SECOND PROJECT PARTNERS MEETING

Dundee (UK), 17 – 18 July 2017

AGENDA OF THE MEETING

Timetable of Monday 17 July 2017

9:30 Start of the Meeting

1		Welcome of Participants	Dundee and Angus
2		Adoption of the agenda	Pixel
3		Preparatory Activities: *Current situation on the Involvement of project participants*	All partners

11:00 – 11:15 Coffee Break

4		Presentation of the Intellectual Output of the WBL 2.0 Project	
	4.1	Intellectual output 1: Repository of E-learning Video Lessons and Interviews o *Current situation* o *Presentation of success stories and video interviews* o *Youtube Channel and Subtitles translations*	All partners

13:00 – 14:00 Lunch Break

5		Presentation of project results	
	5.1	Project Portal o *Presentation of WBL 2.0*	Pixel
	5.2	Platform for organizing transnational internship o *Presentation of the planned activities and expected results*	Sistema Practices and Pixel
	5.3	Guidelines for the organisation of International internships o *Presentation of the planned activities and expected results*	Sistema Practices and Pixel

15:45 – 16:00 Coffee Break

6		Presentation of the project's events	
	6.1	Multiplayer events (ME) o *Focus group at national level*	Pixel

16:45 End of 1st Meeting Day

Timetable of Tuesday 21 January 2016

9:00 - Start of the Meeting

7		Presentation of the Project Management Activities	
	7.1	Presentation and analysis of PM1: Coordination of Activities o *Current situation*	Pixel

	7.2	Presentation the financial reporting of the project
		  o *Presentation of the financial rules and administrative management*
		  o *Progress report preparation*
			Pixel

	7.3	Presentation and analysis of : Dissemination o Presentation of the best dissemination event carried out	All partners
	7.4	Presentation and analysis of : Exploitation o Presentation of exploitation links and associated partners involved so far	All partners

11:00 – 11:15 Coffee Break

8		Schedule of Future Meetings	*All partners*
9		Any Other Business	*All partners*
10		Meeting and project Evaluation	*All partners*

13:00 – 14:00 Lunch Break and end of the meeting

Project Presentation

Second Partners' Meeting
Dundee, 17 – 18 July 2017

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Funding Programme

European Commission funded the WBL 2.0 project aiming at reinforcing students' motivation through Work-based learning (WBL) approach and internationalisation of internship opportunities.

Project number: 2016-1-ES01-KA202-025441

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The Target Groups

The main target groups of the project are:

- Vocational students in the fields of ICT and Marketing
- Vocational trainers in the fields of ICT and Marketing
- Company managers

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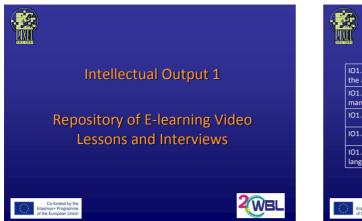

Expected Results

The main project result is the Repository of e-learning video lessons and interviews, containing:

- Video interviews to managers on their expectations concerning company's visual identity
- Work based learning real life case scenarios to enrich classroom activities
- Video testimonials by company managers presenting their successful stories

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Project Activities

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The Project at a Glance

Involvement of target groups	November 2016 – December 2017
Repository of E-learning Video Lessons and Interviews	November 2016 – July 2018
Platform for Virtual Internship	June 2017 – December 2017
Guidelines for the Organisation of International Placement	January 2018 –May 2018
Focus Groups	September 2018 - October 2018

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Slide 1

Intellectual Output 1

Repository of E-learning Video Lessons and Interviews

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Slide 2

Actions to be Carried Out

IO1.1) Creation of all templates needed for carrying out the activities	1 November 2016 31 January 2017
IO1.2) Production of video interviews with companies' managers	1 February 2017 30 May 2018
IO1.3) Production of company managers' testimonials	1 February 2017 30 May 2018
IO1.4) Creation of real life case scenarios learning objects	1 February 2017 30 May 2018
IO1.5) Translation of Videos subtitles in national language	30 June 2017 31 July 2018

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Slide 3

Expected Results

- Production of 12 video interviews (per country) with company managers, concerning their expectations regarding company website, visual identity and social media marketing

- Production of 12 testimonials (per country), with company managers presenting their successful stories

- Creation of real life case scenarios/learning objects

- Translation of the subtitles in national language

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Slide 4

Templates and Tools

- IO1.A – Video interviews script

- IO1.B – Case scenarios/Learning object

- IO1.C – Video testimonials script

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Slide 5

Current Situation

Partner	Interviews	Testimonials	Learning Object/Scenario
ES_Esmovia	2/3	2/3	2
EL_Epimorfitiki	1/3	1/3	1
IT_ConfBergamo	2/3	2/3	1
LT_eMundus	4	6	4 *
UK_DundeeAngus	2	0	0

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Slide 6

Deadlines

- **30 October 2017, 28 February 2018 and 30 May 2018**
  All Partners
  - Production of 3 Video interviews (for each deadline).

- **30 October 2017, 28 February 2018 and 30 May 2018**
  All Partners
  - Production of 3 Video testimonials (for each deadline).

- **30 October 2017, 28 February 2018 and 30 May 2018**
  All Partners
  - Creation of 3 real life case scenarios (for each deadline).

- **30 October 2017, 28 February 2018 and 30 May 2018 and 31 July 2018**
  All Partners
  - Translation of Videos subtitles in national language

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Supplementary Result 1

Platform for Internship

Actions to be Carried Out

SR1.1) Creation of all templates needed for carrying out the activities	1 June 2017 15 November 2017
SR1.2) Creation of the Platform for Internship	15 November 2017 31 December 2017
SR1.3) Identification of assessment and monitoring tools	1 January 2018 31 May 2018
SR1.4) Development of the monitoring tool according to the suggestions from companies and students	1 June 2018 30 June 2018
SR1.5) Involvement of companies interested in hosting internships	1 January 2018 31 May 2018
SR1..6) Involvement of students interested in being involved in internships	1 January 2018 31 May 2018

Templates and Tools

- Template: IO3.A – Structure of the Virtual Platform
- Template: IO3.B – Company Profile
- Template: IO3.C – Student Profile
- Template: IO3.D – Review of Assessment Tool

Expected Results

- Creation of a platform for internships
- Involvement of 20 companies per country interested in hosting internships
- Involvement of 20 students per country interested in participating in internships
- Identification of 2 assessment tools per partner

Deadlines

- **15 November 2017**
  Pixel (IT), Esmovia Sistema Practices (ES)
  Creation of the Templates

- **31 December 2017**
  Esmovia Sistema Practices (ES), Pixel (IT)
  Creation of the platform

- **31 May 2018**
  All partners
  Identification and review of at least 2 assessment and 2 monitoring tools

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Deadlines

- **30 June 2018**
  Esmovia Sistema Practices (ES), Pixel (IT)
  Creation of the monitoring tool

- **31 May 2018**
  All partners
  Upload on the platform of 20 companies and 20 students profiles

Supplementary Result 2

Guidelines for the Organisation of International Internships

Actions to be Carried Out

SR2.1) Creation of all templates needed for carrying out the activities	1 January 2018 15 January 2018
SR2.2) Proposal of the syllabus of the guidelines	16 January 2018 31 January 2018
SR2.3) Development of the guidelines contents	1 February 2018 31 May 2018

Templates and Tools

- IO2.A – Guidelines to create the chapter contents *(To be developed)*

Expected Results

Development of 1 guideline for each target group:
- VET directors and administrative staff: Sistema practices (ES)
- VET trainers: Dundee & Angus College (UK):
- Guidelines for students: eMundus (LT)
- Guidelines for policy makers: Epimorfotiki Kilkis (EL)
- Guidelines for companies: Confartigianato (IT)

Deadlines

- **15 January 2018**
  Pixel (IT), Sistema practices (ES)
  Creation of the Templates

- **31 January 2018**
  All partners
  Proposal of the syllabus of the 5 guidelines

- **31 May 2018**
  All partners
  Development of Guidelines contents

Multiplier Events

Multiplier Events 1/4
Actions to be Carried Out

- Organisation of a focus group at national level on:
  - Promotion of work based learning methodology
  - Presentation of the intellectual output

Multiplier Events 3/4
Templates and Tools

- ME.1 - Multiplier Event Form
- ME.2 – Multiplier Event Programme
- ME.3 - Multiplier Event List of Participants
- ME.4 - Multiplier Event Minutes form

Multiplier Events 2/4
Expected Results

- 1 Multiplier event per Country
  - involvement of 20 VET trainers and company managers
  (only participants from organisations other than the beneficiaries)

Multiplier Events 4/4
Deadlines

- **30 September 2018**
  ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), eMundus (LT), D&A (UK), Pixel (IT)
  Sending of material related to the multiplier events

Project Management

PM1 - Coordination of activities

Target Groups Involvement
(Part 1 of the Project Management)

Actions to be Carried Out

- Involvement of target groups:
  - 100 companies (internships)
  - 60 companies' managers (IO1)
  - 50 VET Trainers
  - 1000 VET students

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Templates and Tools

- PM1.A - Company Information
- PM1.B – Company Participation Letter
- PM1.C – Role of the Company
- PM1.D – VET trainer information

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Expected Results

In each country must be selected and uploaded on the project portal at least:

- 20 Companies
- 10 VET Trainers (100 VET students)

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Current Situation

	Trainers contacted	Trainers Involved	Companies Contacted	Companies Involved
ES_Esmovia	12	12	5	5
EL_Epimorfitiki	5	5	8	2
IT_ConfBergamo	10	10	3	3
LT_eMundus	12	11	14	11
UK_DundeeAngus	10+	12	10+	2*

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Deadlines

- **30 September 2017**
  All partners
  - Upload on the project portal the companies information
  - Send to Pixel scanned version of companies' letters
  - Upload on the project portal the VET trainers

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Coordination of activities
(Part 2 of the PM 1 Project Management)

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PM1: Coordination of activities 1/5
Actions to be Carried Out

- Attendance to the partners meeting
  - 1st Meeting: Florence (IT) – January 2017
  - 2nd Meeting: Dundee (UK) – June 2017
  - 3rd Meeting: Kilkis (EL) – January 2018
  - 4th Meeting: Valencia (ES) – October 2018

- Production of project reports

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PM1 - Coordination of activities 2/5
Templates and Tools

- PM1.E – In progress activities reports

- PM1.F – Financial Manual (*external annex*)

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PM1 - Coordination of activities 3/5
Expected Results

Production of:

- Three months period online Activities Reports

- Yearly Financial Report

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PM2 - Coordination 4/5
Current Situation

Partner	Work in Progress
ES_Esmovia	OK
EL_Epimorfitiki	To be done
IT_ConfBergamo	OK
IT_Pixel	OK
LT_eMundus	OK
UK_DundeeAngus	OK

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PM1 - Coordination of activities 5/5
Deadlines

All partners

- Every three months (April, July, October 2017 and January April, July, October 2018)
  - Production of Activities Report Forms

- **31 August 2017, 15 November 2018**
  Financial Report

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Project Management

PM2 - Dissemination

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PM2 - Dissemination 1/5
Actions to be Carried Out

- Development and translation of project brochures
- Organization of at least 1 dissemination event on the project every month
- Creation of a Facebook page
- Production of the best practice dissemination report

PM2 – Dissemination 2/5
Templates and Tools

- PM2.A – In progress dissemination reports
- PM2.B – How to write the Best Practice Dissemination Report

PM2 - Dissemination 3/5
Expected Results

- Production of Project Brochure in all partners languages
- Database of dissemination events on the portal
- Creation of a Facebook Page
- Production of National Best Practice Dissemination Report

PM2 - Dissemination 4/5
Current Situation

Partner	Events
ES_Esmovia	5
EL_Epimorfitiki	?
IT_ConfBergamo	3
IT_Pixel	26
LT_eMundus	32
UK_DundeeAngus	9

PM2 - Dissemination 5/5
Deadlines

- Every three months (April, July, October 2017 and January April, July, October 2018)
  All partners
  Upload of 1 dissemination events per month

- Every month
  All partners
  Upload of 1 post on the Facebook page

- 31 March 2017
  Esmovia Sistema Practices (ES)
  Development of project brochure

PM2 - Dissemination 5/5
Deadline

- **30 April 2017**
  All partners
  Translation of project brochure

- **15 September 2017**
  All partners
  Progress Best Practice Dissemination Report

- **30 October 2018**
  All partners
  Final Best Practice Dissemination Report

Slide 1

Project Management

PM3 - Exploitation

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Slide 2

Actions to be Carried Out

- Involvement in the project of associated partners

- Collection of exploitation links

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Slide 3

Template and Tools

- PM3.A - Associated Partner Letter

- PM3.B - Associated Partner Information

- PM3.C - Exploitation links

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Slide 4

Expected Results

- Involvement of 6 associated partners
- Collection of 6 exploitation links

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Slide 5

Current Situation

	Ass. Part. Contacted	Ass. Part. Uploaded	Links
ES_Esmovia	15	1	0
EL_Epimorfitiki	2	0	0
IT_ConfBergamo	1	1	1
IT_Pixel	5	1	1
LT_eMundus	6	3	7
UK_DundeeAngus	2	0	0

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Slide 6

Deadlines

- **15 September 2017**
  All Partners
  - Involvement of 3 associated partners
  - Collection of 3 exploitation links

- **30 September 2018**
  All Partners
  - Involvement of a total number of 6 associated partners
  - Collection of a total number of 6 exploitation links

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Project Management

PM4 - Quality and Monitoring Plan

Actions to be Carried Out

- Collection of evaluation questionnaires
- Collection of testimonials
- Production of testing evaluation report

Templates and Tools

- PM4.A – Project Meeting Evaluation Questionnaire
- PM4.B – End Users' Evaluation Questionnaires for Intellectual Outputs
- PM4.C – How to write the Evaluation Report on Intellectual Outputs

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Expected Results

- Collection of 20 evaluation questionnaires
- Collection of 4 testimonials
- Evaluation Report on IO

Deadlines

- **30 September 2018**
  All Partners
  - Collection of 4 testimonials
  - Collection of 20 evaluation questionnaires
  - Sending of evaluation report on the IO

Thank you for Your Attention

Questions?

NEXT PROJECT DEADLINES
IO1 – Repository of E-learning Video Lessons and Interviews

Deadline	Results	Partner	Template and Tools
15 September 2017	Finalising • 3 Video interviews • 3 Testimonials • 3 real life case scenario learning object	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO1.A – Video interviews script IO1.B – Case scenario/Learning object IO1.C – Video testimonials script
30 October 2017	• IO1.2 Production, by each partner, of 3 Video interviews • IO1.3 Production, by each partner, of 3 Testimonials • IO1.4 Production, by each partner, of 3 real life case scenario learning object • IO1.5 Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO1.A – Video interviews script IO1.B – Case scenario/Learning object IO1.C – Video testimonials script
28 February 2018	• IO1.2 Production, by each partner, of 3 Video interviews • IO1.3 Production, by each partner, of 3 Testimonials • IO1.4 Production, by each partner, of 3 real life case scenario learning object • IO1.5 Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO1.A – Video interviews script IO1.B – Case scenario/Learning object IO1.C – Video testimonials script
30 May 2018	• IO1.2 Production, by each partner, of 3 Video interviews • IO1.3 Production, by each partner, of 3 Testimonials • IO1.4 Production, by each partner, of 3 real life case scenario learning object • IO1.5 Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO1.A – Video interviews script IO1.B – Case scenario/Learning object IO1.C – Video testimonials script
31 July 2018	• IO1.5 Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	

SR 1 – Platform for Virtual Internship

Deadline	Results	Partner	Template and Tools
15 September 207	Creation of all the templates needed for carrying out the activities	Pixel (IT), ESMOVIA – System Practice (ES)	
31 October 2017	Creation of the Platform for Virtual Internship	ESMOVIA – System Practice (ES), Pixel (IT)	SR1.A – Structure of the Virtual Platform
31 October 2017	Identification and review, by each partner, of at least 2 assessment tool (validate the skills acquired by the students involved in the internship) and 2 monitoring tool (monitor the internship)	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	SR1.D – Review of Assessment Tool
31 December 2017	Development of the monitoring tool according to the suggestions collected by the partners from companies and students	ESMOVIA – System Practice (ES), Pixel (IT)	
31 December 2017	Involvement of 20 Companies interested in hosting the internship Involvement of 20 students interested in carrying out the internship	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO3.B – Company Profile IO3.C – Student Profile

SR.2 – Guidelines for the Organisation of International Internships

Deadline	Results	Partners Involved	Template and Tools
15 January 2018	Creation of templates needed for carrying out the activities	Pixel (IT), ESMOVIA – System Practice (ES)	
31 January 2018	Proposal of the syllabus of the 5 guidelines.	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for students	eMundus (LT)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for trainers	D&A (UK)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for companies	Conf. Bergamo (IT)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for policy makers	Epimorfotiki Kilkis (EL)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for VET directors and administrative staff	ESMOVIA – System Practice (ES)	SR2.A – Guidelines to create the chapter contents

Multiplier Events

Deadline	Results	Partner	Template and Tools
30 September 2018	Organisation of a focus group with 20 VET trainers and company managers: - Promotion of work based learning methodology - Presentation of the intellectual outputs	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Pixel (IT), eMundus (LT), D&A (UK)	ME.1 - Multiplier Event Form ME.2 - Programme Template ME.3 - List of Participants Template ME.4 - Minutes form

Project Management

PM1 - Coordination of Activities			
Deadline	**Results**	**Partner**	**Template and Tools**
31 May 2017	Selection and involvement, by each partner, of - 20 companies willing to host internships - 12 companies' managers for the creation of the video of the intellectual output 1 Upload on the project portal of the Companies Presentation Templates Sending of the scanned version of the Companies letters.	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	PM1.A - Company Information PM1.B – Company Participation Letter PM1.C – Role of the Company
30 June 2017	Selection and involvement, by each partner, of - 10 VET Trainers - 100 students Upload on the project portal of the VET Trainers information	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	PM1.D – VET Trainers information
30 April, July, October 2017 30 January, April, July, October 2018	Production and Uploading of Project Activities Report	All partners	PM1.E – In progress activities reports
End Date for Year 1: 31 August 2017 End Date for Year 2: 15 November 2018	Production of Financial Reports	All partners	PM1.F - Financial Manual

PM2 - Dissemination			
Deadline	**Results**	**Partner**	**Template and Tools**
31 March 2017	Development of project brochure	Pixel (IT), ESMOVIA – System Practice (ES)	
31 March 2017	Creation of a Facebook page	ESMOVIA – System Practice (ES)	
Monthly activity	Dissemination trough Facebook: at least 1 posts per month on the activities carried out at national level	All partners	
30 April 2017	Translation of project brochure	All partners	
30 April, July, October 2017 30 January, April, July, October 2018	Organization of 1 dissemination event on the project every month and uploading the dissemination events description on the project web site (every three months)	All partners	Template: PM2.A – In progress dissemination reports
End Date for Year 1: 15 September 2017 End Date for Year 2: 30 October 2018	Production of the progress Best Practice Dissemination Report	All partners	Template: PM2.B – How to write the Best Practice Dissemination Report

PM3 - Exploitation			
Deadline	**Results**	**Partner**	**Template and Tools**
End Date for Year 1: 15 September 2017 End Date for Year 2: 15 November 2018	Involvement in the project of at least 6 organizations (3 per year) operating in the field of education, who will join the project as associated partner filling in the Associate partner Template. They will be also inserted as Associate Partners on the project portal.	All partners	PM3.A - Associated Partner Letter PM3.B - Associated Partner Information
End Date for Year 1: 15 September 2017 End Date for Year 2: 30 October 2018	Publication of announcements on 6 portals (3 per year) or websites addressed to teachers	All partners	PM3.C - Exploitation links

PM4 - Quality and Monitoring Plan			
Deadline	**Results**	**Partner**	**Template and Tools**
30 September 2018	- Collection of 20 evaluation questionnaires - Sending of the evaluation report - Collection of at least 4 testimonials	All partners	PM4.C – End Users' Evaluation Questionnaires for Intellectual Outputs PM4.D –How to write the Evaluation Report on Intellectual Outputs

WBL 2.0

Second Project Partners Meeting

Dundee (UK)

17 – 18 July 2017

SECOND PARTNERS MEETING

Dundee (UK), 17 – 18 July 2017

Project Information

1. Agenda of meeting
2. Project Presentation
3. Calendar of Deadlines

Templates and tools for carrying out the project activities

IO1 – Repository of E-Learning Video Lessons and Interviews
- IO1.A - Video Interviews script
- IO1.B – Case scenario / Learning Object
- IO1.C – Video Testimonials script