

TRAINING FIRMS GUIDE



Short description of the Project

TARGET GROUP/GROUPS

Students aged 13-18 and the teachers from the partner schools.

PURPOSE

The project “STARTUP ECO TRAINING FIRMS” aims to develop a responsible civic attitude towards the environment by practicing entrepreneurial skills, risk taking and responsibility within the training firms.

OBJECTIVES

Our targets for the duration of the project are as follows:

- Expand students and staff abilities to implement European strategies for the development of the businesses related to the protection of the environment;
- Engage the students from partner schools in specific activities and ecology targeted programmes to build up a responsible attitude towards the environment;
- Practice team work competences within multicultural groups by students and staff as well;
- Use of various, new technologies for a successful European good practice exchange;
- Improve the linguistic competences that are necessary for transnational communication and cooperation.

Period - 2016-2018

Coordinator

Romania - Liceul Teoretic de Informatică „Grigore Moisil”

Teacher POPA LĂCRĂMIOARA – project coordinator,

Partener schools

Croatia - Elektrostrojarska škola

Teacher KUČA IVANA – coordinator

Greece - 1er EPAL THESSALONIKIS

Teacher TZINOI IOANNA - coordinator

Great Britain - Stockton 6th Form College

Teacher CRAWFORD SOPHIE, ALEXIS JACKSON - coordinator

Italy - IIS “F.Redì”

Teacher NICOTRA MICHELANGELO coordinator

Turkey - BEYSEHIR MESLEKI VE TEKNİK ANADOLU LİSESİ

Teacher METIN ALI coordinator

REDACTION :

Teacher TUFESCU LACRAMIOARA

Teacher ADOCHIEI ANCA-NARCISA



Co-funded by the
Erasmus+ Programme
of the European Union

I. The concept of training firms



I. 1. Theoretical notions

a) Definition

The **Training Firm** is a method of educating students to acquire the skills necessary for any future employee or responsible entrepreneur.

The Training Firm is a simulation of a business activity, where students held various positions: manager, accountant, human resources manager, marketing manager, customer service. They carry real economic transactions existing in firms, each firm is structured in accordance with the practical situation in different departments.

b) The purpose

The goal of the Training Firm is to prepare the young work force as well as possible regarding the human resources required on the market at the moment.

ROMANIA

From an educational point of view, the aim of ECOBOX S.R.L. and VELO COURIER S.R.L. is to help students in developing entrepreneurial skills in the ecological field. On another note, by designing these companies, the two teams want to promote a healthy lifestyle, in which the alimentation consists of fresh, unmodified vegetables, as well as encouraging physical exercise thus protecting the environment through decreasing of pollution.

GREECE

A very useful and educational way of helping students to enter into the business world is training and guiding them through the procedures of creating almost real training firms.

In order to decide what kind of firms to create, two things were taken into consideration. First the promotion of a “green” way of thinking and second the access to the needed materials. The result of these thoughts are our two companies MELI Ltd. and RECECO Ltd.

TURKEY

One of the two companies ECO SANCAK PLASTIC has these aims:

- ✓ gathering used plastics and reuse them by recycling;
- ✓ economize water.

The other one ECO 3D FILAMENT has these aims:

- ✓ to produce cartridges from plant flaments and when you dont use it can be soil;
- ✓ protect people against carcinogenic diseases.

The common aim is to protect the environment and people.

CROATIA

Training companies **Mecsol** and **Solmakt** were developed based on an idea how to use skills that students acquired trough vocational education in their future employment. The intention was to guide students trough the process that simulates real life situations that happen in a company. Also, training company helps them gain new entrepreneurial skills necessary in case they decide to start their own business. The student's future vocation after finishing Electromechanical school will be in the field of computer science, mechatronics and electrotechnics. Students recognized that future for their profession is implementation of innovative technologies based on renewable energy resources and eco-friendly materials. This way students investigated some "green" solutions that can replace existing products and help saving the environment from pollution.

ITALY

The **EcoPlantUp** training company was created to capitalize on the training received from students and develop entrepreneurial skills in the field of ecology. Our business is specialized in the *in vitro* production of micro-expansive plants capable of purifying and cleaning swamps, lakes and all sorts of aquatic environments.

The students understood the importance of phytodepuration as a natural bio-filter, and the importance of these techniques for the health of our land.

UK

In the UK, the aim of ECO with iPads is to encourage students to develop their practical application skills in the business world. By creating a business that is focused around technology it allows the students to embed technologies in their studies and encourages them to create a positive relationship with technology and identify the benefits of using technology in the business world.

c) Departments

1. Administrator

- ✓ draw up the job description for the staff to be hired;
- ✓ complies with occupational and health protection regulations according to the regulations in force;
- ✓ is responsible for the correct completion of tasks according to job description;
- ✓ complies with the Inland Regulation and the Company's Operating Regulations, also bringing it to the attention of its subordinate staff;
- ✓ issues decisions on the smooth running of the business.

2. Accountant

- ✓ ensures bookkeeping of inventories, treasury relationships and revenue and expenditure records;
- ✓ prepare financial statements and reports and verify their correlation;
- ✓ the day-to-day operation of invoices issued, receipts on invoices and in advance;
- ✓ daily check of bank balances, house and advances from the treasury in RON;
- ✓ is involved in resolving the crisis situations that affect the company.

3. Marketing

- ✓ search the internal/ external market;
- ✓ launch of the product on the market, accompanied by continuous communication with customers;
- ✓ looking at consumer needs;
- ✓ proposing ways of accelerating and enhancing product sales.

4. Customer relations

- ✓ tracks all orders that are run by the agency for the client;
- ✓ to anticipate and respond to customer wishes;
- ✓ to check periodically whether the customer is satisfied with the services that have been offered to him;
- ✓ developing and leading to a basic relationship with profitable customers.

5. Maintenance and Repair Department

- ✓ establishing the necessary resources;
- ✓ performing all maintenance and repairs of production equipment;
- ✓ annual maintenance review.

I. 2. Practical aspects

ROMANIA

The training firms that we created in the Erasmus+ project are ECOBOX S.R.L. and VELO COURIER S.R.L. Each one has a different field of activity but both are focusing on ecology and combining business with pleasure with the purpose of making the students understand better what a company means and, at the same time, the importance of the environment.

a) FE ECOBOX S.R.L.

- **The field**

In the exercise firm the studied notions, from a large variety of subjects, are applied and used in detail via the business itself. The firm is a practic method of integrating knowledge from all fields and identifying the potential of student in the business area through activites such as business field, promoting forein languages, IT etc.

- **Mission and vision**

According to the CAEN code, ECOBOX S.R.L. activates in the field of cultivating vegetables, and, generally speaking, in the field of ecology. Our team wants to provide a large variety of natural, unmodified vegetables that can be found in Romania.

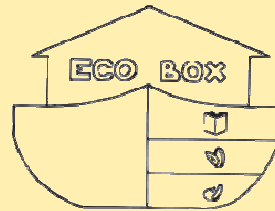
- **Skills**

In this simulated business world, with real national and international partners, there are promoted key qualifications such as teamwork, flexibility, resistance to stress, ability to make decisions on conflict, resolution skills and above all intercultural sensitivity. Also it trains young entrepreneurs to further design a real company.

In the ECOBOX company, in addition, we have developed a sense of responsibility and we learned what punctuality is, because we had done some limit to achieve company-specific products.

- **Specific products**

Logo



Business cards



Brochure

Offers

- Full pack – 60€:
 - Vegetable box
 - Seed box (4 packs)
 - Gardening guidebook
- For orders over 20€ the transport is free





Think outside the box





Our products and services

- #### 1. Vegetables


The first box contains Romanian fruits and vegetables, cultivated on our own ecological greenhouse.


- #### 2. Seeds

In the second box, we will offer the customer the seeds of the vegetables we grew, so they can cultivate them in their own garden.


- #### 3. Gardening guidebook

In the last box we will give a guide for growing and harvesting vegetables, but also tips on how to maintain them in a good condition.

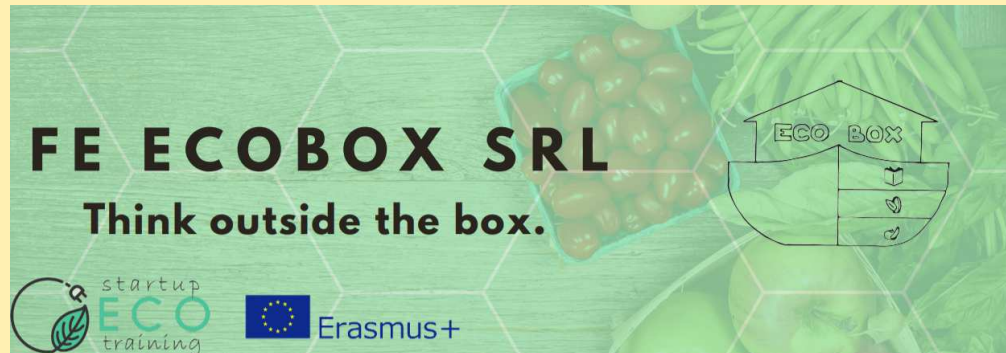


Contact us

FE ECOBOX SRL
Str. Petre Andrei Nr. 9
Iasi, Romania
ecoboxllis@gmail.com

Visit us on the Web:
<https://toderica.d-soft.ro/files/eco-box/>

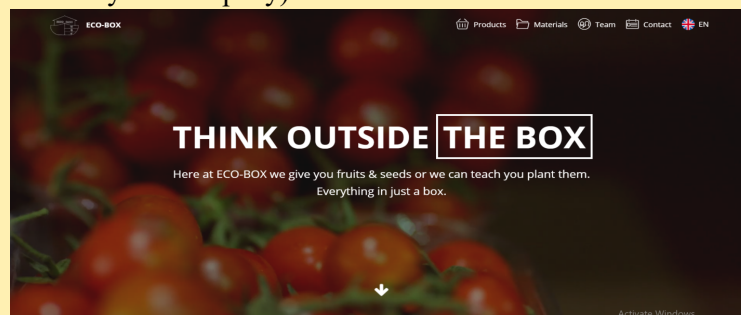
Banner



Catalog



Site <https://toderica.d-soft.ro/files/eco-box/> (where we all foregoing and invoices and other documents needed by the company)



b) FE VELO COURIER S.R.L.

- **The field**

At the beginning of the Erasmus+ project in our high school, in November 2016, activities leading up to the establishment of the training firms were carried out.

To give an identity to the **Startup ECO Training Firms** project, we created a logo, brochures and we developed a website. To use our imagination, each student created an emblem, as he thought and understood, and then, by objective analysis, the best logo was chosen.



The site of the project (available at <http://liis.ro/~ecotraining/>) was a strong point in the development of our activities. It allows us to communicate with our colleagues from the other countries in the project, but also to see how they are advancing. Here every high school posts pictures of their activities and writes impressions about the project.

- **Mission and vision**

F.E. VELO COURIER S.R.L. aims to revolutionize the ecological transport of our city, and not only. As courier services are very common and requires fuel consumption, we want a clean and environmentally friendly society, and we are proposing a reduction in fuel consumption in our city.

Our company aims to revolutionize the mode of transport by protecting the environment and reducing pollution. We want to become an important name in protecting the environment.

- **Specific products**

Logo



Business cards



Banner



Brochure

SERVICES CATALOGUE

BIKE DELIVERY

packages easier than 1kg:

€3

for packages heavier than 1kg:

2kg < €4

3kg < €5

4kg < €6

5kg < €7

BIKE TAXI

We're introducing the Bike Taxi.
If you want to reach a destination and have a ride in our special made bikes, this is the perfect time.

€1 / km

We deliver daily from 08:00 to 20:00



SOC VELO COURIER SRL
SRL - PIAZZA ADRIANO, 11/9, 10121, TORINO
Tel/Fax: 0229121223
E-mail: contact@velocourier.it



**VELO
COURIER**

Green courier service



What do we do?

We use green technology in transport to combat pollution, using:

- electric bicycles
- Electric scooters
- electric cars

Ecological dimension is very important in a context where urban pollution is becoming a more and more damaging reality for the quality of life in lazi.

More about us

The context of our city is one characterised not only by the infrastructure very "motorized" (which is also the cause of the inefficiency of this infrastructure), but also a generally skeptical mentality regarding bicycle efficiency.

However, Velo Courier guarantees the most flexible prices and the most competitive times.



Why Velo Courier?

We have the vocation of mediation. We interfere between people, projects and businesses.

Every city looks like a neural structure. His good condition is ensured by the quality of the connections between his neurons (people, business or events).

When the connection is better, then the information is better disseminated. And we are the connection of excellence, and we deliver it skillfully.

Contact Us

Office phone: 0229 123 0123
e-mail: contact@velocourier.it
address: Piazza Adriano, 11/9, 10121
www.velocourier.it

The brochure was created to make us known on the market, presenting to our potential customers our prices, our conception of today's courier, our address and our motivation to change the world. It is structured double-sided, each face having 3 columns with informations about our activity. It was created so people could easily find out about us.

Catalog

The catalog is extensive version of the brochure because here we detail our offer, we give details of our proposals to change transportation in the city. Besides our prices and services, we also introduced a list of the names and photos of the people in our company.



Site

Living in a technology world, a company that wants to have a future must have a web page where customers have access to all the information about the company. We created an ad, available on the site, in which we highlighted our qualities. The site is available at: <https://toderica.d-soft.ro/files/velocourier/>

