

# Good practice guide and Recommendations for VET providers



## Responding to the great resignation & quiet quitting of young professionals & entrepreneurs through Coworking & Collaborative Workspaces

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## Introduction

Welcome to the “Good Practice Guide and Recommendations for VET Providers.” This guide is designed to assist Vocational Education and Training (VET) providers in enhancing the quality of their training programs, addressing learning mismatches, and adopting best practices from across the sector.

### Purpose and Scope:

In today’s rapidly evolving job market, it is crucial for VET providers to deliver training that is both high-quality and aligned with industry needs. This guide presents a collection of promising practices from successful VET initiatives that take place in Europe and offers practical recommendations to help providers improve their training offerings. By implementing these strategies, VET institutions can better equip learners with the skills and knowledge required for their chosen careers.

### Project Overview:

This guide is under the Erasmus+ project Re-Work: Responding to the great resignation & quiet quitting of young professionals & entrepreneurs through Coworking & Collaborative Workspaces focusing on creating flexible, tailor-made vocational training resources and tools that are adaptable to labour market needs. The project involves 7 partners from 7 EU countries: Austria, Belgium, Estonia, Greece, the Netherlands, Portugal, and Spain.

A background image showing a diverse group of people in a meeting or collaborative workspace. A man in a dark sweater is gesturing while talking to a woman with glasses who is looking at a laptop. Other people are visible in the background, some smiling. The image has a purple overlay.

# Best Practices for VET Providers



# AUSTRIA

## Title of Good Practice:

Gründergarage and Innovationswerkstatt at Carinthia University of Applied Sciences



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### Description of the Practice

The 'Gründergarage' is an entrepreneurial support program that integrates students into the local start-up ecosystem. It provides personal coaching, mentoring, and access to a wide network of professionals. One of its unique features is its collaboration with the 'smart lab Carinthia,' a high-tech prototyping lab that allows students to transform their innovative ideas into tangible products. It also offers regular workshops and networking events.

The 'Innovationswerkstatt' complements this by serving as a hub for innovation and technology management. It offers access to state-of-the-art technical equipment and expert guidance for both students and external companies. This facility is crucial for developing innovative business models, as it provides the necessary resources and environment for creativity and technological advancement. Both initiatives are embedded within the university's broader educational framework, ensuring that entrepreneurial and innovative thinking is cultivated across various disciplines.

### Introduction and Background

The Carinthia University of Applied Sciences, a leading vocational education institution in Austria, developed the 'Gründergarage' and 'Innovationswerkstatt' to support the growing demand for entrepreneurial education and innovation. They provide both students and external professional with the tools, mentorship, and networking opportunities needed to succeed in the dynamic start-up ecosystem. The initiatives were launched to address the challenge of bridging academic knowledge with practical business application, thereby fostering a vibrant start-up community and cultivating innovative business models.

### Key Features:

Access to high-tech prototyping facilities.

Personal coaching and mentoring.

Regular workshops and networking events.

Support for both students and external companies.

### Implementation Process:

The 'Gründergarage' was implemented by leveraging the existing expertise and resources within the Carinthia University of Applied Sciences and its partnerships. The initiative began by setting up the 'smart lab Carinthia' to provide technical infrastructure for prototyping. This was followed by establishing a network of mentors and industry experts to offer personalised coaching and guidance. Regular events and workshops were organised to integrate participants into the local start-up community. The 'Innovationswerkstatt' was developed to provide additional support, focusing on innovation and technology management, with a dedicated space equipped for prototyping, research, and development.

### Stakeholders Involved:

- Carinthia University of Applied Sciences (main implementer)
- smart lab Carinthia (technical infrastructure)
- Local and regional start-up community (networking and mentorship)
- Industry experts and professionals (coaching and guidance)
- External companies (collaboration and practical application)

### Sustainability and Transferability

The sustainability of the 'Gründergarage' and 'Innovationswerkstatt' is ensured through their integration into the university's strategic objectives and ongoing partnerships with local industries and the start-up community. Funding and resources are secured through these collaborations, ensuring long-term viability. The practices are highly transferable, with clear frameworks for setting up similar initiatives in other educational institutions. By providing access to technical resources, expert knowledge, and industry networks, these initiatives offer a replicable model for fostering entrepreneurship and innovation in vocational education.

### Additional Resources



Students working in a coworking space. Photos from Freepik



# BELGIUM

## Title of Good Practice:

Greenbizz – A Network beyond an Office Building.



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## Introduction and Background

Greenbizz is a sustainable business incubator and accelerator based in Brussels, Belgium. It focuses on supporting startups and entrepreneurs working in environmentally friendly sectors such as clean tech, renewable energy, circular economy, sustainable construction, and eco-innovation. Greenbizz facilitates the creation and development of sustainable businesses in the region. This strengthens the local economy, creates sustainable jobs and contributes to the transition to a more environmentally and socially friendly economy.

## Description of the Practice

Greenbizz provides a combination of office spaces, manufacturing workshops, and business development services to help companies grow and scale their impact. The incubator offers tailored coaching, mentoring, networking opportunities, and access to investors, helping new businesses navigate the challenges of the green economy.

Additionally, Greenbizz fosters collaboration between startups and established companies to drive innovation and sustainable development in the Brussels region. Their facilities are energy-efficient and designed to minimise environmental impact, reflecting their commitment to sustainability.

### Key Features:

**Eco-friendly Infrastructure:** Greenbizz provides sustainable office spaces and production workshops that are energy-efficient and designed with minimal environmental impact, promoting green entrepreneurship.

**Tailored Support for Startups:** It offers personalized coaching, mentoring, and business development support, guiding startups in eco-innovation, clean technologies, and circular economy sectors.

**Networking and Collaboration Opportunities:** Greenbizz facilitates connections between startups, investors, and established businesses, creating a collaborative environment for sustainable innovation.

**Access to Financing:** Startups can tap into funding opportunities through Greenbizz’s network, including access to green-focused investors and grants, accelerating their growth in the eco-sector.

### Implementation Process:

The implementation process at GREENbizz starts with an application where startups submit their business plans. GREENbizz evaluates these based on sustainability, innovation, and market potential. Once selected, startups sign a contract and are assigned office or workshop space. They gain access to resources, networking, and personalized coaching. Throughout the program, startups receive mentoring, attend workshops, and connect with investors. Progress is regularly tracked, and as the startup grows, GREENbizz supports scaling efforts. Finally, the startup either graduates from the program or extends its stay if further development is needed.

### Stakeholders Involved:

The key stakeholders involved in the Greenbizz ecosystem include startups and entrepreneurs, who are the primary participants developing sustainable business models. The Greenbizz management team provides essential resources, coaching, and infrastructure for these startups. Investors and funding bodies, such as financial institutions and green investors, play a crucial role by offering funding opportunities. Government and public sector entities support Greenbizz through policies, grants, and regulatory frameworks focused on sustainability.

Academic and research institutions collaborate with startups by providing expertise in green technologies and innovation. Larger corporations and business partners may engage with startups for collaboration, mentorship, or pilot projects. Additionally, customers and end-users represent the market for green products and services, and their needs and feedback help shape business strategies. Lastly, NGOs and advocacy groups focus on sustainability and environmental protection, often engaging in awareness and advocacy activities alongside the startups.

## Sustainability and Transferability

Sustainability and transferability are key concepts within Greenbizz. Sustainability refers to startups' ability to operate in an environmentally responsible manner while ensuring long-term economic viability. This includes developing products and services that minimize ecological impact, promote resource efficiency, and contribute to the circular economy. Greenbizz encourages practices that foster sustainable growth through renewable resources and waste reduction. Transferability focuses on the ability of successful business models and practices developed within Greenbizz to be adapted in different contexts or regions. This emphasizes the scalability and adaptability of sustainable solutions, allowing other startups and communities to benefit from proven strategies. By fostering a supportive environment for knowledge sharing and best practices, Greenbizz enhances the potential for these innovations to create broader impact and promote sustainability across various sectors.

## Additional Resources



*Collaborative workspace environments in Greenbizz. Photos from Greenbizz website*





# ESTONIA

## Title of Good Practice:

Coworking space and community of emerging freelancers in Pärnu, Estonia.



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## Description of the Practice

Forwardspace is a coworking center in Pärnu Keskus, which provides entrepreneurial people a place to work in a modern office: a height-adjustable desk, an ergonomic chair, high-speed wifi, delicious coffee, soundproof rooms, a meeting room, a kitchen and an event room.

Their mission is to contribute to the growth of the local business environment and development. They do this by bringing together start-ups and freelancers under one roof, offering them inspiring events, motivational meetings and educational seminars, all thanks to good collaboration with the Pärnu City Government, the Pärnu County Development Centre Business Incubator, and Science & Business Park Tehnopol.

## Introduction and Background

Forwardspace is an innovative coworking space located in Pärnu, Estonia, that supports freelancers, entrepreneurs and emerging startups. It offers a dynamic working environment, with access to shared offices, meeting rooms, and mentoring services. In addition to flexible workspaces, it organizes networking events and trainings, fostering collaboration between professionals from diverse industries. Forwardspace is designed to inspire creativity and entrepreneurial growth, making it a focal point for the Estonian technology and innovation community.

## Key Features:

Forwardspace is a coworking center in Pärnu, Estonia, supporting freelancers, startups, and entrepreneurs.

It offers flexible workspaces like open desks, private offices, and meeting rooms.

Members benefit from high-speed internet, 24/7 access, and shared amenities.

The community hosts regular networking events, workshops, and training sessions for collaboration.

## Implementation Process:

To set up Forwardspace, the founders focused on creating a vibrant and accessible coworking environment with modern amenities. This included designing an inclusive space for professionals across industries and equipping it with essential technological infrastructure. A membership-based system ensures easy access and management.

## Stakeholders Involved:

The primary stakeholders include local entrepreneurs, freelancers, and startups, as well as investors and mentors who offer guidance. Local businesses and educational institutions also collaborate, fostering a growing entrepreneurial ecosystem.

## Sustainability and Transferability

Forwardspace promotes sustainability by fostering a collaborative environment that minimizes resource waste through shared facilities and infrastructure. Its business model, based on flexible memberships and community engagement, ensures long-term financial viability. The concept is highly transferable and adaptable to various cities where entrepreneurs and freelancers need affordable, creative spaces. By encouraging networking and continuous learning, Forwardspace's approach can be replicated in other regions to stimulate local innovation ecosystems and support emerging businesses.

## Additional Resources

- Community Events: Check their events section for workshops and networking opportunities.
- Coworking Trends: Explore global coworking reports to understand how spaces like Forwardspace fit into larger trends.
- Startup Estonia: Visit Startup Estonia for insights into Estonia's startup ecosystem, relevant to Forwardspace's mission.
- Local Collaborations: Look for partnerships with universities and local businesses through Forwardspace's initiatives.

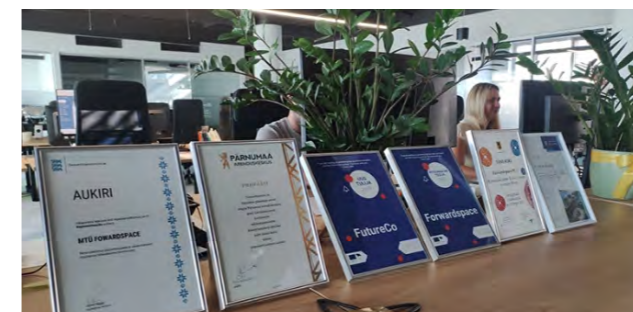


Photo of company diplomas and accomplishments & Collaborative workplace environment of Forwardspace. Photos from the Forwardspace website



# GREECE

## Title of Good Practice:

Transformative Learning Through Integrative Coworking Spaces at Impact HUB Athens in Greek Vocational Education



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### Description of the Practice

Key Features:

- Strategic use of coworking spaces to complement traditional VET programs.
- Dynamic, collaborative environment for hands-on learning and real-world projects.
- Shared workstations promoting interaction and collaboration.
- Meeting rooms equipped with modern technology.
- High-speed internet access to ensure productivity and innovation.
- Flexible membership options to accommodate diverse user needs.
- Facilities suitable for freelancers needing temporary desks and startups seeking long-term office solutions.

### Introduction and Background

This good practice emerged in Greece as a response to modern workforce challenges, focusing on integrating coworking spaces into vocational education and training (VET). Managed by Impact HUB Athens, a renowned organization within a global network, this initiative caters to freelancers, startups, small businesses, and social enterprises. Facing challenges such as high youth unemployment and the need for practical, hands-on training, the development of this practice was prompted by the desire to enhance skill acquisition, foster innovation, and cultivate a sense of community among young professionals within flexible and resource-rich environments.

### Implementation Process:

The implementation process began with thorough research into the specific needs of the Greek VET sector and the potential role of coworking spaces in meeting these needs. Initial steps involved forming partnerships with local educational institutions and industry stakeholders to ensure alignment with academic and professional standards. Customized training modules were developed focusing on skills such as entrepreneurship, digital literacy, and collaborative work practices. Regular workshops and events are organized to facilitate interaction between students and industry professionals, thereby enhancing real-world learning opportunities. The adaptation of CWS facilities to include educational resources and modular spaces to accommodate varying class sizes and learning activities was a critical aspect of the implementation process.

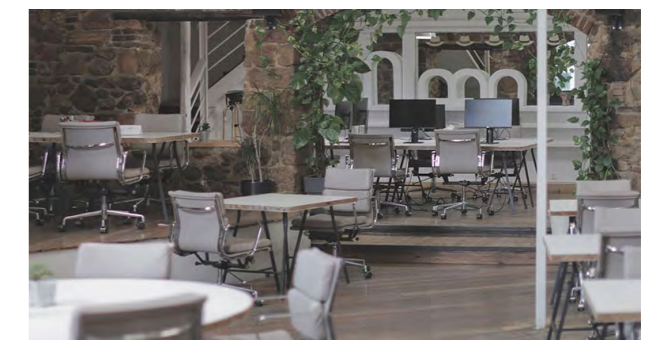
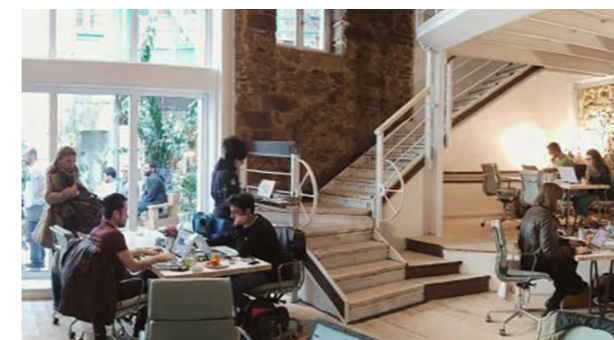
### Stakeholders Involved:

The stakeholders are essential to the initiative's success, including Impact HUB Athens as the central managing organization. VET institutions participate by aligning academic programs with coworking initiatives, ensuring the curriculum is relevant and forward-thinking. Local businesses and startups collaborate by providing first hand insights into industry demands and offering potential career pathways for students. Additionally, government entities support through policy alignment and funding, recognizing the initiative's potential to address broader challenges like youth unemployment and economic stagnation. The students and young entrepreneurs themselves engage directly with the program, offering feedback to refine and enhance the coworking approach within educational contexts.

### Sustainability and Transferability

The practice is designed for sustainability through continuous stakeholder engagement and adaptive strategies that reflect evolving educational and industry needs. Financial sustainability is supported via membership fees, sponsorships, and grants. Its success in Greece demonstrates a strong model that can be transferred to other regions with similar economic and educational contexts, providing a framework for enhancing vocational training globally. Leveraging the adaptability of coworking spaces and collaborative partnerships, this practice promises scalability and replication in various socio-economic settings.

### Additional Resources



Impact Hub Athens facilities. Photos from the website of Impact Hub





# NETHERLANDS

## Title of Good Practice:

B. Amsterdam



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### Description of the Practice

- **Versatile Workspace Offerings:** B.Amsterdam offers a variety of workspace options to suit different needs, including flexible desks, dedicated offices, and meeting rooms. The modular nature of the space allows users to scale up or down as their business needs change. This flexibility is essential for startups and small businesses that may experience fluctuating team sizes and varying financial capacities. Coworkers can rent a hot desk for a day or secure a private office, making it a versatile solution for individuals and teams of all sizes.

### Introduction and Background

B.Amsterdam is one of the largest coworking spaces in Europe, situated in the heart of Amsterdam. It was founded to create an ecosystem where startups, freelancers, and small to medium-sized enterprises (SMEs) could thrive through collaboration and innovation. The organization's mission is to provide not only workspace but also a platform for growth and networking. B.Amsterdam was developed in response to the growing demand for flexible workspaces in the city, particularly for entrepreneurs and young companies looking for affordable, scalable solutions. The space is designed to foster creativity and support professional development, addressing the challenges of isolation and high rental costs often faced by startups and freelancers.

- **Comprehensive Amenities:** Beyond workspace, B.Amsterdam offers an array of services and amenities designed to help businesses succeed. These include high-speed internet, ergonomic furniture, and 24/7 access. There are also additional perks such as an on-site gym, rooftop bar, and restaurant, creating a balance between work and leisure. The facility also provides access to event spaces, making it ideal for hosting workshops, conferences, and networking events.
- **Community and Networking:** One of B.Amsterdam's key features is its focus on building a strong entrepreneurial community. Regular events such as meetups, pitch nights, and industry-specific seminars foster collaboration among members. These events are designed to help coworkers build their professional network, share knowledge, and generate business opportunities. The space is also home to several accelerators and incubators, further supporting startups on their growth journey.
- **Innovation Labs and Maker Spaces:** B.Amsterdam goes beyond traditional coworking by providing innovation labs and maker spaces where businesses can prototype and test new ideas. These labs are equipped with cutting-edge technology and tools, making it possible for companies to experiment and innovate in-house. This feature sets B.Amsterdam apart, as it caters to both tech-focused companies and creatives looking for practical solutions to develop their products.

### Sustainability and Transferability

B.Amsterdam's model is highly sustainable due to its flexible, user-driven approach and emphasis on community. The ability to scale space and services based on demand ensures long-term viability. Its success lies in its ability to adapt to changing trends and offer a blend of coworking, event space, and maker labs.

The model is transferable to other cities facing similar challenges of high rents and limited office availability. By creating a multi-use space that caters to a diverse range of professionals, other urban areas can replicate B.Amsterdam's success.

### Additional Resources



Work spaces at B.Amsterdam. Photos from the website of B-Amsterdam



# PORTUGAL

## Title of Good Practice:

Collaborative Leadership Academy



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### Description of the Practice

#### Key Features:

- Analysing - Mapping collaborative relationships
- Raising awareness - Awareness-raising events; Videos of good collaborative practices
- Training - Collaborative Leadership Academy; Training Collaborative Leadership Guide
- Transform - Change Lab

### Introduction and Background

The Collaborative Leadership Academy is a learning space on collaboration where the skills of collaborative leaders are developed, promoting systemic transformation in the complex contexts they serve, with the aim of:

- Raise awareness of the importance of collaboration in managing complex social problems
- Promote knowledge of complex social problems and develop the ability to analyse and understand them
- Develop skills for managing existing or new collaborative teams, networks and organisations
- Develop skills, motivation and inspiration for collaborative leadership
- Analyse collaborative relationships in a given system
- Create effective social responses to an identified complex social problem

### Implementation Process:

In order to maximise the impact of the actions, the Collaborative Leadership Academy offers 4 levels of development that can be implemented depending on the objective you want to achieve with the intervention. At each level of development you can find the objectives they are aimed at; the expected results; and the combinations of training and products we recommend.

- Level 1: Raise Awareness aims to: Raise participants' awareness of the importance of collaboration; Promote knowledge of good collaboration practices; Promote greater knowledge among team, network or organisational members through networking and teambuilding;
- 'Level 2: Inspire aims to: Inspire participants towards collaborative leadership, enabling them to develop the necessary characteristics: Self-awareness; Self-confidence; Empathy; Resilience and Service; Raise awareness of the importance of collaboration; Promote knowledge of good collaboration practices; Promote greater knowledge among team, network or organisation members, through networking and teambuilding.
- Level 3: Capacity Building aims to: Promote knowledge about complex social problems and develop the ability to analyse and understand them, as well as put into practice the skills for managing these problems; Raise awareness of the importance of collaboration in managing complex social problems; Develop skills for managing existing or new collaborative teams, networks and organisations; Develop skills, motivation and inspiration for collaborative leadership; Consolidation of knowledge through the drafting of the Guide, participating in a collaborative process of co-construction.
- Level 4: PRO consists of implementing the following activities/developing outputs: Workshop 'The secrets of collaboration'; Mapping collaborative relationships; Integral training of the Collaborative Leadership Academy - Capacity Building; Development of the 'Collaborative Leadership Guide'; 'Collaboration makes all the difference' event; Collaboration best practice videos; Implementation of the 'Change Lab';

### Stakeholders Involved:

Informal collaborative network of public and private institutions that have agreed to co-operate for reflection and action in the field of managing complex social problems through integrated governance models that allow for greater effectiveness and efficiency.

### Sustainability and Transferability

At the moment, the Leadership Academy is supported by the Forum for Integrated Governance (GovInt). The GovInt Forum is supported by numerous promoters and partners.

### Additional Resources



Set of activities and resources developed by the Collaborative Leadership Academy.  
Photos from Academia da Liderança Colaborativa website and Social Media





SPAIN

**Title of Good Practice:**

“Espacio Collaborativo: Enhancing Professional Development Through Community-Focused Coworking”



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**Introduction and Background**

Espacio Collaborativo is a coworking space in Madrid, Spain, designed to meet the needs of freelancers, startups, and small businesses in creative and tech industries. Managed by a local nonprofit, the space was developed in response to the growing demand for flexible work environments and community-oriented business support. The practice emerged from a need to address challenges such as professional isolation, lack of access to business networks, and limited affordable office spaces. Espacio Collaborativo’s main aim is to provide a supportive, collaborative work environment that fosters innovation, skill-sharing, and the growth of small-scale entrepreneurs.

**Context of the Practice:** Espacio Collaborativo was developed in response to the growing need for flexible, affordable workspaces in Madrid, Spain. It is managed by a nonprofit organization aiming to support local entrepreneurship, innovation, and community building. The coworking space caters to a diverse range of users, including freelancers, startups, small businesses, and remote workers from the tech, creative, and consulting sectors. The development of this practice was prompted by challenges faced by these professionals, such as isolation from working independently, lack of access to affordable office space, and limited opportunities for networking and collaboration. The space was designed to foster a supportive environment that encourages knowledge-sharing and professional growth.

**Description of the Practice:**

**Key Features:**

Espacio Collaborativo offers a range of facilities and services tailored to the needs of its members. The key features include open workspaces, private offices, meeting rooms, and creative studios designed to inspire collaboration. With high-speed internet, printing services, and networking events, the space is well-equipped for diverse business activities. Additionally, the space hosts skill-sharing sessions, mentorship programs, and professional development workshops to help users enhance their entrepreneurial skills and industry knowledge.

A significant feature is the community-driven approach to coworking. The space fosters strong interpersonal connections among users by encouraging daily interactions, organizing events like “Coffee & Collaboration” mornings, and setting up peer-support systems for advice and feedback.

**Implementation Process:**

Espacio Collaborativo started by engaging with local professionals, business owners, and creatives to understand their specific coworking needs. A flexible membership model was developed, allowing users to choose from daily, weekly, or monthly passes, making the space accessible to varying work schedules and budgets. The organization also partnered with local educational institutions and business incubators to provide a well-rounded support system.

The implementation involved setting up the infrastructure, including modular workstations, shared meeting spaces, and recreational zones, all designed to foster creativity and well-being. The physical layout was specifically crafted to allow both open and private work options. The staff was trained to facilitate connections between members, curate relevant events, and manage day-to-day operations efficiently.

To build a thriving coworking community, an initial awareness campaign was carried out through social media, local networking events, and partnerships with entrepreneurship hubs. A referral program was also introduced to encourage current members to bring in new users, expanding the community organically.

**Stakeholders Involved:**

- Coworking Space Management Team: Responsible for the operational activities, event planning, and creating a conducive environment for collaboration.
- Users (Freelancers, Startups, Small Businesses): Act as both contributors to and beneficiaries of the space, participating in skill-sharing sessions, workshops, and networking events.
- Local Educational Institutions and Incubators: Collaborate to provide mentorship programs, training workshops, and support resources.
- Community Partners: Small businesses and professionals who occasionally provide services (e.g., legal advice, financial planning) as part of the coworking support network.

### Sustainability and Transferability:

Espacio Collaborativo's model is designed to be both sustainable and replicable. The flexible membership model allows for a steady income stream while adapting to the needs of users. The practice's emphasis on community-building and support ensures member retention and a positive reputation within the local entrepreneurial ecosystem. This good practice is transferable to other regions, particularly where there is a need for affordable, supportive work environments for emerging professionals. The integration of local partnerships and continuous community engagement ensures that the space remains relevant and provides long-term value to its users.

Espacio Collaborativo's model is built on sustainability through its adaptable membership plans, fostering a stable revenue stream while accommodating diverse user needs. The emphasis on community-building and continuous engagement through events and skill-sharing programs ensures high member retention and satisfaction. Its partnership approach with local institutions and businesses also provides ongoing resources and support, contributing to the space's resilience. This practice is easily transferable to other regions or cities facing similar needs for affordable, collaborative work environments. By focusing on user-driven design, flexible services, and local partnerships, other coworking spaces can replicate this model to create sustainable, community-oriented hubs.



Working Space. Photos from [www.coworkingspain.es/espacios/coworking](http://www.coworkingspain.es/espacios/coworking)



A photograph of four diverse young professionals (two men and two women) standing in a modern office hallway. They are smiling and looking towards the camera. The image is overlaid with a semi-transparent purple filter. The text "Recommendations for VET Providers: Developing a Course on Co-working and Collaborative Working Spaces" is centered over the image in white, bold, sans-serif font.

## Recommendations for VET Providers: Developing a Course on Co-working and Collaborative Working Spaces

As vocational education and training (VET) professionals, it is crucial to recognize the evolving landscape of workspaces, where co-working and collaborative environments have become increasingly prevalent. Developing a course on co-working and collaborative working spaces requires a comprehensive approach that integrates both theoretical and practical elements. This includes designing a curriculum that not only covers the fundamentals of co-working—such as the history, types, and business models of these spaces—but also delves into the operational aspects of community management and the use of digital tools. Practical experiences, such as site visits and internships, are essential to provide students with hands-on learning opportunities, enabling them to observe and engage with real-world applications of co-working concepts. By fostering an interactive and collaborative learning environment, students can develop critical skills that are highly valued in the modern workforce, such as teamwork, communication, and innovation.

Equally important is the preparation and support of educators who will deliver this course. VET institutions should invest in specialized training programs for educators, ensuring they have a deep understanding of the subject matter and are equipped with innovative teaching methodologies. This includes training on the use of digital platforms and tools that facilitate online and blended learning, which are integral to modern co-working spaces. Access to up-to-date resources, including academic literature, case studies, and industry insights, is crucial for educators to stay informed about the latest trends and developments in the co-working sector. Moreover, building strong partnerships with existing co-working spaces and industry professionals can enhance the course's relevance and provide students with valuable networking opportunities and mentorship.

To ensure the course's success and sustainability, continuous assessment and feedback mechanisms should be implemented. This involves using diverse assessment methods, such as projects, presentations, and written assignments, to evaluate students' understanding and application of the material. Feedback from students and industry partners should be regularly sought to refine the curriculum and teaching methods, ensuring that the course remains aligned with industry needs and standards. Additionally, marketing efforts, including social media campaigns and alumni success stories, can help attract a diverse student body and build a strong reputation for the program. By following these guidelines, VET professionals can develop a robust and dynamic course on co-working and collaborative working spaces, preparing students for the challenges and opportunities of a rapidly changing workplace.

## Curriculum Design and Content Development

### A Comprehensive Curriculum Framework should include:

#### **Introduction to Co-working and Collaborative Spaces: Definition, history, and evolution of co-working spaces**

This section should provide students with a foundational understanding of co-working and collaborative working spaces, starting with clear definitions and the historical context of their emergence. It should trace the evolution of these spaces from their origins as alternative work environments for freelancers and startups to their current status as mainstream options for a variety of professional uses. The course should highlight key milestones in the development of co-working, illustrating how economic, technological, and social changes have shaped their growth and popularity.

**Types of Co-working Spaces:** Differentiation between various types, such as corporate, open, private, and niche-specific spaces. Learners will explore the diverse types of co-working spaces available in the market, including corporate spaces designed for larger companies, open spaces that encourage communal work, private spaces that offer more confidentiality, and niche-specific spaces catering to particular industries or professional groups. This part of the course will emphasize the unique features and target audiences of each type, providing insights into the specific needs they address. Understanding these distinctions will help students appreciate the variety of options available and the specific benefits each type offers to different user groups.

#### **Business Models and Economics of Co-working Spaces: Understanding revenue streams, cost structures, and operational management**

This component will delve into the financial and operational aspects of running co-working spaces. Learners will learn about various business models, including membership-based and pay-as-you-go structures, and explore different revenue streams such as renting desks, hosting events, and offering additional services. The course will also cover cost management, including overheads like rent and utilities, as well as strategies for optimizing profitability and sustainability. By examining these elements, students will gain a practical understanding of how to financially manage and sustain a co-working space.

#### **Community Building and Networking: Strategies for fostering a collaborative community within a co-working space**

A key focus of co-working spaces is the creation of a vibrant and supportive community. This section will cover strategies for fostering collaboration and networking among members, such as organizing social events, workshops, and professional development opportunities. It will also discuss the role of community managers in facilitating interactions and creating an inclusive environment. Students will learn about the importance of building a strong community culture that encourages knowledge-sharing and collaboration, which are critical to the success and appeal of co-working spaces.

#### **Legal and Regulatory Considerations: Licensing, contracts, and compliance issues relevant to co-working spaces**

Navigating the legal landscape is essential for the successful operation of a co-working space. This section will guide students through the various legal and regulatory considerations involved in establishing and running such spaces. Topics will include understanding zoning laws, obtaining necessary licenses and permits, drafting contracts and agreements with members, and ensuring compliance with health and safety regulations. By covering these areas, the course will equip students with the knowledge to manage legal risks and maintain a lawful operation.

#### **Digital Tools and Technologies: Essential digital platforms and tools used in managing and operating co-working spaces**

In the modern workplace, digital tools play a crucial role in the management and operation of co-working spaces. This part of the course will introduce students to essential digital platforms and tools, such as booking systems, member management software, and communication platforms. It will also cover the use of technology in enhancing the member experience, including high-speed internet, video conferencing facilities, and security systems. Learners will learn how to leverage these technologies to streamline operations, improve efficiency, and provide a seamless experience for users.



## Case Studies and Best Practices: Analysis of successful co-working spaces and lessons learned

Through detailed case studies, this section will highlight successful co-working spaces and the best practices they employ. Students will analyse real-world examples to understand the factors that contribute to a space's success, such as location, community engagement, service offerings, and adaptability to market trends. These case studies will also present challenges faced by these spaces and the solutions implemented to overcome them. By examining these examples, students can glean valuable insights and practical lessons applicable to their potential future roles in managing or creating co-working spaces.

## Integration of Practical Experience

Incorporate practical components such as internships, project work, and site visits to local co-working spaces. These experiences should allow learners to:

- **Observe Operational Management:** Understand daily operations, customer service, and facility management.
- **Participate in Community Activities:** Engage in networking events, workshops, and other community-building activities.
- **Develop Entrepreneurial Skills:** Create business plans for hypothetical co-working spaces, focusing on innovation and sustainability.

## Faculty Development and Resources

Provide specialised training for educators to equip them with the necessary knowledge and skills to teach this course. Training should cover:

- **Subject Matter Expertise:** In-depth understanding of co-working concepts and the industry landscape.
- **Innovative Teaching Methods:** Techniques such as blended learning, project-based learning, and experiential learning.
- **Use of Technology:** Training on digital tools and platforms essential for the course, including virtual teaching and collaboration tools.

## Support Services and Career Guidance

Provide comprehensive support services to assist students throughout the course, including:

- **Career Counselling:** Offer guidance on career paths in the co-working industry and related fields.
- **Mentorship Programs:** Pair students with mentors from the industry to provide insights and advice.
- **Alumni Networks:** Facilitate connections with alumni who are working in or have experience with co-working spaces.

## Partnerships and Industry Collaboration

Establish partnerships with local and international co-working spaces to provide students with real-world insights and opportunities. These partnerships can include:

- **Internship and Apprenticeship Programs:** Collaborate with co-working spaces to offer students hands-on experience.
- **Guest Lectures and Workshops:** Invite industry professionals to share their expertise and knowledge with students.
- **Research and Development Projects:** Partner with co-working spaces on research projects that explore new trends and innovations in the industry.

## Feedback and Improvement

Establish a feedback loop where students and faculty can provide input on the course. Use this feedback to:

- **Refine Course Content:** Update materials and topics based on industry changes and student needs.
- **Improve Teaching Methods:** Adapt teaching methods based on learners' feedback.





## Good practice guide and Recommendations for VET providers



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