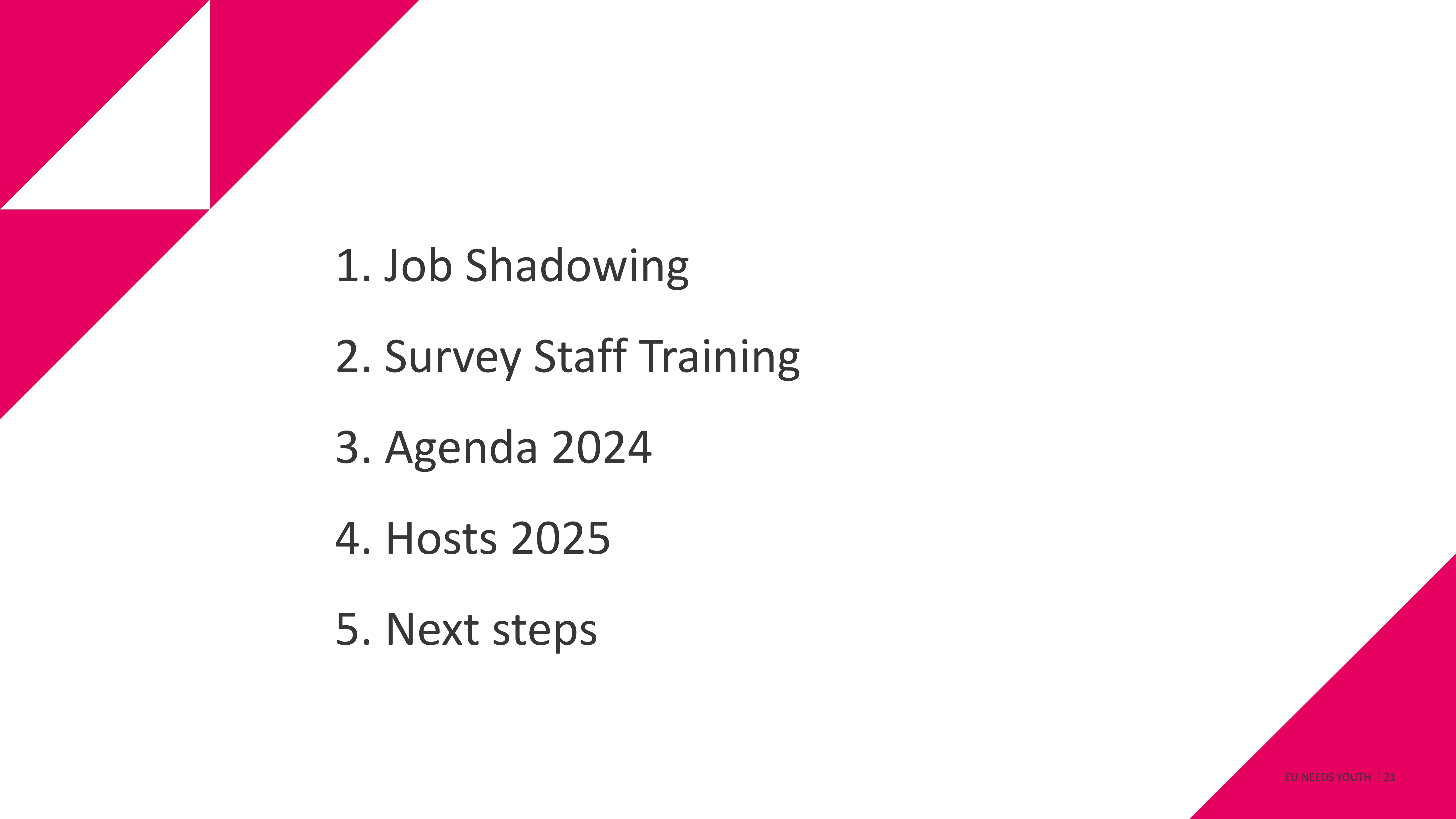




# *KMST Working Group*

- 
1. Job Shadowing
  2. Survey Staff Training
  3. Agenda 2024
  4. Hosts 2025
  5. Next steps

# Job-Shadowing among NAs

*(Tinkara Bizjak, SI NA & Emma Hansson, SE NA)*

# Job shadowing among NAs

**At least 3 job-shadowing visits took place in 2023:**

CZ NA hosted SE in IS in Spring 2023

HR NA hosted SK in Spring 2023

**Already planned bi-lateral job-shadowing visits for 2024:**

NL NA will host SI in June 2024

SE NA will host SI in the Summer/Autumn 2024

SI NA will host HR in the Autumn 2024

HU NA will host HR in 2024

**Your job-shadowing not listed here? Inform us at**  
**[kmst@salto-youth.net](mailto:kmst@salto-youth.net)**

# Open job-shadowing offers for 2024

**5 job-shadowing hosting offers are available for 2024**  
(offered by CH, IS, SE, CZ, HU)

**NAs willing to offer to host**, please **ADD THE OFFER** to the shared Excel file under 2024

**NAs interested to send** staff to job-shadowing, please **INDICATE THE INTEREST** under the relevant offer and start agreeing on the visit.

## Further steps

Updating of the offers will continue to be a yearly exercise, supported by the KMST

NAs involved in job-shadowings will be contacted by the KMST for evaluation purposes

Any ideas on how the KMST could further support this process are more than welcome at [kmst@salto-youth.net](mailto:kmst@salto-youth.net)

# Staff Training

# Responsible Staff Training KMST WG

- KAs
  - Priorities
  - CIOST
  - Youth Lab
  - Newcomer Training
  - Head of NA Training
- 
- KMST Staff Training -> blue
  - Other meetings -> purple / yellow



# Responsibilities KMST WG -> Staff Training

- Develop ST Calendar (based on Guidelines)
- Coordinate hosts (and prep-team members when needed)
- Involve relevant stakeholders (e.g. SALTO's)
- Contact person prep-team & inform on responsibilities (guidelines)
- Share standards & quality criteria ST (canvas & competence framework)
- Share reporting format file
- Support prep-teams where needed -> questions
- Collect and check reports
- Monitor quality and follow-up (based on reports)
- Monitor needs network -> survey
- Evaluate Guidelines Staff Training -> to BM when needed

# Outcomes Survey

## Offer

Separate staff training for Volunteering and SP  
Accreditation

## 18 months

Volunteering  
SP

## Yearly

New Comers  
CIOS  
Inclusion Support

## Every 2 years

Youth Lab

# Outcomes Survey II (Follow up)

## Topics

- Use of IT Tools
  - Grant Agreements
  - Risk Assessment
  - FCCs/OCCs
  - Checks
  - Report management
  - Financial management
  - General administration
- 
- Need for network& exchange of experiences / way of working

# KMST Calendar 2024 & 2025

## 2024

- Sept: Head of NA Training
- Sept: Youth Lab

## 2025 Host needed:

- June: Accreditation
- Sept: KA2
- Dec: Digital (Check with SALTO)

Thank you all for offering hosts!

# KMST Webpage

# KMST Webpage (SALTO website)

- [Staff Training Calendar 2024 - 2026](#)
- Competence Framework Documents
- On Boarding document new Heads / Coordinators
- Documents prep-teams Staff Training

# Next Steps

- Follow up use of Competence Framework (ST and NAs)
- Reporting formats
- Cooperation with SALTO's / RC

# WG Members

- Anna Pavlovych (PL)
  - Simona Musteata (RO)
  - Tinkara Bizjak (SI)
  - Marvic Debono (MT)
  - Joseph Schembri (MT)
  - Jojanneke de Waal (NL)
  - Blanka Thees (SALTO T&C)
  - Małgorzata Kozłowska (European Commission)
- 
- Emma Hansson (SE) -> Job-shadowing