

# KA202 -065847 REDUCING ABSENTEEISM THROUGH TEAMWORK, MOTIVATION AND INSERTION OF IMMIGRATION

## STUDY OF THE EDUCATIONAL SYSTEM OF EACH PARTNER COUNTRY. VOCATIONAL AND EDUCATIONAL TRAINING (VET)



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## **SPAIN**



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Main characteristics of the Spanish educational system

- **Decentralisation:** educational competences are shared between the General State Administration (Ministry of Education and Vocational Training) and the authorities of the autonomous regions:
  - **Central education administration** executes the general guidelines on education policy and regulates the basic elements of the system.
  - **Regional education authorities** develop the State regulations and have executive and administrative competences for managing the education system.



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- Although graduation from upper secondary education increased by 6 % between 2005 and 2017, **15% of 25-34 year-olds did not attain upper secondary education** in 2018, on average across OECD countries.
- Despite having high unemployment rates, **the risk of unemployment decreases sharply with the level of educational attainment.**
- Spain **spends 3.1%** of its gross domestic product (**GDP**) on primary and secondary education, compared to 3.5% for the OECD average.

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## STAGES OF THE EDUCATION SYSTEM

- **Pre-primary education** is up to 6 years of age. Although it is not a compulsory education stage, the second cycle is free in all publicly-funded schools (public schools and publicly-funded private schools).
- **Basic education** is compulsory and free in publicly-funded schools. It lasts ten years and it is divided into two stages:
  - **Primary education**, provided in primary schools. It covers six academic years, usually studied between the ages of 6 and 12
  - **Compulsory secondary education**, studied in secondary schools (IES), between the ages of 12 and 16. At the end of this stage, students receive the first official certificate, the Lower Compulsory Secondary Education Certificate (ESO), which allows them to have access to upper secondary education or the world of work.



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## STAGES OF THE EDUCATION SYSTEM

- **Upper secondary education** is also provided in secondary schools. It lasts two academic years, usually studied between the ages of 16 and 18. It offers two possibilities: **Bachillerato** (general branch) and Intermediate vocational training (professional branch). The reforms of vocational training provision include:
  - Creation of Basic vocational training: for students aged 15-17 without their Compulsory Secondary Education Certificate.
  - Development of **dual vocational training** in the education system.
- **Higher education** comprises university and professional studies (advanced). Advanced vocational training is provided in the Secondary Schools.
- **Other possibilities: Adult** (aged over 18), **language, artistic and sports education**.

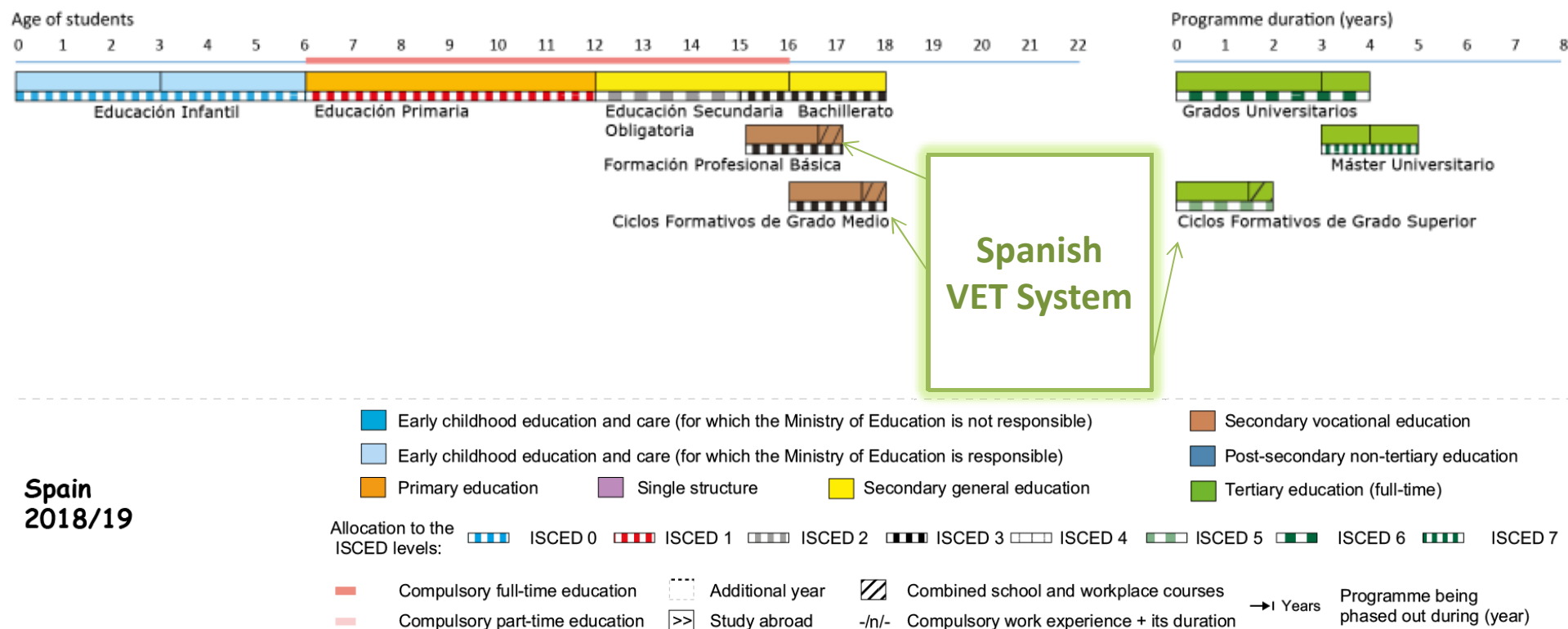
Green and underlines items are our Vocational and Educational Training System



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Formación Profesional Básica = Basic vocational training cycles

Ciclos Formativos de Grado Medio = Intermediate (or Medium) vocational training

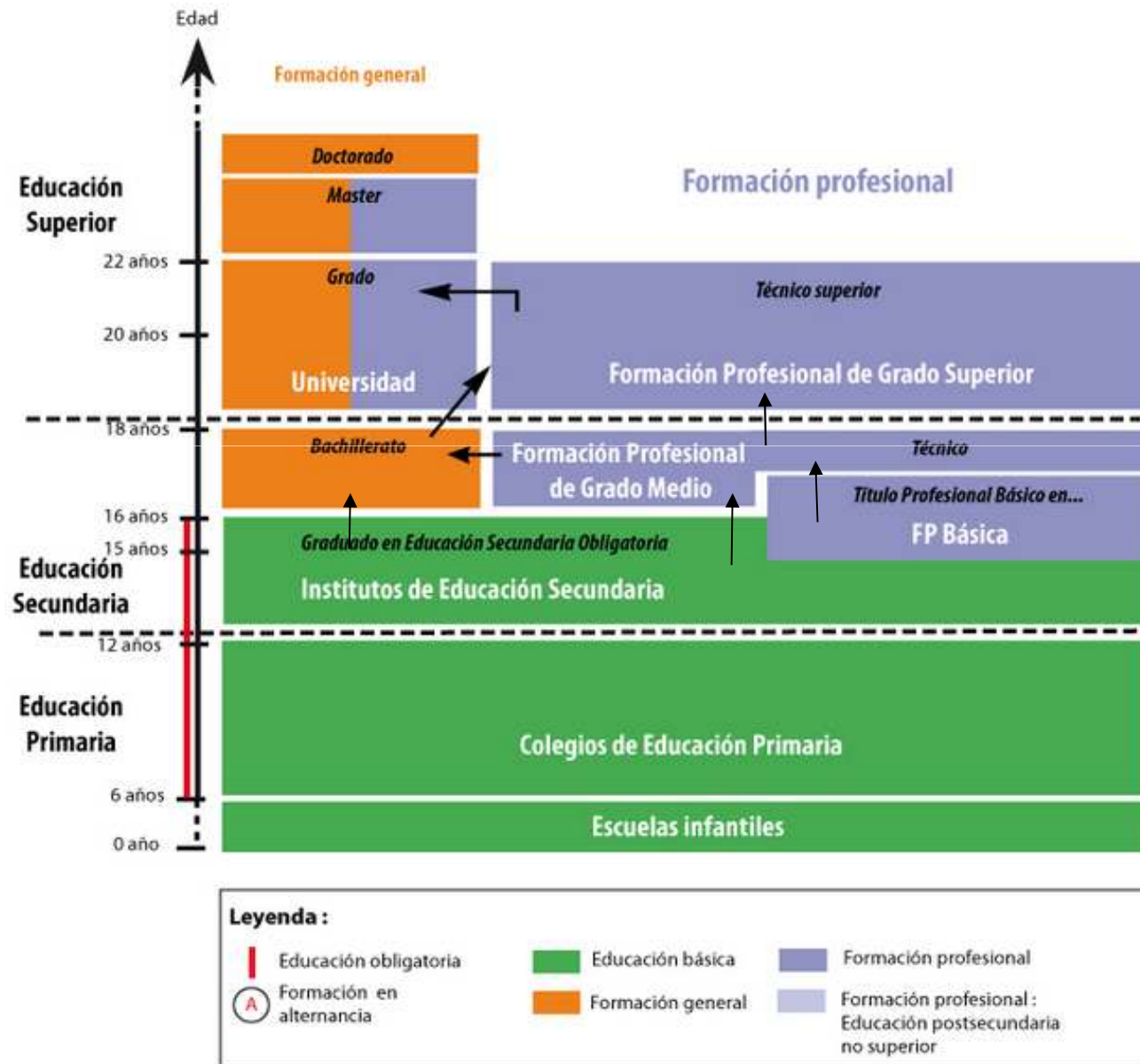
Ciclos Formativos de Grado Superior = Advanced (or High) vocational training



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## VOCATIONAL AND EDUCATIONAL TRAINING SYSTEM IN SPAIN

According to Spanish Regulations, the main characters of the VET System are:

- **Purpose:**
  - Train people to exercise a professional activity and contribute to the economic development of the country
  - Facilitate their adaptation to the professional and social changes that may take place during their lifetimes
  - Contribute to their personal development, ensure the exercise of a democratic citizenship, favouring social inclusion and cohesion and lifelong learning.
- **Basic vocational training** contributes to the acquisition and consolidation of lifelong learning skills by students.
- **Intermediate vocational training** contributes to the upgrade of basic education skills, by adapting them to a professional field or sector, enabling students to extend their lifelong learning, progress through the education system, and participate in working life with responsibility and autonomy.
- **Advanced vocational training** provide qualifications for a number of professional fields, as well as access to employment and active participation in social, cultural and economic life.



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Vocational training is a priority area within the education and economic policy of Spain, and has become one of its main action lines.

Last reforms in legislation try to contribute to adapt the training offer to the demands of the different productive sectors, to increase the educational offer, and to strengthen the cooperation between the different education authorities, as well as with other social agents and with the entrepreneurial sector.



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Among other objectives, this new model of vocational training is aimed at:

- Improving the number of enrolments in vocational training. According to the OECD, in the last decade, the number of students enrolled has increased by 57.4%. However, the percentage of students who choose vocational training is 12% of the total of students, half compared to the rest of OECD countries
- Tackling early school leaving: Vocational training will offer new alternatives and possibilities to return to the education system.



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Vocational upper secondary vocational  
comprises Basic Vocational Training (FP Básica)  
and Intermediate Vocational Training (CFGM).  
The system also includes tertiary education as  
Advanced Vocational Training (CFGS)

**Basic Vocational Training** was created on 2013,  
as a measure to facilitate students' continuity  
and provide better possibilities for personal  
and professional development.



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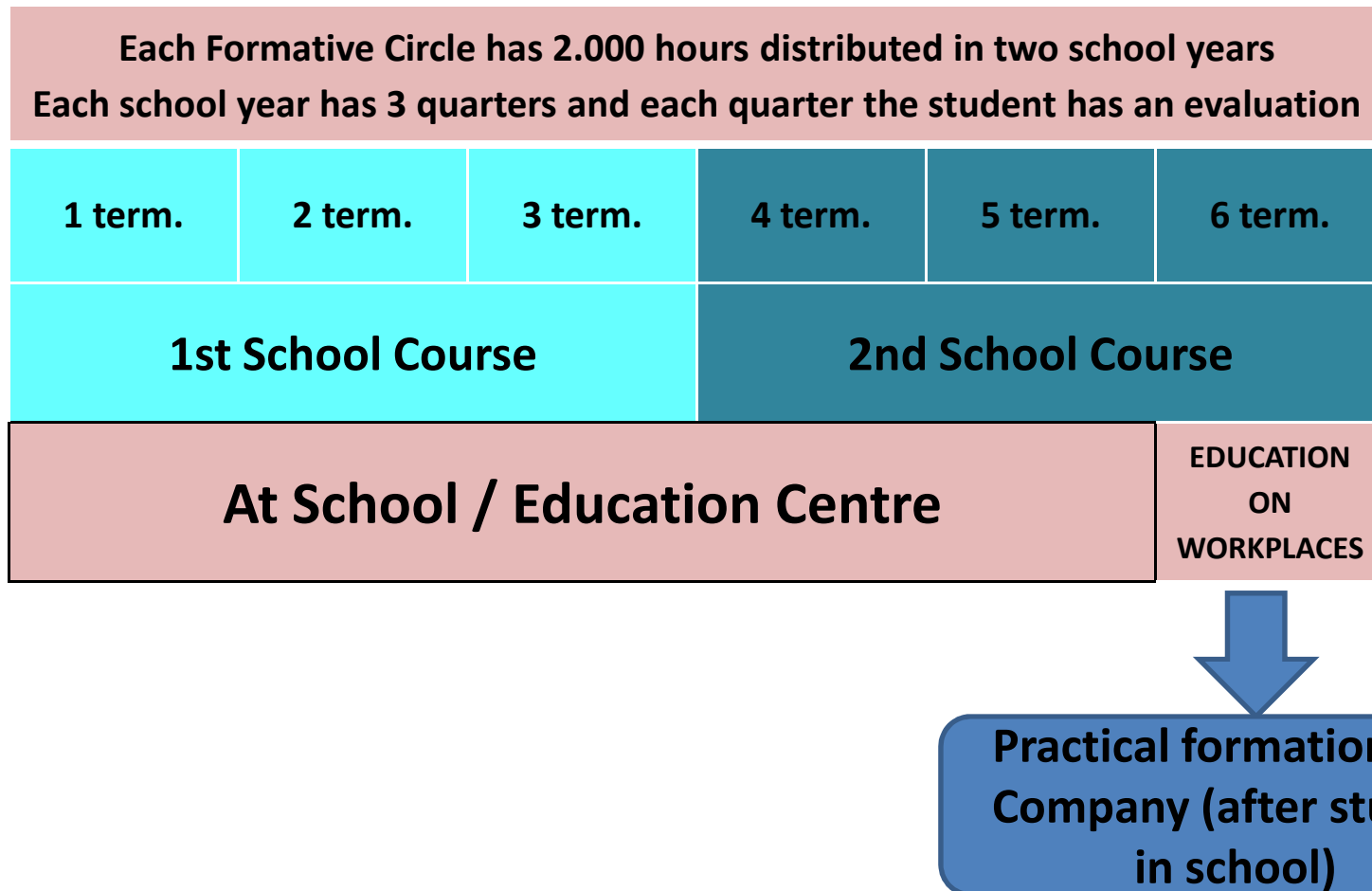
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The most frequent case is that Basic Vocational Training is offered in educational institutions (IES) also providing compulsory secondary education (ESO), Bachillerato (general upper secondary education), and the rest of the vocational training (**Intermediate or Medium and High or Advanced Vocational Training** ).

After each level you can access the next one without having to pass an exam

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- Formative Cycles in Spain



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IES Gustavo Adolfo Bécquer, has VET studies are in Administrative family, from the lowest to the highest level, and all the diplomas in this family.

- Our Diplomas
  - Basic VET - Management Assistant
  - Technical Diploma in Administrative Management
  - Higher Technical in Administration and Finance
  - Higher Technical in Management Assistance



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# Our Diplomas: Administrative Management

- Basic level:  
Secondary Diploma  
and Certification of  
basical professional  
qualification
  - I. Duration: 2 years
  - II. 30 hours/week
  - III. Students have vocational and  
secondary studies in both years
  - IV. Education on workplaces: 260  
hours

MODULES	1 <sup>st</sup> COURSE Nº hours	2 <sup>nd</sup> COURSE Nº hours
Applied Science	5	5
Communication and Society	8	7
Customer Service	2	
Basic Administrative Techniques	7	
Data processing	7	
Tutoring	1	1
Basic Office Applications		7
Archive and communication		5
Order preparation and product sales		4
Labor Risk Prevention		1



# Our Diplomas: Administrative Management

- Intermediate Cycle/Grade Technical Diploma

- I. Duration: 2.000 hours
- II. 30 hours/week
- III. Education on workplaces: 410 hours
- IV. English
- V. Enterprise in the classroom (Simulation)
- VI. European Reference: CINE –3

MODULES	1 <sup>st</sup> COURSE Nº hours	2 <sup>nd</sup> COURSE Nº hours
Commercial Communication and Customer Service	5	
Administrative operations on sale transactions	4	
Enterprise and Administration	3	
Computing	7	
Accounting Technique	3	
English	5	
Formation and Labour Orientation	3	
Administrative operations on Human Resources		6
Processing of accounting information		6
Enterprise in the classroom (Simulation)		8
Cash Management Technique		7
Free Configuration Hours		3

# Our Diplomas: Higher Technical in Administration and Finance

- High Cycle/Grade Technical Diploma

- I. Duration: 2.000 hours
- II. 30 hours/week
- III. Education on workplaces: 360 hours
- IV. Students must complete a project to obtain the degree
- V. English
- VI. European Reference: CINE –5

MODULES	1 <sup>st</sup> COURSE Nº hours	2 <sup>nd</sup> COURSE Nº hours
Commercial Communication and Customer Service	5	
Commercial Operations	6	
Sales Documentation	3	
Computing	6	
Human Resources and Corporate Social Responsibility (CSR)	3	
English	4	
Formation and Labour Orientation	3	
Administrative operations on Human Resources		4
Accounting and Taxation		6
Simulation		6
Financial Management		6
Logistics Management		5
Free Configuration Hours		3

# Our Diplomas: Higher Technical in Management Assistance

- High Cycle/Grade Technical Diploma

- I. Duration: 2.000 hours
- II. 30 hours/week
- III. Education on workplaces: 360 hours
- IV. Students must complete a project to obtain the degree
- V. English and french
- VI. European Reference: CINE –5

MODULES	1 <sup>st</sup> COURSE Nº hours	2 <sup>nd</sup> COURSE Nº hours
Commercial Communication and Customer Service	5	
Commercial Operations	6	
Sales Documentation	3	
Computing	6	
Human Resources and Corporate Social Responsibility (CSR)	3	
English	4	
Formation and Labour Orientation	3	
French		4
Advanced Information Management		8
Event Organization		8
Business Protocol		7
Free Configuration Hours		3

# **KA202 -065847 REDUCING ABSENTEEISM THROUGH TEAMWORK, MOTIVATION AND INSERTION OF IMMIGRATION**

Finally, Dual Vocational Training consists on all training initiatives and actions which, combining employment and training, aim at the professional qualification of employees based on an alternation system between work activity in a company and training activity in the educational system (work-based learning).

It has started on 2012, having different results and not been compulsory for the students.



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