

KUNGSBACKA KOMMUN

EUCVET

European class in vocational education and training

Project Manual

2014-10-23

Index

1	Project summary	2
1.1	Aim	2
1.2	Objectives	2
1.3	Work plan	3
1.4	Responsibilities.....	3
1.5	Activities.....	4
1.6	Expected results – Intellectual outputs	5
2	Budget summary	6
2.1	Budget.....	6
2.2	Payments.....	7
2.3	Time-report.....	7
2.4	Project expense.....	7
2.5	Support during project meetings	7
3	Dissemination	8

1 Project summary

1.1 Aim

The EUCVET project will continue to elaborate on ECVET and the European class concept, and transfer it to new VET sectors. In doing so, the EUCVET project aims to tackle the following identified gaps:

- VET attractiveness & mobility opportunities
- VET quality & competence requirements
- ECVET elaboration
- Training & validating transversal skills

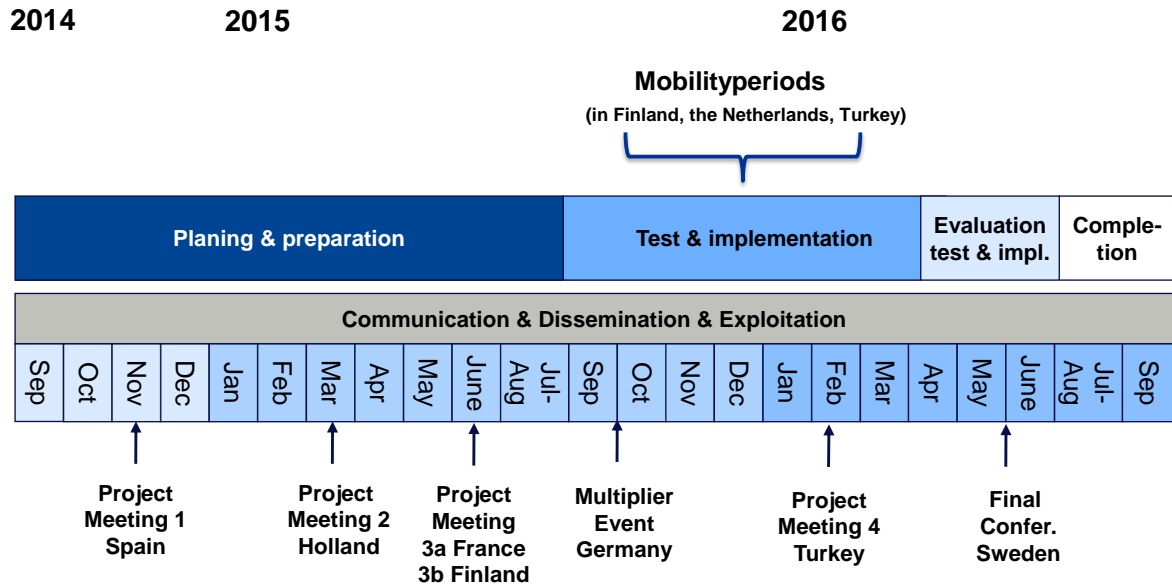
The following expected results, impact & long term benefits are anticipated of the EUCVET project:

- Increased attractiveness of involved VET
- Increased number of transnational mobility opportunities for VET students
- Increased teacher readiness for international cooperation in the involved VET programs
- Increased knowledge of how to utilize ECVET to organize transparent & transferable transnational learning opportunities
- Improved student results & higher motivation
- Decreased youth unemployment & increased EU labor mobility

1.2 Objectives

- Create new units of learning outcomes in welding, trucks maintenance, and automation
- Create an assessment scheme for assessing the learning outcomes, i.e knowledge, skills and competences
- Create an ECVET Introduction for beginners
- Conduct new European classes in welding, automation, and trucks maintenance

1.3 Work plan



1.4 Responsibilities

Roles and Responsibilites in the EUCVET project	
Kungsbacka kommun (GV)	Project Coordinator and responsible for creating the ECVET Introduction, organizing the European Class Workshop and Final conference
Elof Lindälvs gymnasium (ELG)	Responsible for coordinating the work on creating the Units of Learning Outcomes in Automation and Trucks Maintenance, and support GV in organizing Final Conference
Optima	Responsible for coordinating the work on creating the Units of Learning Outcomes in Welding and hosting project meeting 3b and organising test mobility in Welding
Radius College (RC)	Responsible for coordinating the work on the European Class Assessment Scheme, hosting project meeting 2 and organising the test mobility in Trucks Maintenance
Centre des Formations Industrielles (CFI)	Responsible for hosting project meeting 3a
Politeknika Ikastegia Txorierrri (PIT)	Responsible for Cooperative Evaluation and for hosting project meeting 1 (Kick-off)
Ataturk Technical & Vocational High School (ESATA)	Responsible for hosting project meeting 5 and organising the test mobility in Automation
BIBB (External resource)	External resource responsible for hosting the European Class Workshop and for supporting the team creating the European Class Assessment Scheme

Me University (External resource)	External resource responsible for introducing project team to entrepreneurial teaching – a pedagogical approach on how to develop transversal skills & competences.
-----------------------------------	---

1.5 Activities

Main activities:

- Project meetings
- Multiplier event
- Verification of units - Mobility learners & teachers
- Individual work
- Communication & dissemination
- Cooperative evaluation

Project meetings within the EUCVET project - purpose, frequency, participation, aims & objectives

1. PM1 - Kick-off in Bilbao, Spain, in October, 2014: During the kick-off in Spain, the project team will get to know each other, the project aim & objectives, each partner's role & responsibilities. There will also be an introduction to ECVET and the European Class concept. The project team will then carry out three parallel workshops to start the work on creating units of learning outcomes.

2. PM2 - Mutual meeting in Breda, the Netherlands, in March, 2015: During the mutual meeting in the Netherlands, there will be mutual project information and problem handling, and the work on creating the units of learning outcomes will continue. There will also be an introduction to 'Educate and train for transversal skills' (= key competence entrepreneurship).

3. PM3 - Parallel meetings: 3a) Workshop for project members involved in creating units in trucks maintenance in Paris, France, in May, 2015. 3b) Workshop for project members involved in creating units in welding and automation in Jakobstad, Finland, in May 2015: During the parallel meetings, there will be project information and problem handling. The work on creating the units will continue as well.

4. Multiplier event with VET providers in Germany - European Class in dual systems in Bonn, Germany, in September 2015: During the multiplier event, the project team will invite VET providers in dual systems to discuss and receive feedback on the newly developed units of learning outcomes and the possibility to organise European classes in dual system VET. The idea is also to communicate ECVET as a mean for VET improvement and international cooperation in VET. Other stakeholders in VET and ECVET will also be invited to this event and these discussions from the networks of BIBB, the NetECVET teams and the national ECVET expert groups.

During this event, the work on the assessment scheme will also be started off with the support of the German ECVET experts at BIBB (The Federal Institute for Vocational Education and Training).

In between the multiplier event and project meeting 4, three test mobilties will be carried out with students and accompanying VET teachers.

5. PM4 - Project meeting in Eskisehir, Turkey, in March 2016: During the project meeting in Turkey, there will be mutal project information, problem handling, and discussions on the organisation of the final conference. There will also be parallel workshops on the completion of the units and the assessment scheme. In parallel to the project meeting, the European class in automation will be carried out.

6. Multiplier event - Final conference in Kungsbacka, Sweden, May 2016: During the multiplier event and final conference the results of the EUCVET project will be presented and disseminated to target groups and stakeholders in VET (from VET centres, social partners, policy makers, as well as administration) and ECVET at local, regional, national, and European level. There will be hands-on workshops and presentations in order to support others to utilize ECVET and start up their own European classes.

There might be alterations to the dates of the project meetings and multiplier events. The idea is also to carry out study visits to local industries/businesses during each project meeting where possible to discuss skills needs and education and training requirements.

1.6 Expected results – Intellectual outputs

- Units of learning outcomes
- Assessment scheme
- Multiplier event
- IO leaders – responsible for coordinating the work & communicate with project manager

2 Budget summary

2.1 Budget

The Budget is divided into the following items Project management and Implementation, Transnational Project Meetings, Intellectual outputs, Multiplier events, Learning/Teaching activities –Travel, Learning/Teaching activities Subsistence and Exceptional costs.

For each of this budget items a grant amount will be given based on implemented activities, not actual expenses. The exception is for the budget item Exceptional costs.

Budget Items	Total in Euros
Project management and Implementation	48000
Transnational Project Meetings	45635
Intellectual outputs	79695
Multiplier events	16000
Travel	8445
Subsistence	23400
Exceptional costs	8000
Total Granted	229175

Learning/Teaching/Training Activities	Total number of participants	Total Duration (days)
Accompanying persons for blended mobility of VET learners	9	45
Blended mobility of VET learners	18	378
Total	27	

2.2 Payments

Payments from the coordinator to the partners will be done after time-reports and other necessary documents have been sent to the coordinator.

Scheduled payments:

Payment 1 20%: November 2014

Payment 2 20%: April 2015

Payment 3 25%: October 2015

Payment 4 35%: After completed project

2.3 Time-report

In order to receive financing for Intellectual output every participant involved in the project shall report its working time at the time sheets provided. This shall be sent to Kungsbacka after each project meeting. Project meetings are included in the estimated total number of working days in the budget.

Every participant shall also send a document that proves the formal link to the organisation he or she belongs to, example employment agreement.

2.4 Project expense

Every partner must save all documents that show project expense in partner accounts, ex invoice for travel and hotel.

Note that no expenses or invoice shall be reported to Kungsbacka, but it must be traceable in partner accounts.

2.5 Support during project meetings

Expenses for ex coffe and dinner during project meetings shall be split between partners and a invoice will be sent from the host to

3 Dissemination

All partners involved in the EUCVET project will be responsible for disseminating the project results to the above mentioned target groups at local level. All partners are responsible for trying to attract media's attention to communicate the EUCVET project, events, and results to the public.

Kungsbacka municipality and ELG will be responsible for disseminating the EUCVET results at national level and European level.

Other involved partners will disseminate the project results at regional and national level where they see possible. For instance, both PIT and RC belongs to organisations that are members of the European ECVET network. They will try to disseminate the EUCVET results at the forthcoming European EFVET conferences.

Each partner involved in the EUCVET project will be responsible for reporting their communication and dissemination activities to the project coordinator (GV) along the project.