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# DIGITAL TOOLS

Strengthening, integration of digital  
competencies and improve quality  
standards in workplace-based  
vocational education

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# HOW DOES THE ANNUAL AND MONTHLY PLANNING FOR EACH TRAINER AT PREVIFORM?

At PREVIFORM, we don't work with annual or monthly training plans. Instead, our approach is flexible and tailored to the specific needs of each target audience. Here's how it works:

Each trainer is assigned short-term training units (UFCDs) of **25 or 50 hours**, depending on the training requirements. Before each UFCD begins, the trainer prepares a detailed session plan based on the content and objectives of that unit. This plan is then reviewed and **approved by the training coordination team**. Only after this approval do the training sessions officially start.

**This method ensures that each training unit is relevant, well-structured, and adapted to the learners' real needs.**







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# WHERE DOES HE GET THE CONTENT FROM?

All training content is **defined by the National Qualifications Catalogue** (Catálogo Nacional de Qualificações) and is the same for every training centre and vocational school in Portugal.

What can vary are the lesson summaries and the teaching methodologies used by each trainer. Everything else — including objectives and content — is standardised and regulated.

You can find the official learning goals and content for each unit here: <https://catalogo.anqep.gov.pt/>





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# LET'S EXPLORE THE WEBSITE!

The National Qualifications Catalogue (CNQ) is a comprehensive framework that defines all vocational training content in Portugal. It includes:

- 419 qualifications
- 5,381 competency units
- 8,075 short-term training units (UFCDs)

These standards ensure consistency and quality across all training centres and vocational schools.

419

QUALIFICAÇÕES

Em atualização até março de 2026  
(Nº final < a 300 qualificações)

5381

UNIDADES DE COMPETÊNCIA

Em atualização até março de 2026

8075

UNIDADES DE FORMAÇÃO DE CURTA  
DURAÇÃO

Em atualização até março de 2026



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# HOW ARE SESSION PLANS MADE?

At PREVIFORM, all session plans are prepared digitally, using editable templates provided by the training coordination team.

Trainers complete these plans before the start of each UFCD, outlining the learning objectives, contents, methods, resources, and evaluation strategies.

Once completed, the session plan is submitted for approval by the coordination team. Only after approval can the training sessions begin.

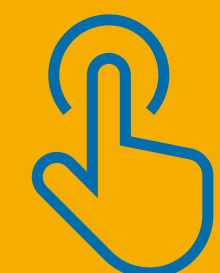
This ensures consistency, quality, and alignment with the official training framework.



**Where?** Made digitally on the previform website. There is no national platform, each company buys its own platform if it wants!



**Why?** Because it is fast, ecological and efficient.



## **PREVIFORM**

Rua Dr. Francisco Sá Carneiro, 635 4990 - 024 Ponte de Lima

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# WHAT DO OUR SESSION PLANS CONTAIN?

- Program contents
- Specific objectives of the session
- Pedagogical Methods and Techniques
- Didactic Activities
- Means and Resources
- Assessment
- Estimated Time





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# QUESTIONS?

## THANK YOU!

## GRAZIE!

## TEŞEKKÜRLER!

**PREV*i*FORM**  
Laboratório, Formação, Higiene  
e Segurança do Trabalho, Lda.

