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## GUIDELINES HOW TO USE THE PRACTICAL TRAINING ENVIRONMENT

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Within the frame of the Erasmus+ project MASTERS (Make Apprenticeship aTtractive in European SMEs, no. 2019-1-RO01-KA202-063055), we have come up with the idea to create a platform for teaching in-company tutors (SMEs) involved in apprenticeships programs in the form of a MOOC. MOOC stands for a Massive Open Online Course and it is a practical online training environment. The course can be followed online, but since it includes a Resource Pack/Tool Kit, it is also fit for offline training.

Register for free and starting upskilling.

**To continue to the training course, visit [MASTERS website](#).**

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### I am on the website, so what should I do next?

The link to the MOOC platform is available under the Results section. When you land on the platform, new users will be asked to register (registration is free) after selecting the available course of choice, in their language. To log in you can either again choose the same field of the course you want to participate in or 'Log in' by clicking this button at the top of the screen.

### I am logged in, so how should I proceed?

The course is divided into 3 modules. Choose the module you want to start from.

Module 1: Current EU WBL context

Module 2: Working Effectively with learners (trainees/apprentices)

Module 3: Working with Training/Sending Institutions

### What are the activities I should follow?

Each module is divided into two sections. Section 1 is the course plan. In this part you will find a short description of the module, including: general and specific training objectives, expected measurable learning outcomes, the list of training topics (units) in the module, a summary of the module, additional resources and a bibliography list. Section 2 constitutes the Resource Pack, which includes the Course plan you can download, the online practical training sessions, which can also be shared with others, and online assessment questions.

### Do I get certified?

With the successful completion of all 3 modules, the system issues a personalized certificate with the data provided at registration. To successfully complete the course, you must have a score of at least 70% in each module assessment. There are 2 possible attempts to each module assessment.

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**If you have any additional questions, contact the [project Partners](#), who will be more than welcome to support you.**

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