

SPECIAL ADULT EDUCATION PROGRAM OF THE PROJECT "VOCATIONAL EDUCATION AND TRAINING: A NEW APPROACH FOR EFFECTIVE SOCIAL INCLUSION, EU-FUNDED, IMPLEMENTED BY THE COMMUNITY DEVELOPMENT INSTITUTE- TETOVO IN PARTNERSHIP WITH DVV INTERNATIONAL

GENERAL INFORMATION ABOUT THE ADULT EDUCATION INSTITUTION/INSTITUTION		
1.	Date of application	
2.	Name of the establishment/institution for adult education	
*3.	License number of the facility / adult education institution	
4.	Name and surname of the director	
5.	Contact details	Address:
		Phone number:
		E-mail Address:
6.	Information about the program coordinator	Name and surname: Igor Nikolov
		Job position: professor of a group of agricultural subjects
		Qualification: Graduated Engineer Agronomist
		Phone number: 078 459 593

		Email address: igor002@hotmail.com
7.	Name of the program	Horticultural Worker (Flower Grower, Horticultural Plant Grower, Park Gardener)
8.	Description of the program	<p>The main objective of the program is for the participant to acquire knowledge, skills and competencies for the application of basic techniques when working in horticultural production outdoors and in protected spaces, to perform necessary and simple operations and tasks for growing vegetables with intensive cultivation techniques to cultivate trees , shrubs, flowers and other plants, as well as to help in the production of young stems, bulbs (roots) and seeds, to arrange parks and green areas, to apply to standards and control of production, correct records of production and correct use of machinery , the equipment and tools at the workplace.</p> <p>The way of realization of the program is through practical and theoretical training to enable the participants to acquire a "Horticultural Worker" certificate.</p> <p>The duration of the program is 125 hours, of which 32 hours are theoretical training, 75 hours are practical training in real working conditions and 10 hours are intended for evaluation. The theoretical and practical part of the program will be performed several times a week, agreed in advance with the participants of the program. The theoretical training takes place in specialized rooms in the company under the mentorship of an authorized engineer, and the practical training takes place in the economy or on agricultural farms. During the practical training, the participants will be assigned a mentor, an employee of the company.</p> <p>The evaluation of the participants' achievements is carried out after the completion of each thematic unit through an oral and written test, after the full realization of all thematic units through a knowledge test in order to compare the knowledge before and after the theoretical training. After the end of the practical training, there is a final exam, through which the acquired skills and competencies will be checked. After successfully completing a practical task at the end of the training, the participants acquire a "Horticulture Worker" certificate of work capacity.</p>
9.	Program Participant Profile	The participants in the program are not required to possess previous knowledge, skills and competencies in this area, to have completed at least primary education. Participants in the program will be prisoners from the prisons in Shtip and Tetovo.
10.	Planned number of participants in the program	<p>The number of participants in one group is up to 5 participants.</p> <p>Due to greater efficiency in performing the practical training, the participants can be divided into smaller groups.</p>
11.	Objectives of the program	<p>The participant to:</p> <ul style="list-style-type: none"> • explains the technological processes in horticultural production; • describes the way of preparing the machines and materials for work; • prepares a mother plant for vegetative reproduction of flower crops; • knows the procedures for soil preparation for sowing, planting and planting; • applies an appropriate method of vegetative reproduction of flower species;

		<ul style="list-style-type: none"> • distinguishes the ways of generative propagation of flower crops; • applies procedures for growing plants for cut flowers outdoors; • uses necessary tools and equipment for work; • knows the instructions for working on individual machines, tools and implements; • knows the regulations for protection at work and rules for using means for personal protection at work; • understands the order of use of certain repromaterials depending on the type of production; • understands the time needed to perform certain agrotechnical measures; • applies procedures for checking the completed work; • determines the necessary quantities of material necessary for the performance of the appropriate agrotechnical measure; • checks and controls the quantities of used repromaterials; • applies plant protection measures; • cultivation of flowers, trees, shrubs and other plants in parks or in public or private gardens; • knows the necessary quality characteristics of the products; • knows the way of keeping production records; • knows the conditions of keeping and storing the products. 		
12.	Results of the program	<p>After completing the program, the participant will be able to:</p> <ul style="list-style-type: none"> • plans, prepares, performs and controls his own work; • rationally uses energy, materials and time; • protects health and the environment; • communicates with colleagues, professional services and parties; • develops entrepreneurial traits, skills and knowledge; • produces flower crops and mother plant in an open or sheltered area; • propagates flower crops vegetatively and generatively; • grows and takes care of flower crops; • performs plant protection; • cultivation of flowers, trees, shrubs and other plants in parks or in public or private gardens; • production of young stems, bulbs (roots) and seeds; • irrigation and weeding of crops, manually or with the use of basic tools; • mowing grass in green areas and removing unnecessary materials; • sorting the products by class and size and packing them in appropriate packaging; • prepares flower crops for sale. 		
13.	Criteria for entering the program	Participants must have completed at least primary education and be older than 17 years.		
14.	Duration of the program		Total number of classes/hours	Percentage
		Theory	40	32%
		Practice	75	60%

		Assessments	10	8%		
		*Other information				
		Classes/Hours per week: 15				
		Duration of the program/months: 2 months				
		Additional comments:				
15.	Forms of teaching implementation	Implementation forms			Note	
		Classroom/office teaching			√	
		Practical teaching			√	
		Electronic learning				
		Distance learning				
16.	Teaching methods	Methods			Note	
		Lecture			√	
		Group discussions			√	
		Observation			√	
		Research/discovery				
		Learning through simulations			√	
		Problem-based learning			√	
		Practical teaching in a workshop/office			√	
		On-the-job training			√	
		Individual teaching			√	
		Self-directed learning				
		Study visits				
		Other				
17.	Structure of the program (indicate the subjects / thematic units of the program)	Title of the subject/thematic unit	Description	Status	Duration (Hours)	Assessment methods

		<p>1. CHARACTERISTICS OF HORTICULTURAL PRODUCTION</p> <p>1.1 ORGANIZATION OF HORTICULTURAL PRODUCTION</p> <p>1.2 WORK EQUIPMENT</p>	<ul style="list-style-type: none"> - Knows general characteristics of horticultural production; - explains the necessary minimum technical conditions for work; - explains the organization about the course of work; - explains the organization of certain horticultural production. <ul style="list-style-type: none"> - Distinguishes basic types of machines and equipment used in horticultural production; - explains how to handle machines and equipment in horticultural production; - knows the procedures for proper cleaning, maintenance and storage of work tools and machines. 	Mandatory	10	Oral and written tests
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		<p>1.3 WORK PROTECTION</p> <ul style="list-style-type: none"> - Knows regulations for protection at work; - explains rules for using personal protective equipment at work; - knows rules for safe use of utensils, tools and machines. 			
		<p>2. MATERIALS FOR HORTICULTURAL PRODUCTION</p> <ul style="list-style-type: none"> - Knows repromaterials used in horticultural production; - differentiates repromaterials for the production of different types of flower crops; - knows the norms of consumption of repromaterial; - prepares a technical specification for repromaterials; - knows the techniques of working with individual repromaterials; - knows the norms for proper storage and storage of repromaterials. 	Mandatory	10	Oral and written tests

		3. PREPARATION OF WORK AND WORK PLACE	<ul style="list-style-type: none"> - Prepares machines, devices, tools and materials for work; - prepares seeds, fertilizers and means to protect plants from diseases, pests and weeds; - prepares a mother plant for vegetative reproduction; - prepares a protected area for the cultivation of flower crops; - prepares space for storing the products; - prepares space for storage of repromaterials and means of plant protection; - knows the content of a work order; - knows the conditions for the application of safety measures at work; - knows the types and characteristics of tools and work material; - distinguishes visible and varieties of flower crops; - differentiate between organic and mineral fertilizers; - knows the application of means to protect plants from diseases, pests and weeds; 	Mandatory	10	Oral and written tests
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			<p>vegetative reproduction of flower crops;</p> <ul style="list-style-type: none"> - knows the measures for the care of flower crops; - knows how to determine the type of machines and equipment for certain stages in horticultural production; - knows how to determine the type of machines and equipment for horticultural arrangement; - knows the conditions for storing flower products; 			
		5. PRACTICAL WORK				
		5.1. PREPARATION OF MOTHER PLANT FOR VEGETATIVE PROPAGATION OF FLOWER CULTURES	<ul style="list-style-type: none"> - Prepares space for raising a mother plant; - takes a sample for soil analysis; - determines planting distances; - plants a mother plant; - indicates plants for sale and propagation of material for flower species; - takes care of the mother plant; 	Mandatory	75	Practical tests

		<p>5.2. VEGETATIVE PROPAGATION OF FLOWER CULTURES</p>	<ul style="list-style-type: none"> -Prepares the space for plant propagation; -chooses appropriate packaging for growing flower species; -chooses a substrate; <ul style="list-style-type: none"> - takes care of the plants; - transplants the rooted plants into suitable pots; - chooses suitable pick boxes or pots for rooting. 			
		<p>5.3. GENERATIVE PROPAGATION OF FLOWER CULTURES</p>	<ul style="list-style-type: none"> - Prepares seeds for sowing; -prepares suitable substrates; - prepares sowing containers and pots for growing seedlings; - regulates the optimal temperature for sowing; - manually and mechanically sow seeds of flower crops; - takes care of the sown and grafted plants; - transplants or plants the plants in pots; - provides soil and air 			

		5.4. CARE OF PLANTING MATERIAL	<p>humidity by spraying and fogging;</p> <ul style="list-style-type: none">- regulates conditions for transplanting the seedlings of individual flower crops in a protected area;- prepares growing containers for picking;- performs picking;- nurtures the picked seedlings;- takes care of the further transplanting of the plants. <ul style="list-style-type: none">- Controls and creates optimal temperature;- controls soil moisture (substrate);- performs watering;- protects seedlings from diseases and pests;- ventilates the space;- performs fertilization;- checks the seedlings before transplanting to a permanent place;- prepares seedlings for sale.			
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		5.5. GROWING OF CUT FLOWER PLANTS OUTDOOR	<ul style="list-style-type: none">- Prepares and regulates planting machines;- prepares soils;- prepares seedlings for transplanting;- carries out planting of seedlings, tubers, bulbs, rhizomes and flowers;- provides adequate soil moisture;- provides conditions for growing cut flowers and greenery for arranging;- performs cutting;- prepares flowers and foliage for transport.			
		5.6. CARE AND PROTECTION OF PLANTATIONS	<ul style="list-style-type: none">- Participates in the preparation of means of protection;- performs protection of flower crops from diseases, pests and weeds by using appropriate techniques and methods;- applies measures for personal protection and protection of the environment when using protective means;			

		<p>5.7. ESTABLISHMENT AND MAINTENANCE OF PARK</p>	<ul style="list-style-type: none"> - performs feeding; - carries out additional processing of the crop, i.e. the plantation; - performs pinning and secreting of folders; - ties the plants to support; - provides shading of the crops; - performs protection against negative influences of natural factors; - provides adequate soil moisture. <ul style="list-style-type: none"> - To know the procedures for arranging house yards; - to know the tools for arranging yard surfaces; - to distinguish places for daily, weekly and annual vacations; - to choose appropriate vegetation (lawns, flower arrangement); - to know the types of greenery in the parks (deciduous and coniferous trees, palms, roses, hedges, floor coverings, grasses); - to describe the types of greenery according 			
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		5.8 PREPARATION OF FLOWER CROPS FOR SALE	to the spatial structure. <ul style="list-style-type: none"> - Classifies flower crops for sale; - chooses appropriate packaging and packaging method; - packs flower crops for sale; - prepares potted flowers for transport or delivers them to the point of sale; - prepares cut flowers for sale; - prepares the necessary equipment for transporting and storing the product; - transports the product to the warehouse; - takes care of adequate storage of the products; - takes care of the appropriate health condition of the plants. 			
18.	Checking the results achieved	Duration of the assessment	Methods of assessment	Criteria of assessments	Duration of assessments (min.)	
		1. CHARACTERISTICS OF HORTICULTURAL PRODUCTION After the completion of the planned number of lessons for this thematic area, a knowledge	Oral and written tests	1. Lower threshold 40% of the material to be mastered	45 min.	

		test will be organized.			
		<p>2. MATERIALS FOR HORTICULTURAL PRODUCTION After the completion of the planned number of lessons for this thematic area, a knowledge test will be organized.</p>	Oral and written tests	2. Lower threshold 40% of the material to be mastered	45 min.
		<p>3. WORK AND WORKPLACE PREPARATION After the completion of the planned number of lessons for this thematic area, a knowledge test will be organized.</p>	Oral and written tests	3. Lower threshold 40% of the material to be mastered	45 min.
		<p>4. TECHNOLOGY OF WORKING After the completion of the planned number of lessons for this thematic area, a knowledge test will be organized.</p>	Oral and written tests	4. Lower threshold 40% of the material to be mastered	45 min.

		5. PRACTICAL TEACHING After the completion of the planned number of lessons for this thematic area, a knowledge test will be organized.	Practical test	5. Evaluation by an expert committee from the aspect of product manufacturing quality	270 min.
					Total: 450 min.
*19.	Standards of occupations	MANUFACTURER OF FLOWER CROPS			
20.	Self-evaluation/ internal evaluation	Tools/methods (questionnaires, discussions, evaluation reports) At the end of the theoretical and practical part, the participants will fill out an evaluation list (questionnaire). At the end, the data will be processed and an analysis of the participants' satisfaction with the training will be made. Duration: 2 hours Planned measures based on the received evaluation results: Improvement of the program or its implementation; Improving the conditions for its realization or changing the hired staff. Changing the ratio of hours between the theoretical and practical part of the training.			
21.	Teaching staff	<ul style="list-style-type: none"> - A teacher with completed studies in agriculture with at least 5 years of work experience in the profession, who will implement the theoretical part. - Graduated agronomist engineer, with at least 5 years of work experience in the profession or florist with at least 5 years of work experience, who will train the participants and mentor them in the implementation of the practical part. 			
*22	Participant support	<ul style="list-style-type: none"> - Regular consultations with hired lecturers and technologists from certain producers of repair materials, machines and equipment; - Manuals; - Internet and computer equipment; - Exchange of experiences (guest lecturers). 			
23.	Equipment and teaching aids	<ul style="list-style-type: none"> - Equipment and machines in accordance with the norm for teaching aids and aids: agricultural machines for horticultural production, floristry tools, packaging for packaging floral products, floral products (in fresh and dried state), flower seeds and planting material, herbariums, fertilizers, chemical protection agents and other equipment. - School inventory: blackboard, LCD projector, computer and other teaching aids and aids, classroom, 			

		tools, instruments, schemes, materials for trial performance.
*24	Protection and security measures	<ul style="list-style-type: none"> - - Standardized personal protective equipment; - - Safety and health measures at work.
*25	Funding of the program	<ul style="list-style-type: none"> - Financing by state institutions and organizations; - Financing through projects; - Self-financing of the participants; - Partial financing of the participants; - Financing by a known employer; - Other sources of financing.
*26	Other establishments/institutions	
27.	Place of enforcement	<ul style="list-style-type: none"> - In classrooms or lecture halls; - On the field.
28.	Statement	<p>I, the undersigned:</p> <ul style="list-style-type: none"> - I confirm the accuracy of the information contained in the form - I confirm that the form has been completed in accordance with the Manual for Verification of Special Programs for Adult Education - I confirm that all the necessary conditions for the implementation of the program have been met <ul style="list-style-type: none"> - - I agree to monitor the implementation of the program by the competent institutions
29.	<p>Name and surname of the director/chairman</p> <p>Signature and seal of the establishment/institution</p>	

