

VET providers training programme

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INTRODUCTION

This Training programme outlines a learning intervention that SUSFUR consortium determines is necessary to support new staff, to enable existing staff performance or to accompany the introduction of an unfamiliar process related to sustainable furniture production and use of reclaimed wood in Western Balkan.

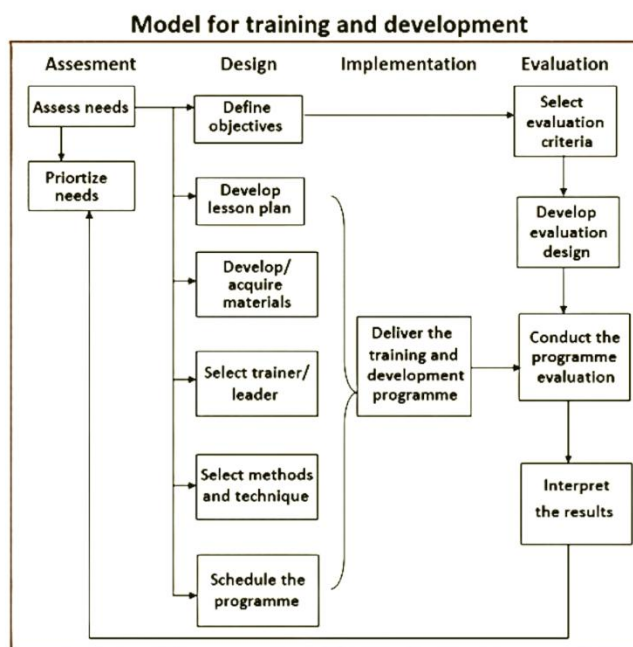


Figure 1: Flowchart of SUSFUR provider training program (development, implementation and assessment)

The document follows the training requirements outlined in the project proposal and builds learning content based on needs identified on the Research report document (D2.1).

This format is intended for vocational education and training (VET) professionals and stakeholders engaged in the SUSFUR project. It provides a structured approach to understanding how training requirements in sustainable furniture production—particularly in the context of circular economy practices—will be addressed and how learning outcomes will be achieved. This document represents the second phase of the SUSFUR learning intervention, supporting capacity building among VET providers and learners across the Western Balkan region.

The programme covered five modules: sustainable material sourcing, design for sustainability, sustainable manufacturing processes, technological advancements, and furniture waste management. Participants gained hands-on experience by creating prototypes from reclaimed wood and by visiting best-practice sites (the Ljubljana Reuse Center and the company M SORA). The above-mentioned modules were delivered by different experts and approached from various professional perspectives. The training materials are provided in APPENDIX B of this document and are also available on the project website.

1. ROLES & RESPONSIBILITIES

Project Coordinator (University of Ljubljana)

- Lead the design, development, and delivery of the training programme.
- Provide technical knowledge and expertise in the field of sustainable furniture production, the use of reclaimed wood, and the introduction of circular economy principles into practice.
- Host practical training sessions, workshops, and facility tours at Department of wood science and technology, University of Ljubljana.
- Ensure quality assurance of training materials and content.

Modules Development Team (All Partners)

- Conduct Training Needs Analysis (TNA) and identify priority skills for VET providers
- Develop training materials including presentations and case studies from home countries.
- Disseminate results and ensure knowledge transfer to broader VET communities.

VET Trainer(s) (selected from consortium or invited experts)

- Deliver theoretical and practical sessions to VET providers.
- Apply pedagogic strategies suitable for adult learning and vocational contexts.
- Facilitate hands-on workshops (selection of reclaimed materials and products, conduct and assist by planning of new product, development of a prototype product made from reclaimed wood).
- Mentor participants during Work-Based Learning (WBL) activities.

Quality Manager (MP)

- Oversee the training evaluation process in line with the Quality Plan (D1.3).
- Monitor participant satisfaction, knowledge uptake, and practical competencies.
- Collect and analyse feedback to inform continuous improvement.

2. REQUIREMENT & PREREQUISITES

Organisational Requirements (University of Ljubljana)

- Secure training venues (classrooms, laboratories, or on-site facilities at Department of wood science and technology).
- Fully equipped training facilities (furniture workshop, laboratories, technicians).
- Organization of a study visit showcasing good practices in the implementation of circular economy principles in the furniture industry at two companies: Ljubljana Reuse Center and M Sora.
- Assign administrative staff to manage participant registration, attendance tracking, and certification procedures.

Training Content & Format (All Partners)

- Modules developed in line with the Research Report (D2.1).
- Learning resources adapted for mixed delivery (theoretical, practical, and digital).
- Training Format draft (Deliverable 2.2) finalised before the start of implementation.

Prerequisites for VET Trainers (University of Ljubljana)

- Experts with prior experience in sustainable furniture production and circular economy practices have been identified and committed to lead the workshops.
- Trainers will be briefed on pedagogical strategies, including adult learning methods and evaluation techniques tailored to vocational education.
- They will be available to deliver both theoretical sessions and hands-on practical modules, including prototype development using reclaimed wood and eco-design principles.

Prerequisites for VET Providers (All Partners)

- Basic understanding of furniture production processes or strong motivation to engage in sustainable design and circular economy practices.
- Commitment to complete both theoretical and practical training modules, including prototype development using reclaimed wood.
- Willingness to transfer acquired knowledge and skills to VET learners and peers within their institutions, supporting the green transition in the furniture sector.

3. STRATEGY & APPROACH

The SUSFU training programme adopts a blended approach that combines lectures, demonstrations, study visits, and practical workshops. This strategy ensures that VET providers acquire the technical, pedagogical, and entrepreneurial skills necessary to train learners and connect them with the sustainable furniture industry labour market.

The schedule consists of 5 working days from **September 22nd to 26th**, each dedicated to a specific thematic area related to circular economy principles and sustainable practices in the furniture sector (see APPENDIX A: TRAINING CURRICULUM). Daily sessions will last approximately 6 to 8 working hours, including lectures, hands-on activities, and study visits.

Locations are set at the Biotechnical Faculty, Department of Wood Science, and selected partner sites, due to their advanced facilities and expert staff, ensuring participants gain practical experience in sustainable design, reuse, and recycling of furniture materials.

3.1 Training Sources

The training programme will be **developed in-house** by the SUSFUR project team in close collaboration with the **Department of Wood Science and Technology** at the Biotechnical Faculty. This approach leverages internal expertise in sustainable furniture production, circular economy principles, and vocational education.

Associated Development Activities

Curriculum Design (July – August 2025)

- Define learning objectives aligned with SUSFUR goals.
- Structure modules covering circular economy, sustainable materials, reuse practices, and practical workshops.

- Engage multiple faculty members and researchers from the Department of Wood Science and technology to contribute their specialized knowledge in material science, design, and production technologies.
- Prepare study visit plans and identify partner companies.

Content Development (August – early September 2025)

- Create lecture materials, case studies, and practical workshop guidelines.
- Develop supporting resources (presentations, handouts, evaluation forms).
- Validate content through internal peer review by department experts.

Logistics & Resource Preparation (early September 2025)

- Secure training facilities at the Biotechnical Faculty and partner sites.
- Prepare tools and materials for practical workshops.
- Finalize participant information packages.

Delivery of Source Materials (by September 22, 2025)

- Upload finalized training materials to the SUSFUR shared platform.
- Provide trainers with facilitator guides and participant manuals.

3.2 Delivery Method

The SUSFUR training programme will use a **blended learning approach**, combining:

- Classroom-based **lectures and demonstrations** at the Biotechnical Faculty (Department of Wood Science and technology).
- **Hands-on practical workshops** focused on creating new products from reclaimed wood and furniture.
- **Study visits** to external sites (Ljubljana Reuse Center and M Sora) to observe real-world applications of circular economy principles.
- **Interactive discussions** and case studies to reinforce theoretical concepts.

This mix ensures participants gain both **theoretical knowledge** and **practical skills** relevant to sustainable furniture production and circular economy practices.

3.3 Dependencies and Limitations

Dependencies

Trainer Availability

The program relies on the confirmed participation of subject matter experts from the Biotechnical Faculty. Any changes in their availability could impact the schedule and content delivery.

Facility and Equipment Access

Training rooms, laboratories, and workshop tools must be available on the planned dates. Study visits depend on confirmed access to partner sites (Ljubljana Reuse Center and M Sora).

Material Supply for Workshops

Timely procurement of reclaimed wood, tools, and safety equipment is essential for practical sessions.

Digital Infrastructure

Access to the shared platform (e.g., SharePoint/Teams) for distributing materials and communication is required.

Limitations**Time Constraints**

The program is limited to five consecutive days (22–26 September 2025), requiring strict adherence to the schedule.

Budgetary Restrictions

Financial limits may affect the scope of study visits, quality of materials, or participant capacity.

Health and Safety Compliance

Workshops involving tools and external visits are not allowed to use these tools. Carpenter from Biotechnical faculty, have to be present and work according to participant instructions.

External Dependencies

Delays in confirming study visits or logistical services could disrupt the overall timeline.

4. TRAINING RESOURCES

4.1 Materials

To support effective learning, participants will receive comprehensive training materials, including:

- **Instructor Guides:** Detailed facilitator manuals with session objectives, timing, and instructions.
- **Presentation Materials:** PowerPoint slides for all modules.
- **Visual Aids:** Diagrams, charts, and case study visuals.
- **Handouts:** Quick reference sheets, checklists, and process flows.
- **Demonstration Materials:** Samples of reclaimed wood, tools, and finished products for practical sessions.
- **Evaluation Tools:** Pre- and post-training assessments, as well as feedback forms.

4.2 Staffing

Lead Trainers / Subject Matter Experts

- Dr. Boštjan Lesar (Program Lead)
- Dr. Miha Humar, Dr. Sergej Medved, Dr. Marko Petrič, Dr. Gorazd Fajdiga, Dr. M. Kariž

All trainers involved in the SUSFUR program possess strong knowledge and practical experience in the field of wood science and technology. They are recognized experts who already teach and lead courses on circular economy in the wood and furniture sector. Collectively, they cover a wide range of topics included in the training program, such as service life of wood products, sustainable materials, recycling practices, and innovative design using reclaimed resources.

Workshop Facilitators and Technical Support

- Assistants for practical sessions and equipment setup, work in workshop

Administrative Staff

- Coordination of logistics, participant communication, and documentation, foto documentation

Quality Assurance Team

- Review of training content and evaluation tools

4.3 Equipment

The SUSFUR training program requires a Microsoft Windows environment for all presentation and collaboration activities, including laptops or desktops with MS Office (PowerPoint, Word, Excel) and access to Microsoft Teams/SharePoint. A multimedia projector, screen, and audio system are needed for lectures, supported by stable Wi-Fi connectivity. In addition to classroom facilities, a fully equipped woodworking workshop is essential, including carpentry machines (saws, planers, drills, sanding machines), workbenches, and safety equipment, to enable participants to develop prototypes during practical sessions.

4.4 Environment

Training rooms and workshops must be large enough to accommodate the entire participant group comfortably, ensuring safe and effective delivery of both lectures and practical sessions. In cases where this is not possible due to space or equipment limitations, participants will be divided into smaller groups to complete the activities in rotation. Adequate lighting, ventilation, and a stable indoor temperature should be maintained to provide a conducive learning environment.

5. TRAINING SCHEDULE

SUSFUR Project – Training Program					
Date	22.09.2025	23.09.2025	24.09.2025	25.09.2025	26.09.2025
Time	First Day	Second Day	Third Day	Fourth Day	Fifth day
08:30 – 09:00		Lecture: Recycled Wood in Wood-Based Composites	Study visit: Departure (08:30)	Practical workshop: Introduction	Practical workshop: Third part
09:00 – 10:00			Visit Ljubljana Reuse center		
10:00 – 11:00		Caffe Break		Caffe Break	Caffe Break
11:00 – 12:00		Contemporary sustainable materials for the surface treatment of wood and for products in the wood industry	Depart from Reuse Center (11:00)	Practical workshop: First part	Practical workshop: Conclusion with a presentation of the developed products and Final evaluation group
12:00 – 13:00	Introduction	Lunch	Visit of the company M sora	Lunch	
	Lecture: Service life of different furniture and wooden products				
13:00 – 14:00	Lunch	Lecture: New Production Technologies for Furniture Production	Returning to Department of Wood science and technology (15:00)	Practical workshop: Second part	
14:00 – 15:00		Break			
15:00 – 16:00	Tour of the laboratories at the Department of Wood Science and Technology, Biotechnical Faculty	Lecture: Designing Furniture from Reused Materials - How to repair furniture with new techniques			
16:00 – 17:00	Lecture: Cascading Use of Wood and Characterization of Recycled Wood on the European Market	Lecture: Materials in furniture production - sustainable materials utilization: wood and other biobased materials recycled materials and sustainably sourced wood			
17:00 – 18:00	Summary of Day One	Summary of Day Two	Certification of participants		

6. TRAINING EVALUATION

The effectiveness and quality of the VET providers training program will be measured through a structured evaluation process. This process ensures that the training objectives are met, and that continuous improvements are integrated into future iterations of the program. The primary evaluation tool will be a [standardized questionnaire](#) designed under the Quality Plan document (D1.3).

The questionnaire will capture both quantitative and qualitative data regarding:

- Knowledge and skills gained (up-skilling achievements).
- Satisfaction with training delivery methods, materials, and practical exercises.
- Relevance of the course content to professional practice and market needs.
- Perceived applicability of the acquired skills in a furniture sector.

Both digital and paper-based formats will be made available to ensure inclusivity. The Quality Manager will oversee distribution, collection, and analysis of the questionnaires, supported by the consortium members.

Open discussions and debriefs at the end of modules will capture real-time impressions and suggestions for improvement. Feedback will inform the refinement of learning objectives, training methods, and the balance between theory and practice.

Trainers will assess participant engagement, ability to apply circular economy principles in the wood and furniture sector, and overall competency development throughout the program. Evaluation results will inform continuous improvement by updating training manuals, case studies, and the design of practical exercises to ensure alignment with industry needs and project objectives.

7. TRAINING SECURITY & UPDATES

7.1 Access to Training Material

All training materials—including instructor guides, participant workbooks, presentation slides, handouts, and evaluation tools—will be stored on a secure **Microsoft Teams** platform, ensuring controlled access for trainers and participants. Materials will be available in **Microsoft Office formats** (Word, PowerPoint, Excel). Participants will receive printed handouts for key sessions and practical exercises.

7.2 Access to Training Environment

The SUSFUR training environment will run on a Microsoft Windows platform with MS Office (Word, PowerPoint, Excel) and Microsoft Teams/SharePoint for collaboration. Trainers and participants will receive role-based access credentials before the program, with any changes managed by the system administrator upon request. Lecture rooms and workshops must be prepared with AV equipment, stable internet, and adequate space for group activities. A fully equipped woodworking workshop with carpentry machines, workbenches, and safety gear will be set up for practical sessions. All training materials and data will be uploaded to SharePoint in advance, and printed handouts will be provided for exercises.

7.3 Updating Training Resources

The SUSFUR training program, curriculum, and supporting materials will be updated as needed based on participant feedback, trainer evaluations, and industry developments. Required or requested changes will be collected through post-training evaluations and trainer reports. Proposed updates will be reviewed by the project team, prioritized according to relevance and impact, and incorporated into future iterations of the program. All revised documents will include a clearly marked **revision history with the issue date** to ensure version control and traceability.

APPENDIX A: TRAINING CURRICULUM

Curriculum One

Course Name	Topics	Location	Date	Duration
Service life of different furniture and wooden products (functional and aesthetic service life, decay,)	Service life of different products and what influence to aesthetic and functional service life. Q&A and interactive reflection with participants Instructor: prof. dr. Miha Humar	Department of wood science and technology	<Oct 22nd/ 12:15-13:45>	1,5 hr
Tour of the laboratories at the Department of Wood Science and Technology	Presentation of What the Department of Wood Science Can Offer on the Topic of Circular Economy and the Use of Reclaimed Wood Q&A and interactive reflection with participants	Department of wood science and technology	Oct 22nd/ 14:45-16:15	1,5 hr
Cascading Use of Wood and Characterization of Recycled Wood on the European Market	What is cascading use of wood and how reclaimed wood is sorted and what contaminants can be expected Q&A and interactive reflection with participants Instructor: assist. prof. dr. Boštjan Lesar	Department of wood science and technology	Oct 22nd/ 16:15-17:45	1,5 hr

Curriculum Two

Course Name	Topics	Location	Date	Duration
Recycled Wood in Wood-Based Composites	<p>Which are the most important wood based composites for furniture production and how to use recycled wood in wood based composites.</p> <p>Q&A and interactive reflection with participants</p> <p>Instructor: prof. dr. Sergej Medved</p>	Department of wood science and technology	<Oct 23nd/ 8:30-10:00>	1,5 hr
Contemporary sustainable materials for the surface treatment of wood and for products in the wood industry	<p>Sustainable, bio-based surface treatments for wood, including coatings made from liquefied wood, natural oils, and biopolymers. How these innovations support circular economy principles by enabling the reuse and recycling of coated wood and improving durability, environmental safety, and functionality.</p> <p>Q&A and interactive reflection with participants</p> <p>Instructor: prof. dr. Marko Petrič</p>	Department of wood science and technology	Oct 22nd/ 10:30-12:00	1,5 hr
New production Technologies for Furniture Production	<p>Presentation of new technologies used in the furniture industry, including CNC and robotics, ...</p> <p>Q&A and interactive reflection with participants</p> <p>Instructor: prof. dr. Gorazd Fajdiga</p>	Department of wood science and technology	Oct 22nd/ 13:00-14:30	1,5 hr
Designing Furniture from Reused Materials - How to repair furniture with new techniques	<p>A presentation of how modern furniture design is carried out using new and/or reused materials with the help of advanced techniques such as 3d scanning and modelling</p> <p>Q&A and interactive reflection with participants</p> <p>Instructor: assist. prof. dr. Mirko Kariž and prof. dr. Manja Kitek Kuzman.</p>	Department of wood science and technology	Oct 22nd/ 13:45-16:15	1,5 hr

Course Name	Topics	Location	Date	Duration
Materials in furniture production - sustainable materials utilization:	<p>Presentation of wood-based and other natural materials for the production of modern furniture according to circular economy principles</p> <p>Q&A and interactive reflection with participants</p> <p>Instructor: assist. prof. dr. Boštjan Lesar and prof. dr. Sergej Medved</p>	Department of wood science and technology	Oct 22nd/ 16:15-17:45	1,5 hr

Curriculum Three

Course Name	Topics	Location	Date	Duration
Study Visit Ljubljana Reuse center	<p>Gain insight into how reuse centres operate in Slovenia, including the processing and refurbishment of furniture items</p> <p>Q&A and interactive reflection with participants</p> <p>Instructor: Nathalie MACCAGNAN</p>	Ljubljana Reuse centre	Oct 24nd/ 9:00-11:00	2 hr
Visit of the company M sora	<p>Tour joinery production with a focus on circular economy principles. Learn the principles of implementing circular economy in the production of wooden windows, including the processing and use of production residues, sorting of waste, and recycling principles for windows and doors.</p> <p>Q&A and interactive reflection with participants</p> <p>Instructor: Barbara Šubic, director</p>	M sora, company, Žiri, Slovenia	Oct 24nd/ 12:00-14:00	2 hr

Curriculum Three

Course Name	Topics	Location	Date	Duration
Practical Workshop: Part 1	Selection of reused materials and planning of new products. Work will be performed in groups.	Department of wood science and technology	Oct 25nd/ 8:30-12:30	4 hr
Practical Workshop: Part 2	The initial phase of producing items from reclaimed wood: material cleaning and start of production	Department of wood science and technology	Oct 25nd/ 13:30-17:30	4 hr
Practical Workshop: Part 3	Finalization of new products and presentation to other workshop participants, including a discussion of challenges faced during the process	Department of wood science and technology	Oct 26nd/ 08:30-12:30	4 hr

APPENDIX B: TRAINING MATERIALS FOR TRAINING CURRICULUM

Content: The training material covered five modules as explained in training program above some of the modules were covered from different experts and form different perspectives:

1. Service life of different furniture and wooden products
2. Cascading Use of Wood and Characterization of Recycled Wood on the European Market
3. Recycled Wood in Wood-Based Composites
4. Contemporary sustainable materials for the surface treatment of wood and for products in the wood industry
5. New production Technologies for Furniture Production
6. Designing Furniture from Reused Materials - How to repair furniture with new techniques
7. Materials in furniture production - sustainable materials utilization
8. Sustainable and circular practices in M sora company

All training materials are available on the project website or via the [provided link](#).