CALENDAR OF ACTIVITIES

INTELLECTUAL OUTPUT (IO)

IO1 - REPOSITORY OF E-LEARNING VIDEO LESSONS AND INTERVIEWS		
Activities	**Partners Involved**	**Time schedule**
Activities IO1.1) Creation of all templates needed for carrying out the activities **Expected results**: Template: IO1.A – Video interviews script Template: IO1.B – Case scenario/Learning object Template: IO1.C – Video testimonials script	Pixel (IT), ESMOVIA – System Practice (ES)	Start Date: 1 November 2016 End Date: 31 January 2017
Activities IO1.2) Production, by each partner, of: 12 video interviews to entrepreneurs/company managers/marketing experts on their expectations/needs with reference to: - The company web site - The social media marketing strategies - The visual identity The video interviews will be in national language with subtitles in English. **Expected results**: Database of 60 video interviews, 12 in each country **Templates and Tools** Template: IO1.A – Video interviews script	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK) Pixel (IT): finalization, quality and consistency check	Start Date: 1 February 2017 *3 interviews for each deadline* • 30 June 2017 • 30 October 2017 • 28 February 2018 • 30 May 2018

Activities
IO1.3) Production, by each partner, of 12 testimonials by company owners/managers presenting their successful stories.
The interviews with successful Entrepreneurs will address the following themes:
   - Their personal and professional history
   - Their educational and training path underlining the importance of VET education
   - The specific profiles that they need within their business and the skills/competences there are mostly interested in
   - The personal characteristics and the transversal competences they take into account when selecting their staff resources
The interviews will be in national language with subtitles in English.
 	
Expected results
- Database of 60 testimonials, 12 in each country
 	
Templates and Tools
Template: IO1.C – Video testimonials script
	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)
	
	Pixel (IT): finalization, quality and consistency check
		Start Date: 1 February 2017
		
		3 testimonials for each deadline
		  • 30 June 2017
		  • 30 October 2017
		  • 28 February 2018
		  • 30 May 2018

Activities
IO1.4) Creation, by each partner, of 12 real life case scenario learning objects.
Each real life case scenario learning object has the aim to enrich classroom activities by challenging students with practical activities to consolidate their specific knowledge, competences and skills.
 	
Expected results
- Collection of 60 real life case scenarios/learning objects, 12 in each country
 	
Templates and Tools
Template: IO1.B – Case scenario/Learning object example
	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)
	
	Pixel (IT): finalization, quality and consistency check
		Start Date: 1 February 2017
		
		3 scenarios for each deadline
		  • 30 June 2017
		  • 30 October 2017
		  • 28 February 2018
		  • 30 May 2018

Activities
IO1.5) Translation of the subtitles in national language
 	
Expected results
- Videos subtitles in national language
	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)
	
	Pixel (IT): finalization, quality and consistency check
		Start Date: 30 June 2017
		
		Translation for each deadline
		  • 30 October 2017
		  • 30 February 2018
		  • 30 May 2018
		  • 31 July 2018

SUPPLEMENTARY RESULTS (SR)

SR1 - PLATFORM FOR INTERNATIONAL/VIRTUAL INTERNSHIP		
Activities	**Partners Involved**	**Time schedule**
Activities SR1.1) Creation of templates needed for carrying out the activities **Expected results**: Template: SR1.A – Structure of the Virtual Platform Template: SR1.B – Company Profile Template: SR1.C – Student Profile Template: SR1.D – Review of Assessment Tool	Pixel (IT), ESMOVIA – System Practice (ES)	Start Date: 1 June 2017 End Date: 15 June 2017
Activities SR1.2) Creation of the Platform for Virtual Internship. The platform will contain: - A Database of profiles of companies interested in developing/improving their company website and/or implement social media marketing strategy and that are willing for the purpose to host a national/transnational internship, also experimenting Virtual internships. - The profiles of students that are interested to carry out their placement at international level through a mobility/virtual internship experience. - A monitoring tool through which the VET provider, the company and the student can interact and monitor the virtual internship. - Assessment tool with which the VET provider can cooperate with the company in order to assess and validate the knowledge, skills and competences acquired by the student **Expected results** - Database of companies	ESMOVIA – System Practice (ES), Pixel (IT)	Start Date: 16 June 2017 End Date: 31 July 2017

Activities SR1.3) 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). **Expected results** - Collection of internships' monitoring and assessment tools **Templates and Tools** Template: SR1 D – Review of Assessment Tool	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK) Pixel (IT): finalization, quality and consistency check	Start Date: 31 July 2017 End Date: 31 October 2017
Activities SR1.4) Development of the monitoring tool according to the suggestions collected by the partners. This will take the form of an individual virtual space where the 3 parties involved (i.e. the VET provider, the company and the student) will interact. **Expected results** - Creation of the Monitoring tool	ESMOVIA – System Practice (ES), Pixel (IT)	Start Date: 1 November 2017 End Date: 31 December 2017
Activities SR1.5) Involvement, by each partner, of 20 companies interested in hosting international/virtual internships. Each company will provide its profile detailing its characteristics, expectations, apprenticeship offer, tasks to be performed by the intern, skills and competences required, language skills, timetable, eventual benefits (e.g. support for accommodation, expenditures reimbursement etc.), profile of the tutor etc. **Expected results** - Database of companies **Templates and Tools** Template: SR1.B – Company Profile	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK) Pixel (IT): finalization, quality and consistency check	Start Date: 31 July 2017 End Date: 31 December 2017
Activities SR1.4) Involvement, by each partner, of 20 students interested in carrying out international/virtual internship. All students will provide their profiles detailing their characteristics, curriculum, previous experiences, apprenticeship expectations, tasks expected to be performed, language skills etc. **Expected results** - Database of students **Templates and Tools** Template: SR1.C – Student Profile	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK) Pixel (IT): finalization, quality and consistency check	Start Date: 31 July 2017 End Date: 31 December 2017

SUPPLEMENTARY RESULT 2 GUIDELINES FOR THE ORGANISATION OF INTERNATIONAL INTERNSHIPS		
Activities	**Partners Involved**	**Time schedule**
Activities SR2.1) Creation of templates needed for carrying out the activities **Expected results**: Template: SR2.A – Guidelines to create the chapter contents	Pixel (IT), Sistema practices (ES)	Start Date: 1 January 2018 End Date: 15 January 2018
Activities SR2.2) Proposal of the syllabus of the 5 guidelines for: - <u>Students</u> addressing: how to select the appropriate company, how to write an appropriate CV and motivation letter, how to present themselves to the recruiting company, how to appropriately work within a business context, how to work at distance through teleworking etc. - <u>VET directors and administrative staff</u> addressing: funding tools to support work based learning mobility: identifying and disseminating positive measures and best practices on EFS to couple EU funding schemes; promoting information of available funding schemes for mobility outside the EU programmes. - <u>VET trainers</u> addressing: establish a fruitful cooperation with companies for organising the placements, how to assess, validate and certify the competences, skills and knowledge according to ECVET models within transnational placements experiences, how to monitor placements, how to provide students with the appropriate set of guidance tools etc. - <u>Companies</u> addressing: how to establish cooperation patterns with VET providers for the organisation of apprenticeships, tutoring apprenticeships etc. - <u>Policy makers</u> addressing: how to assess the impact of transnational and virtual apprenticeships: how to establish an observatory to trace the quality of work based learning approaches; how to measure the impact of transnational and virtual apprenticeships both on VET students and on host companies; how to produce clear and transparent regulatory frameworks for promoting the use of transnational and virtual apprenticeships **Expected results** - Syllabus of the 5 guidelines **Templates and Tools** Template: SR2.A – Guidelines to create the chapter contents	All partners	Start Date: 16 January 2018 End Date: 31 January 2018

Activities SR1.3) Development of contents of the guidelines. The production is divided as follows: - Sistema practices (ES): VET directors and administrative staff - Dundee & Angus College (UK): VET trainers - eMundus (LT): Guidelines for students - Epimorfotiki Kilkis (EL): Guidelines for policy makers - Confartigianato (IT) : Guidelines for companies **Expected results** - Final version of the guidelines **Templates and Tools** Template: SR2.A – Guidelines to create the chapter contents	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK) Pixel (IT): finalization, quality and consistency check	Start Date: 1 February 2018 End Date: 31 May 2018

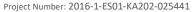| MULTIPLIER EVENTS (ME)		
Activities	**Partners Involved**	**Time schedule**
Activities ME1) Organisation of focus groups addressed to the target groups in order to present the intellectual output and involve the participants in a further discussion and reflection on the measures to enhance and improve the effectiveness of work based learning approaches in VET and in the organisation of transnational and virtual apprenticeships. The participants in the multiplier events will be: VET trainers and company managers. **Expected results** Focus group with 20 VET trainers and company managers **Templates and Tools** Template: ME.1 - Multiplier Event Form Template: ME.2 – Multiplier Event Programme Template: ME.3 - Multiplier Event List of Participants Template: ME.4 - Multiplier Event Minutes form	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), eMundus (LT), D&A (UK), Pixel (IT)	End Date: 30 September 2018

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PROJECT MANAGEMENT
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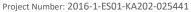| **PM1 - Coordination of activities**		
Activities	**Partners Involved**	**Time schedule**
Activities PM1.1) Creation of templates needed for carrying out the activities **Expected results**: Template: PM1.A - Company Information Template: PM1.B – Company Participation Letter Template: PM1.C – Role of the Company Template: PM1.D – VET trainer information Template: PM1.E – In progress activities reports Template: PM1.F – Financial Manual	Pixel (IT)	Start Date: 1 November 2016 End Date: 31 January 2017
Activities PM1.2) Participation in Partners Meetings 1st Meeting: Florence (IT) 2nd Meeting: Dundee (UK) 3rd Meeting: Kilkis (EL) 4th Meeting: Valencia (ES)	All partners	1° meeting: January 2017 2° meeting: June 2017 3° meeting: January 2018 4° meeting: October 2018

Activities
PM1.3) Selection and involvement, by each partner, of
  - 20 companies willing to host transnational/virtual apprenticeship
  - 12 companies' managers and trainers for the creation of the video of the intellectual output 1
Upload on the project portal of the Companies Presentation Forms
Sending of the scanned version of the Companies letters.
 	
Expected results
- Online Database of Companies
 	
Templates and Tools
Template: PM1.A - Company Information
Template: PM1.B – Company Participation Letter
Template: PM1.C – Role of the Company
	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), eMundus (LT), D&A (UK),
	Pixel (IT)
		Start Date: 30 January 2017
		End Date: 31 May 2017

Activities PM1.4) Selection and involvement, by each partner, of - 10 VET Trainers - 100 students Upload on the project portal of the VET trainer information **Expected results** - Online Database of VET trainers **Templates and Tools** Template: PM1.D – VET trainer information	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), eMundus (LT), D&A (UK), Pixel (IT)	Start Date: 30 January 2017 End Date: 30 June 2017
Activities PM1.5) In Progress reporting on activities Production and Uploading of Project Activities Report Forms **Expected results by each partner** In progress Project Activities Report **Templates and Tools** Template: PM1.E - In progress activities reports	All partners	30 April, July, October 2017 January, 30 April, July, October 2018
Activities PM1.6) Financial Report Production of Project Financial Report **Expected results by each partner** Project Financial Report **Templates and Tools** Template: PM1.F – Financial Manual	All partners	*End Date for Year 1:* 31 August 2017 *End Date for Year 2:* 15 November 2018

PM2 - Dissemination		
Activities	**Partners Involved**	**Time schedule**
Activities PM2.1) Creation of templates needed for carrying out the activities **Expected results**: Template: PM2.A – In progress dissemination reports Template: PM2.B – How to write the Best Practice Dissemination Report	Pixel (IT)	Start Date: 1 November 2016 End Date: 31 January 2017
Activities PM2.2) Development of project logo and brochure **Expected results** Project brochure	ESMOVIA – System Practice (ES)	Start Date: 1 November 2016 End Date: 31 March 2017
Activities PM2.3) Creation of a Facebook page **Expected results** Facebook page	ESMOVIA – System Practice (ES)	Start Date: 1 November 2016 End Date: 31 March 2017
Activities PM2.4) Dissemination trough Facebook: - Partners must upload at least 1 post per month on the activities carried out at national level	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), eMundus (LT), D&A (UK), Pixel (IT)	Start Date: 1 January 2017 End Date: 30 October 2018
Activities PM2.5) Translation of project brochure **Expected results** Project brochure in national language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), eMundus (LT), D&A (UK), Pixel (IT)	Start Date: 1 April 2017 End Date: 30 April 2017
Activities PM2.6) Organization of 1 dissemination event on the project every month and uploading the dissemination events description on the project web site **Expected results by each partner** Filling in of the dissemination form on the project web site (every three months) **Templates and Tools** Template: PM2.A – In progress dissemination reports	All partners	30 April, July, October 2017 30 January, April, July, October 2018

Activities		
PM2.7) Production of the best practice dissemination report	All partners	*End Date for Year 1:* 15 September 2017
Expected results by each partner One progress and one final Best Practice Dissemination Report		*End Date for Year 2:* 30 October 2018
Templates and Tools Template: PM2.B - Guidelines for writing the Best Practice Dissemination Report		

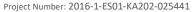| PM3 - Exploitation		
Activities, Tools, Results	**Partners Involved**	**Time schedule**
Activities PM3.1) Creation of templates needed for carrying out the activities **Expected results**: Template: PM3.A - Associated Partner Letter Template: PM3.B - Associated Partner Information Template: PM3.C - Exploitation links	Pixel (IT)	Start Date: 1 November 2016 End Date: 31 January 2017
Activities PM3.2) 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 form. They will be also inserted as Associate Partners on the project portal. **Expected results by each partner per year** - 6 letters of participation in the project as associate partners (3 per year) - 6 Associate Partners form filled in (3 per year) **Templates and Tools** PM3.A - Associated Partner Letter PM3.B - Associated Partner Information	All partners	*End Date for Year 1:* 15 September 2017 *End Date for Year 2:* 30 September 2018
Activities PM3.3) Publication of announcements on 6 portals (3 per year) or websites addressed to teachers **Templates and Tools** PM3.C - Exploitation links	All partners	*End Date for Year 1:* 15 September 2017 *End Date for Year 2:* 30 September 2018

PM4 – Quality and Monitoring Plan		
Activities	**Partners Involved**	**Time schedule**
Activities PM4.1) Creation of templates needed for carrying out the activities **Expected results**: PM4.A – Quality Plan Template: PM4.B – Project Meeting Evaluation Questionnaire Template: PM4.C – End Users' Evaluation Questionnaires for Intellectual Outputs Template: PM4.D –How to write the Evaluation Report on Intellectual Outputs	Pixel (IT)	Start Date: 1 November 2016 End Date: 31 January 2017
Activities TA4.2) Testing, by each partner of the intellectual output with at least 10 trainers and 10 company mangers. Collection of the evaluation questionnaires and production of an evaluation report of the intellectual output **Expected results** - Collection of 20 evaluation questionnaires - Sending of the evaluation report - Collection of at least 4 testimonials **Templates and Tools** Template: PM4.C – End Users' Evaluation Questionnaires for Intellectual Outputs Template: PM4.D –How to write the Evaluation Report on Intellectual Outputs	All partners	Start Date: 1 January 2018 End Date: 30 September 2018