**Kick-off Meeting**

AGENDA

Date of the event: **1-2 October 2020**

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

Intellectual Outcomes

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| IO1 - Model for LS4VET | UAS | 09/2020-05/2021 |
| IO2 - LS4VET training course | iTStudy | 05/2021-07/2022 |
| IO3 - LS4VET Storyboard and Toolkit | UM | 05/2022- 03/2023 |
| IO4 - LS4VET eBook | ELTE | 01/2023- 08/2023 |

Objectives 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 IO1

**1st day – 1st of October 2020**

Objectives of the first day

* Welcome, introduction of the partners
* General Overview of the project to clarify aims, activities and responsibilities
* Overview of Intellectual Outcomes
* Revision and refining the Work Plan as a whole, discussing potential risks
* Accompanying activities: project management, quality management and dissemination
* Reporting and financial matters

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| Introduction | |
| 09:00-10:40 | 10’ – Welcome words by the coordinator ELTE  90’ – Introduction of participants (personally, about their role in their organization) and all partners (max 10 minutes/partner, See Annex 1) |
| 10:40-10:55 | 15’ – Break |
| Short overview of the project and Intellectual outcomes O1-O5 | |
| 10:55-11:10 | 15’ – Presentation of the LS4VET project by the coordinator ELTE |
| 11:10-11:30 | 10’ – Presentation of IO1 by the IO leader UAS  10’– Discussion and finalization of workplan, tasks, responsibilities and deadlines |
| 11:30-11:50 | 10’ – Presentation of IO2 by the IO leader iTStudy  10’– Discussion and finalization of workplan, tasks, responsibilities and deadlines |
| 11:50-12:10 | 10’ – Presentation of IO3 by the IO leader UM  10’– Discussion and finalization of workplan, tasks, responsibilities and deadlines |
| 12:10-12:30 | 10’ – Presentation of IO3 by the IO leader ELTE  10’– Discussion and finalization of workplan, tasks, responsibilities and deadlines |
| 12:30-13:30 | 60’ – Lunch break |
| Accompanying activities: QM, PM and dissemination | |
| 13:30-13:45 | 10’ – Presentation of PM tasks, tools and processes (presenter: ELTE)  5’ – Q&A, finalization of tasks, responsibilities and deadlines |
| 13:45-14:00 | 10’ – Presentation of QM Handbook (presenter: PHNÖ)  5’ – Q&A, finalization of tasks, responsibilities and deadlines |
| 14:00-14:30 | 25’ – Presentation of Dissemination Strategy and tools by using the LS4VET collaboration platform (presenter: iTStudy)  5’ – Q&A, finalization of tasks, responsibilities and deadlines |
| 14:30-14:45 | 15’ – Break |
| Administration, reporting and finances | |
| 14:45-15:15 | *25’– ERASMUS+ Strategic Partnership (basic rules, reporting, advices for the consortium) (presenter: Ilona Jakabné Baján, representative of the Hungarian National Agency, Tempus Public Foundation) – waiting for confirmation*  *5’– Q&A* |
| 15:15-15:30 | 10’ – ELTE reporting requirements (presenter: Dóra Horváth, financial officer of ELTE)  5’– Q&A |
| 15:30-15:50 | 20’ – Discussion and agreement on tasks, responsibilities and deadlines |

**2nd day – 2nd of October 2020**

Objectives of the 2nd day

* Planning the activities, tasks of O1, discussing all tasks related to outcomes
* Summary, agreements, planning the next partner meeting

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| Starting IO1 - Model for LS4VET | |
| 9:00-9:20 | 10’ – Presentation of IO1-A2 activity (presenter: PHNÖ)  10’ – Discussion and agreement on tasks, responsibilities and deadlines |
| 9:20-9:40 | 10’ – Presentation of IO1-A3 activity (presenter: ELTE)  10’ – Discussion and agreement on tasks, responsibilities and deadlines |
| 9:40-10:00 | 10’ – Presentation of IO1-A4 activity (presenter: UM)  10’ – Discussion and agreement on tasks, responsibilities and deadlines |
| 10:00-10:20 | 10’ – Presentation of IO1-A5 activity (presenter: UAS)  10’ – Discussion and agreement on tasks, responsibilities and deadlines |
| 10:20-10:35 | 15’ – Break |
| 10:35 -11:35 | 60’ – Summary of the next tasks. Accompanying tasks & financial issues, agreement on the date of the next meeting, Closing the meeting. |

# Annexes

**Annex 1. Presentations of partners**

* Short Introduction of your institution
* Added knowledge to the project – What do you bring to LS4VET?
* Interest in the project – What are your expectations from LS4VET?
* Short state-of-art report in your country relevant to LS4VET objectives
* 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: **LS4VET\_WorkProgram\_220920.docx**. It includes detailed information on the planned outcomes and activities.

**Annex 3: Work programme in short**

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| Outcome | Leader | Timing |
| **IO1 Model for LS4VET** | UAS | **09/2020-**  **05/2021** |
| **IO1-A1: Implementing the IT platform for online communication and collaboration** | iTStudy | 09/2020-11/2020 |
| iTStudy creates and operates an online platform for internal communication as well as for dissemination. Partners provide information and data (German, Hungarian and Dutch translations, IO, QM and PM products). | | |
| **IO1-A2: Analysing LS experiences focusing on VET** | PHNÖ | 10/2020-12/2020 |
| PHNÖ prepares a study of 15-20 p. on LS experiences in VET based on:   * a survey of academic literature and research/project materials (desk research) * country fiches completed by ELTE, PHNÖ, UM and UAS (fiche template prepared by PHNÖ) * partner questionnaires on their LS experiences completed by all partners (questionnaire prepared by PHNÖ). | | |
| **IO1-A3: Identifying relevant VET-specific factors** | ELTE | 11/2020-03/2021 |
| ELTE prepares a study of 15-20 p. on VET-specific factors relevant to the adaptation of LS for VET, based on:   * a review of academic literature (desk research) * interviews based on a guide prepared by ELTE with partner school (NJIT, LBS, ITS, LS) principals, subject department heads and instructors (***profiles to be decided at the kick-off***) conducted by ELTE, PHNÖ, UM, UAS, who prepare an English-language summary analysis of the interviews based on an analysis guide (template) prepared by ELTE.   The aim is to explore current forms and nature of teacher collaboration, time and spatial aspects and affordances of teachers’ work, and possible risks related to piloting LS. | | |
| **IO1-A4: Identifying needs for pedagogical change** | UM | 02/2021-04/2021 |
| UM prepares a descriptive statistical analysis of 15-20 p. of the results of an online survey of instructors of partner schools (NJIT, LBS, ITS, LS), based on a questionnaire prepared by UM. The aim is to identify needs for pedagogical, methodological improvement, teachers/trainers’ familiarity with learner-centred, active, digital and other 21th-century teaching methods, and their current engagement in teacher collaboration activities, in order to focus the topics of the e-learning modules to be developed in IO2 - A2. | | |
| **IO1-A5: Developing a Model for LS4VET** | UAS/ELTE | 04/2021-05/2021 |
| UAS and ELTE prepare a 20 p. study that presents the theoretical Model for LS4VET based on the findings of all previous IO1 activities. The aim is to provide general guidelines for applying LS relevant to all VET contexts as well as a detailed analysis of the conditions of partner VET schools in the participating countries and a needs assessment of their teachers/trainers regarding the application of LS and improving teaching quality. | | |
| INDICATORS:   * 1 Drupal portal (back-office, with documents, forums), 4 languages * A study of 15-20 p. on LS experiences in VET (EN) * A study of 15-20 p. on VET-specific factors relevant to applying LS for VET (EN) * A study of 15-20 p. on partner school instructors’ needs for pedagogical change (EN) * Model for LS4VET (20 p. study) (EN) | | |
| **IO2 LS4VET training course** | iTStudy | **05/2021-**  **07/2022** |
| **IO2-A1 Designing the LS4VET training course** | PHNÖ/ELTE | 05/2021-07/2021 |
| PHNÖ and ELTE design the LS4VET curriculum and methodology, which will define the learning objectives and outcomes for each e-learning module (***topics and responsible partners + volume to be decided at the kick-off***), in line with the EQF and/or NQF descriptors, as well as all tasks and assignments to be undertaken by the course participants. PHNÖ and ELTE also prepare templates of monitoring reports for the course mentors. | | |
| **IO2-A2: Developing the content of LS4VET e-learning modules** | UAS | 07/2021-11/2021 |
| All partners responsible for LS4VET course modules develop the content of their modules in English. After review and finalization, all e-learning modules will be translated by ELTE/iTStudy, PHNÖ and UAS. | | |
| **IO2-A3: Implementing the LS4VET e-learning platform** | iTStudy | 11/2021-01/2022 |
| iTStudy designs and develops a MOOC platform for the LS4VET course and prepares English-language instructor and learner guides, which will be translated by iTStudy, PHNÖ and UAS. | | |
| **IO2-A4: Delivering the LS4VET training course** | UM | 01/2022-06/2022 |
| ELTE/iTstudy, PHNÖ, UM and UAS provide continuous mentoring for the LS4VET training course participants (1 mentor/6-10 participants), that is, assistance, facilitation of horizontal learning (knowledge sharing of participants), evaluation of completed course assignments and a final assessment. About 10-10 instructors of NJIT, LBS, ITS and LS participate and complete the course, who will in the following semester pilot LS4VET in their school. Up to 20 further instructors per country will also participate in the course. | | |
| **IO2-A5: Finalising the LS4VET training course** | ELTE | 06/2022-07/2022 |
| ELTE finalizes the LS4VET course curriculum, methodology and content based on the monitoring reports and the assessment of feedback it will collect from all partners and participants about the implementation of the course. ELTE, PHNÖ and UAS will translate the feedback form prepared by ELTE in English. | | |
| Events related to IO2 | | |
| E1: Recruitment event for LS4VET training course in Austria (PHNÖ, 30 participants)  E2: Recruitment event for LS4VET training course in Hungary (iTStudy, 30 participants)  E3: Recruitment event for LS4VET training course in Malta (UM, 30 participants)  E4: Recruitment event for LS4VET training course in the Netherlands (UAS, 30 participants) | | |
| INDICATORS:   * Curriculum + methodology (EN) templates of monitoring reports * e-learning modules (EN, HU, DE, NL) * MOOC platform (EN, HU, DE, NL), instructor guide (EN) and learner guide (EN, HU, DE, NL) * Participants’ work documentation and completed feedback forms (EN, HU, DE, NL) and Mentoring reports (EN) * Report/5 p., EN, Finalised LS4VET training course (EN, HU, DE, NL) * Number of VET teachers participating in the training course – cca. 120 altogether (cca. 10/partner school + up to 20 other instructors per country) | | |
| **IO3 LS4VET Storyboard and Toolkit** | UM | **05/2022-**  **03/2023** |
| **IO3-A1 Designing a LS4VET Storyboard** | UAS | 05/2022-07/2022 |
| UAS prepares a Lesson Study Storyboard (a text document of cca. 5 pages) that will be used to guide partner school instructor teams (made up of instructors who participated in the LS4VET training course) to conduct a Lesson Study in their school. This LS4VET Storyboard will be based on available literature about LS and take into consideration all theoretical and practical aspects regarding the application of LS in VET in general and specifically in the partner schools, as defined in IO1. ELTE, PHNÖ and UAS will translate the Storyboard. | | |
| **IO3-A2 Creating a LS4VET Toolkit** | PHNÖ | 07/2022-09/2022 |
| PHNÖ prepares templates of all documents (digital tools such as Google forms and drive, Mentimeter, Kahoot, Doodle etc.), which will be used during the piloting of LS4VET by the partner school LS teams, including templates of lesson plans, observation protocols, evaluation/assessment documents etc. ELTE, PHNÖ and UAS will translate the Toolkit. | | |
| **IO3 – A3: Designing the methodology and toolkit of mentoring/monitoring the piloting of LS4VET** | UM | 06/2022-09/2022 |
| UM designs the methodology and toolkit (guidelines and document templates: monitoring reports, observation protocols etc.) to be used by ELTE/iTStudy, PHNÖ, UM and UAS during their mentoring/monitoring of the piloting of LS4VET by partner schools. | | |
| **IO3 – A4: Piloting LS4VET by teachers/trainers in VET schools** | iTStudy | 09/2022-02/2023 |
| NJIT, LBS, ITS, LS Lesson Study teams (one or two teams of altogether 3-10 instructors) pilot LS4VET in their school, using the LS4VET Storyboard and Toolkit. These Lesson Study teams will document their pilot and prepare a final assessment report of the whole process, reflecting also on the sustainability of the newly developed teaching methods in their own practice and among their colleagues. They will also prepare plans discussing the sustainability of the method of LS in their school, based on document templates in the LS4VET Toolkit.  ELTE/iTStudy, PHNÖ, UM, UAS will closely monitor the piloting process and will also provide mentoring to these school teams by facilitating lesson study meetings and observing and providing constructive feedback on the lesson studies, based on the methodology and toolkit prepared by UM in IO3-A3. | | |
| **IO3 – A5: Finalising the LS4VET Storyboard and Toolkit** | ELTE | 01/2023-03/2023 |
| ELTE will finalize the LS4VET Storyboard and Toolkit based on all documentation of the pilot and the mentoring/monitoring reports. | | |
| INDICATORS:   * LS4VET Storyboard/5 p. (EN, HU, DE, NL) * Templates of 5-10 digital tools (EN, HU, DE, NL) * guidelines and document templates: monitoring/mentoring reports, observation protocols (EN, HU, DE, NL) * Participants’ work documentation and final reports (EN, HU, DE, NL), Mentoring reports (EN) * Summary of final reports/1-2 p. (EN), Finalised LS4VET Storyboard and Toolkit/5 p., 5-10 digital tool template (EN, HU, DE, NL) | | |
| **IO4 LS4VET eBook** | ELTE | **01/2023-08/2023** |
| **IO4-A1: Collecting case studies** | PHNÖ/UAS | 01/2023-04/2023 |
| ELTE/iTStudy, PHNÖ, UM and UAS prepare case study reports of 5-10 p. of the piloting of LS4VET (one/at least one ***– to be decided at the kick off*** - in each partner school), using a case study template prepared by PHNÖ and UAS, in English as well as in the national language. They will then prepare English-language case study summaries of 1-2 p., based on which PHNÖ and UAS will prepare a report of 5 p. in English. | | |
| **IO4-A2: Creating LS4VET eBook** | ELTE | 03/2023-06/2023 |
| ELTE will design and create the content of a LS4VET handbook, integrating the LS4VET Model, Storyboard and Toolkit, conclusions of the different stages of the intervention, a selection of case studies into one concise publication as well as policy recommendations. It will serve as a practical, step-by-step guide, which can be followed by other educational experts (consultants, trainers), schools and instructor teams to apply the methodology of Lesson Study specifically adapted for VET.  The book will be prepared in English first, then ELTE/iTStudy, PHNÖ and UAS will translate it. | | |
| **IO4-A3: Proofreading and publishing the LS4VET eBook** | ELTE/iTStudy | 06/2023-08/2023 |
| PHNÖ will proofread the handbook content. iTStudy will do the graphical design, stylistic and technical editing, optimising for different format etc. ELTE will do the final check. The handbook will be published in a downloadable e-book format under the Creative Commons license agreed by the 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. | | |
| Event related to IO4 | | |
| E5 Project Closing Conference in Budapest (ELTE, 50 participants) | | |
| INDICATORS:   * 4 case studies of 5-10 p. (EN, HU, DE, NL) * Case study summaries of 1-2 p. (EN) * Report about case studies of 5 p. (EN) * LS4VET eBook content, min. 100 pages (EN) * LS4VET eBook, min. 100 pages (EN, HU, DE, NL) | | |

**Annex 4 – Partners**

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| **Partner** | **Full Legal Name** | **Contact(s)** | **E-mail** |
| ELTE (HU) | [ELTE Eötvös Loránd University](https://ippi.ppk.elte.hu/en/) | Prof. Dr. János Győri  Eszter Bükki | [gyori.janos@ppk.elte.hu](mailto:gyori.janos@ppk.elte.hu) [bukki.eszter@ppk.elte.hu](mailto:bukki.eszter@ppk.elte.hu) |
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