



# BIF

## BOLSA INTERNA DE FORMADORES (Internal Trainer Pool)

Institutional Studies and Planning Office

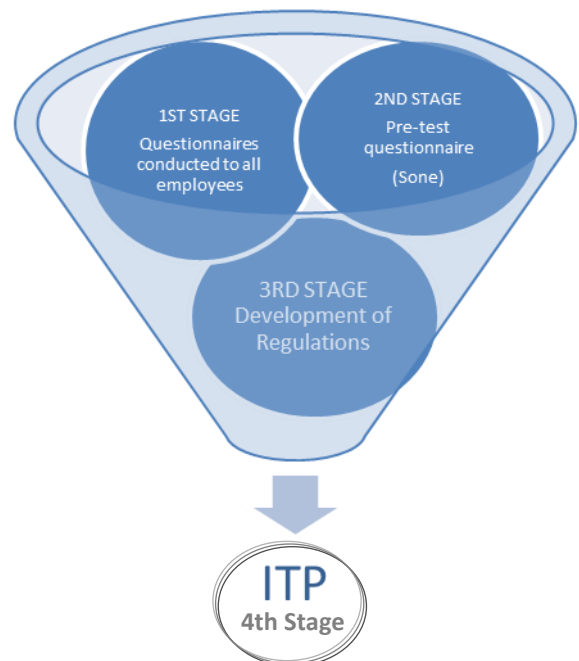
The creation of the **BIF** will allow IST to:

- Identify non-teaching staff-specific professional competences
- Create a specific trainer framework among its non-teaching staff
- Promote vocational training among its non teaching staff
- Keep an updated database with professional competences of employees interested and qualified to give training
- Encourage institutional communication between all IST employees

### BIF Flow Chart



### Development stages



Development of platform necessary for integrated management of the BIF information



Vocational training courses must be carried within trainers' normal working hours (up to 32h/year) and integrated in SIADAP objectives. The trainees' opinion will contribute to assess trainers' performance.

