Methodological guidelines for the deliverable D.T1.1.2:

COLLECTION OF THE EXISTING TRAINING MODELS ON CULTURAL HERITAGE MANAGEMENT

Objective:

The objective of this activity is to collect fiches/short descriptions (approx. 100 – 300 words per fiche) of existing local and national education and training courses on cultural heritage management.

Suggested procedure:

In order to gather the most relevant information, please consider the following two-step procedure:

1. In the **first step**, we propose:
-   Carrying out an internet research in your national language on »cultural heritage management training« in order to find the most relevant providers of such trainings in your region/country.
-   Checking the web-pages of the most relevant education/training institutions in order to find out if they offer any content related to cultural heritage management. Please consider that not only business and culture related studies could be potentially relevant – contents related to cultural heritage management could be found for example also within law studies, urban planning studies, tourism studies, etc., so please check such programmes as well.
-   Contacting the education/training institutions: in case some of the web-pages do not offer detailed information, get in contact with relevant institutions and check whether they offer cultural heritage management related content within their programmes.
-   Finally, you should check with a couple of relevant stakeholders to make sure you have not missed any important cultural heritage management trainings available.

    A result of this step would be a **shortlist** of different trainings and their providers.

2. In the **second step**, you should gather the required information for the trainings on your shortlist. For this step, you should use and **fill in the forms** below.
    Besides the internet search, you will most likely have to get in contact with the education/training institutions in order to provide the missing information.

Selection of the trainings for the shortlist:

The aim of this deliverable is to present your local/national situation with regard to cultural heritage management training. In case that you have an extensive amount of relevant trainings – it is not our intention to list and describe absolutely all of them. In such case, you should describe only the most relevant trainings (3 or 4) and list some other, less relevant trainings at the end, in the section "Other

trainings", where no details are required. While choosing which trainings to describe in detail, please consider some of the following criteria: **relevance** (the extent of the relevant topics covered) and **importance** (formal education, professional recognition, number of participants…)

In case that that you have no trainings focused specifically on cultural heritage management, you should still gather enough relevant information to provide a picture of what is available (produce about 3-4 fiches nevertheless). Think about what are the alternatives/related trainings – what kind of education/trainings do cultural heritage managers in your region have/should have; is the topic of cultural heritage management at least partially covered within some other studies? Avoid providing descriptions of general education programmes available everywhere, such as for example Management.

Forms template:

The partners should be able to fill-in all required information for the selected trainings, provided in the forms below in the template.

The **first form** is prepared for the cases where the **whole training/programme is focused on cultural heritage management**. Such trainings should be put under **section 1 of your collection** – "Trainings focused on cultural heritage management".

The **second form** is prepared for the cases where **only a part of a specific training/programme is related to cultural heritage managemen**t. Such trainings should be put under **section 2 of your collection** – "Trainings including cultural heritage management".

The additional text in the forms, which is written in grey is intended for your easier understanding only, and should be erased from your final forms.

In the **section 3** of your report, you should list any other trainings (or even study material provided in your national language) which you feel are also relevant for the cultural heritage management education in your region/country.

COLLECTION OF THE EXISTING TRAINING MODELS ON CULTURAL HERITAGE MANAGEMENT IN COUNTRY NAME

Gathered by (partner name)

(Month, year)

1. TRAININGS FOCUSED ON CULTURAL HERITAGE MANAGEMENT

If you have no trainings focused on cultural heritage management, please state so here in a sentence.

TITLE OF THE PROGRAMME: Study format/mode: *(undergraduate/postgraduate; full-time/part time study, training)*	
PROVIDER: *(name, address, webpage)*	
COST: *(free/financial assistance/charge)*	
DURATION: *(months/hours)*	
GEOGRAPHICAL COVERAGE and LANGUAGE: *(local/regional/national/international; is it available in other languages?)*	
TRADITION: *(When was the programme established?)*	
NUMBER OF PARTICIPANTS (approx. per year):	
ENTRY REQUIREMENTS: *(if any)*	
SHORT DESCRIPTION OF THE PROGRAMME:	
Target audience: *(Who is it for? Usually defined by the provider)*	
Programme objectives: *(as defined by the provider, and usually clearly stated on their web-page, promotional material, etc.)*	
Programme content: *(modules/major topics covered)*	
Teaching mode: *(theoretical lectures, project work, workshops, case studies, e-seminars,…)*	

Acquired degree/diploma/certificate: *(if any)*	
Professional recognition: *(if info available)*	
Please explain the innovative element of the programme: *(Please, do not only consider if the content itself is innovative for your territory but also other elements, for example if the programme was enabled by a specific authority or maybe proposed by employers/some other relevant organisation…)*	
OTHER IMPORTANT INFORMATION:	

2. TRAININGS INCLUDING CULTURAL HERITAGE MANAGEMENT

TITLE OF THE COURSE: *In case if only a specific course/seminar within a certain programme is relevant.* **within** **TITLE OF THE PROGRAMME**: Study format/mode: *(undergraduate/postgraduate; full-time/part time study, training)*	
PROVIDER: *(name, address, webpage)*	
COST: *(free/financial assistance/charge)*	
DURATION: *(months/hours)*	
GEOGRAPHICAL COVERAGE and LANGUAGE: *(local/regional/national/international; is it available in other languages?)*	
TRADITION: *(When was the training/course established?)*	
NUMBER OF PARTICIPANTS (approx. per year):	
ENTRY REQUIREMENTS: *(if any)*	
SHORT DESCRIPTION OF THE COURSE:	
Target audience: *(who is it for? Usually defined by the provider)*	
Course objectives: *(as defined by the provider, and usually clearly stated on their web-page, promotional material, etc.)*	

Course content: *(modules/major topics covered)*	
Teaching mode: *(theoretical lectures, project work, workshops, case studies, e-seminars,…)*	
Acquired degree/diploma/certificate *(if any)*	
Professional recognition *(if info available)*	
Please explain the innovative element of the course: *(Please, do not only consider if the content itself is innovative for your territory but also other elements, for example if the course was enabled by a specific authority or maybe proposed by employers/some other relevant organisation…)*	
OTHER IMPORTANT INFORMATION:	

3. OTHER TRAININGS

Please list here only the **titles,** the **providers/authors** and **web-pages** of other trainings available (e.g. occasional seminars, programmes which only briefly include cultural heritage management, workshops or practical classes within course programs) or even relevant study material in national languages (e.g. manuals for cultural heritage management …)