

Kick-off Meeting AGENDA

Date of the event: **19-20 October 2020**

Place of the event: **Online** on zoom platform – organized by the Coordinator (PROMPT)

Intellectual Outcomes

O1 - Toolkit for developing Digital Pedagogy Strategy	EXP	09/2020-06/2021
O2 - Digital Menu Card	CFCLM	04/2021-09/2021
O3 - Developing and testing workshops for schools	PROMPT	08/2021-04/2022
O4 - ICT-based creative classroom work	SZÁMALK	04/2022-11/2022
O5 - Digital Pedagogy Training and Intervention Model (DPTIM)	UP	11/2022-05/2023

Aims of the meeting

- Partners get to know each-other (fields, activities, interest in the project)
- Project aims, objectives, work plan, outcomes (general overview by the Coordinator)
- Short summary of the Intellectual Outcomes (IO leaders)
- Discussions and agreements on accompanying activities (PM, QM, Dissemination)
- Starting the first activities related to O1

1st day – 19th of October 2020

The aim of the first day

- Welcome, introduction of the partners
- General Overview of VETWork project to make clear the aims, activities and responsibilities
- Overview of VETWork Intellectual Outcomes
- Revision and refining the Work Programme as a whole, discussing the possible risks
- Accompanying activities: project management (incl. reporting), quality management, dissemination

INTRODUCTION	
9:00-9:30	5' – Welcome words by host 25' – Introduction of participants personally, about their role in their organization
9:30-10:00	30' – Presentation of VETWork project (PO-PROMPT)
10:00-10:30	20' – ERASMUS+ Strategic Partnership (basic rules, reporting, advices for the consortium) Ilona Baján, Jakabné representative of the Hungarian National Agency, Tempus Public Foundation

	10' – Questions & Answers
10:30-10:45	15' – Coffee break
10:45-12:15	90' – Introduction of all partners (max 10 minutes/partner, See Annex 1)
12:15-13:15	60' – Lunch break
Short overview of Intellectual outcomes O1-O5	
13:15-14:05	50' Presentation of the IOs by the IO Leads (presenters: EXP, PROMPT, SZÁMALK, UP)
14:05-14:20	15' – Break
14:20-15:30	Project Management and Quality Management, Dissemination 10' Guidelines and rules on reporting 30' Project and Quality Management principles, dissemination strategy 30' Presentation of the VETWork collaboration platform
15:30	Closing the 1 st day

2nd day – 20th of October 2020

The aim of the 2nd day

- Planning and discussing the activities, tasks, outcomes related to O1 and C1
- Summary of next steps, planning the next partner meeting

Starting O1 Toolkit for Developing Digital Pedagogy Strategy	
9:00-11:00	120' – P7 EXP, P0 PROMPT O1-A1 Educational organisational development methodology Planning the toolkit. Discussion, decisions, scheduling O1-A2 Setting the scene Planning the common work with VET school management and teachers O1-A3 Assessing digital competencies of school and selected teachers Plan and agree on assessment tools and method (SELFIE, DigCompEdu) O1-A4 Outline of Digital Pedagogy Strategy C1 Joint Staff Training – Educational Organisational Development Methods Agree on draft agenda and related tasks
11:00-11:20	20' – Break
11:20-12:30	70' – Decisions, summary of next tasks, responsibilities, deadlines. Agreement on the date of the next meeting.
12:30	Closing the meeting.

Annexes

Annex 1. Presentations of partners

- Short Introduction of your institution
- Added knowledge to the project – What do you bring to VETWork?
- Interest in the project – What are your expectations from VETWork?
- Short state-of-art report in your country relevant to VETWork aims
- Responsibilities, tasks of your organization in the project, professional background (people) to do the tasks.

Annex 2. Presentations of intellectual outcomes

- Aim, deadline, milestones, activities, working methods, risks
- Type and language of the final results
- Involved partners-task distribution, forms of collaboration
- Indicators, testing if relevant, evaluation, react if needed (according to the PDCA QM cycle)

See in attached document: **VETWork_WorkProgram_V1.docx**. It includes detailed information on the planned outcomes and activities.

Annex 3: Work programme in short

Outcome	Leader	Timing
O1 Toolkit for Developing Digital Pedagogy Strategy	P7 EXP	09/2020-06/2021
O1-A1: Educational organisational development methodology		
Methods and tools necessary for successful intervention at institutional level. Aim: to finally enable VET schools to formulate and effectively deploy their own digital pedagogy strategy.		
O1-A2: Setting the scene		
Experts approach partner schools. Establish framework, define the objectives, get commitment, formation of a team of VET teachers within the institution.		
O1-A3: Assessing digital competencies of school and selected teachers		
Survey among school management, teachers and students about the usage of technology at the school, using the SELFIE tool. Questions focus on: management, infrastructure, teacher training, and digital competences of the students. The digital competencies of the teachers involved is also assessed using the standard toolkit developed by the experts, based on the DigCompEdu framework.		
O1-A4: Outline of Digital Pedagogy Strategy		
Results of the assessments are identified, development needs identified. Results are summarized, conclusions are drawn by each partner school, forming a solid base for action plans. Expert partners will create a comparative study of the results of the partner schools. School management will outline a digital strategy based on the results, and they start constructing related action plans.		

C1 – Joint Staff Training: Educational Organisational Development Methods 3 days, 10 participants, organiser: PROMPT, venue: Gödöllő, Hungary		11/2020
INDICATORS: <ul style="list-style-type: none"> ● Toolkit in 3 languages (HU, EN, SI) consisting of min. 5 elements (related to topics on educational organisational development, change management, digital pedagogy strategy) ● SELFIE completed by all partner schools – report generated by the tool ● Number of individual VET teachers participating in the assessment of digital competencies – min. 10 teachers from each school ● Results of the assessments summarized - at least 10 pages per school ● A comparative study of the results of the schools is prepared in English (min. 20 pages) ● At least 1 manager (change agent) is involved in the creation of action plans in each school 		
O2 Digital Menu Card	P3 CFCLM	04/2021-09/2021
O2-A1: Develop learning materials on identified needs Selection of 21 st century active learning methods, tried and tested applications with pedagogical recommendations (including detailed tutorials and examples), matching the supply side (experts' knowledge) and the demand side (teachers' needs). Compilation of possibilities, containing examples for digital resources created by VET teachers before. See a preliminary suggestion for topics in the detailed Work Programme.		
O2-A2: Implementation and testing of the online learning environment Some parts mandatory, others optional. Modular structure, consisting of micro-learning objects marked according to their level of difficulty.		
INDICATORS: <ul style="list-style-type: none"> ● The Digital Menu Card (developed in 3 languages) will cover at least 10 distinctive topics - it will include a practical introduction to active teaching methods (in the form of e-book, at least 10 pages per topic) and learning materials on specific pedagogic functions accompanied with web tools (in this case a topic consists of an introduction on pedagogic aims, step-by-step tutorials - min. 2 minute screen video, animation or interactive presentation - on the usage of the tools, examples) ● The various pedagogic functions discussed will be accompanied with at least 3 different level related web applications ● Digital pedagogy strategy is documented in each partner school ● Number of VET teachers actively using the online Digital Menu Card platform – min. 40 altogether ● Min. 40 teachers will have a written summary of their online learning experience and plans for their own development, min. 2 A/4 pages each 		
O3 Developing and testing workshops for schools	PO PROMPT	08/2021-04/2022
O3-A1 Create specific action plans for schools based on needs analysis and Digital Menu Card		

<p>VET school leadership and teachers will create together specific action plans, each team is for their own school. Management will outline the scope of applying digital pedagogy in their school.</p> <p>The action plan will include the detailed topics and timing of the workshops delivered at the partner VET schools with the support of the dedicated expert partners over a period of 2 or 3 months, in 15-20 sessions, each session lasting 120 minutes.</p>		
O3-A2: Deliver workshops to teachers		
<p>Script and syllabus will be prepared for the workshops, specific for each partners school in a standard template.</p> <p>The workshops will be interactive, teachers trying and test applications on their own device, with on-the-job support from experts.</p> <p>Experts will give guidance both on usage of applications, and on pedagogical questions, presenting sent best practices. Experts could also visit lessons and give constructive feedback.</p> <p>During the workshops the experts will identify would-be mentors, and involve them more intensively.</p>		
O3-A3: Community learning content development		
<p>Learning content development will happen parallel to the workshops. Teachers will create digital content they can use in their own classroom lessons (in O4).</p> <p>We will encourage usage and modification of OERs. Teachers also create own content from scratch as well which can then be shared, to help peer teachers save time using common resources.</p> <p>VET teachers start creating digital learning content for their own profession/subject, if possible in group work.</p>		
O3-A4: Repository for schools		
<p>Schools that have a repository, the newly developed resources will be added to that.</p> <p>If they do not have a repository, the consortium will offer possible solutions to the school for creating a storage area for the digital resources.</p>		
Events related to O3		
<p>E1: Consultation with VET teachers in Hungary (PROMPT, 20 participants)</p> <p>E2: Consultation with VET teachers in Slovenia (BIC, 15 participants)</p> <p>E3: Consultation with VET teachers in Romania (LIC, 15 participants)</p>		
INDICATORS:		
<ul style="list-style-type: none"> ● Action plans are finalized by each partner school – timing and the responsible person is assigned ● Workshop script and syllabus is prepared for each school in a standard template, min. 10 pages/school ● Number of workshops delivered in partner VET schools - 15-20 sessions/school, each session lasting 120 minutes ● Number of VET teachers in workshops at schools – at least 10/school ● Number of newly developed digital learning content files added to repository (OER) per school – at least 30 (can be a video, or a questionnaire, a mind map, a timeline, an exercise or online test) 		
O4 ICT-based creative classroom work	P2 SZÁMALK	04/2022- 11/2022
O4-A1 Identifying skills mismatch in the IT sector in the partner countries		

<p>Teachers will deliver pilot lessons to their students, using the methods they learnt, and the resources they collected or created in the previous phase.</p> <p>Feedback will be collected from students about the pilot lessons, focusing on digital pedagogy, using a standard tool. Teachers will reflect on their lessons as well.</p>		
O4-A2 Collaborative Curriculum Design with Stakeholders		
<p>Experiences, feedback and self-reflections will be analysed and summarized in case studies for each partner school.</p> <p>Future mentors will be named and appointed and a sustainability plan will be created.</p>		
Events related to O4		
<p>E4: Consultation on ICT-based creative classroom lessons in Hungary (SZÁMALK, 30 participants) E5: Consultation on ICT-based creative classroom lessons in Slovakia (IPARI, 15 participants) E6: Consultation on ICT-based creative classroom lessons in Slovenia (UP, 25 participants) E7: Consultation on ICT-based creative classroom lessons in Romania (CFCLM, 20 participants)</p>		
<p>INDICATORS:</p> <ul style="list-style-type: none"> ● At least 40 digital lesson delivered altogether ● Number of VET students involved in the pilot lessons – calculating with 15 students per class, and 40 teachers having pilot lessons, the target is 600 students involved ● Case studies – a summary at school level in about 10 pages by each partner school, and a global report on conclusions (about 20 pages, in all 3 partner languages) 		
O5 Digital Pedagogy Training Model	P1 UP	11/2022-05/2023
O5-A1: Certification of innovative teachers and Digital Mentors		
<p>Assessment of digital competencies of teachers will be repeated. Teachers who successfully finished will receive a certificate stating the level of their digital competencies, according to the DigCompEdu criteria.</p> <p>Digital Mentors will be formally appointed and certified from each partner VET school, their role will be communicated to all teachers at their school.</p> <p>A „change agent” will also be identified in each partner school (a representative of management). This person would support the work of mentors, and ensure that change is actually happening and is sustainable.</p>		
O5-A2: Authoring and translations of DPTM		
<p>Tools (questionnaires, checklists, etc.), methods (e.g. workshop scripts), processes we recommend, conclusions of the different stages of the intervention and a selection of the case studies will be integrated into a handbook.</p> <p>This will serve as a practical, step-by-step guide, which can be followed by other educational experts (consultants, trainers) and schools when they decide to implement a digital pedagogy strategy at an institutional level effectively, to the satisfaction of all stakeholders, especially the customers of education: students and indirectly their parents.</p> <p>The book will be prepared in English first, and then it will be translated to English and Slovenian.</p>		
O5-A3: Proofreading and publishing of DPTM		
<p>Proofreading and graphical design of the book follow. The handbook will be published in a downloadable e-book format under the Creative Commons license agreed by partners. We plan to publish it on various digital platforms (e.g. issuu.com) besides making it available at the project website for at least 3 more years after project closure.</p>		

Event related to O5
E8 Dissemination of project results in Hungary (PROMPT, 40 participants)
INDICATORS: <ul style="list-style-type: none"> ● Number of downloads of the handbook ● Number of VET teachers certified – min. 40 altogether ● Number of appointed VET Digital Mentors – at least 1/school ● Digital Pedagogy Training and Intervention Model – published in 3 languages, in e-book format, min. 100 pages ● Number of letters of intention to use it, issued by educational experts, trainers, VET schools or other educational institutions – at least 5 per partner country

Annex 4 – Partners

Partner	Full Legal Name	Contact(s)	E-mail
P0-PROMPT (HU)	PROMPT-H Számítástechnikai Oktatási, Kereskedelmi és Szolgáltató Kft.	Mária Hartyányi Anita Téringér	maria.hartyanyi@prompt.hu anita.teringer@prompt.hu
P1-UP (SI)	University of Primorska	Borut Likar	borut.likar1@guest.arnes.si
P2-SZÁMALK (HU)	SZÁMALK-Szalézi Technikum és Szakgimnázium	József Halász	halaszj@szamalk-szalezi.hu
P3-CFCLM (RO)	Országos Magyar Továbbképző Központ	Gizella-Elisabeta Hibácskó	hibacsko.gizella@gmail.com
P4-BIC (SI)	Biotechnical Educational Centre Ljubljana	Maja Krajnik	erasmusplus@bic-lj.si
P5-LIC (RO)	Liceul Teologic Romano Catolic Szent Laszlo Szent László Római Katolikus Teológiai Líceum	Klementina Haracsek	haracsek@gmail.com
P6-MAGYULA (HU)	Magyar Gyula Kertészeti Technikum és Szakképzőiskola	Sándor Hajnal	hajnalsanyi2@gmail.com
P7-EXP (HU)	Expanzió Humán Tanácsadó Kft.	Dr. János Setényi Dorottya Gákovics / administration Zoltán Bogdány / Project manager	setenyi@expanzio.hu bogdany@expanzio.hu
P8-IPARI (SK)	Szakkay József Szakközépiskola	Mária Cabanová	cabanmari@gmail.com