cooperazione
- Problem solving
- Presa di decisioni
- Motivazione
- Assertività
- Responsabilità
- Time management
- Autonomia

## Future Developments concerning Quality Certificates

- 2) Assessment and Evaluation Software based on the EUROPEN Quality Criteria was developed – all countries will use same method to assess and evaluate skills of trainees according to the defined quality criteria
- 2) Development of quality certificates for practice firm trainers
- 3) Development of quality certificates for different levels