Summary of past/current project activities and review of the project GANTT

Project GANTT

Project activity	Responsible partner	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
		2022							2023							
		6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
		M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
IO2 – A4.1 Delivering the LS4VET training course (pilot course: 3 participants/country)	iTstudy															
IO2 - A4.2: Delivering the LS4VET training course (25-30 participants/country)	iTstudy															
IO2 – A5: Finalising the LS4VET training course	ELTE															
IO2 – A6: Creating and publishing the LS4VET course eBook	iTStudy/ELTE															
IO3 - LS4VET Storyboard and Toolkit	UM															
IO3 – A4.2: Piloting the LS4VET Model by teachers/trainers in VET schools (as part of the LS4VET training course)	UM															
IO3– A5: Finalising the LS4VET Storyboard and Toolkit based on evaluation	ELTE															
IO4 - LS4VET eBook	ELTE															
IO4 – A1: Preparing implementation (case) stories	PHNÖ/UAS															
IO4 – A2: Creating the LS4VET eBook	ELTE															
IO4 – A3: Proofreading and publishing the LS4VET eBook	ELTE/iTStudy															
Partner meetings																
Kick-off meeting - Budapest	ELTE															
2nd partner meeting - Utrecht	UAS	HU								NL						
3rd partner meeting - Baden	PHNÖ															
4rth partner meeting - Msida	UM						MT									
5th partner meeting - Budapest	ELTE													HU		
Multiplier events																
Multiplier event 1 - Recruitment event for LS4VET training course in Austria (30 p)	PHNÖ					E1										
Multiplier event 2 - Recruitment event for LS4VET training course in Netherland (30p.)	UAS				E2											
Multiplier event 3 - Recruitment event for LS4VET training course in Malta (30 p.)	UM				E3											
Multiplier event 4 - Recruitment event for LS4VET training course in Hungary (30 p.)	iTStudy				E4											

IO2-IO3 GANTT

Project activity	Responsible partner	2022								2023	
		5	6	7	8	9	10	11	12	1	2
		M19	M20	m16	M10	M21	M22	M23	M24	M25	M26
IO2 – LS4VET training course	**ITStudy**										
IO2 – A2: Developing the content of LS4VET PD e-learning modules	UAS										
IO2-A2.4. Finalization of the content of modules	expert partners										
IO2-A2.5. Translating the content of the modules to national languages	expert partners			31 Jul							
IO2 – A3: Implementing the LS4VET PD e-learning platform	iTStudy										
IO2-A3.2. Translating learner guides (HU, DE, NL)				31 Jul							
Multiplier events - Recruitment											
IO2 – A4: Delivering the LS4VET training course	iTStudy										
IO2-A4.2. Main course: cca. 30 teachers from partner and other schools participating, expert partner delivering and monitoring	all partners										
IO2 – A5: Finalising the LS4VET training course	ELTE										
IO2-A5.3. Collecting and preparing summary of feedback and mentoring reports (prepared in IO2-A4) (report, 5 p.)	ELTE										
IO2-A5.4. Amending the course based on feedback	ELTE			8 Jul							
IO2-A5.5. Translating amendments	expert partners					5 Sept					
IO2-A5.6. Implementing amendments and creating a Creative Commons license	iTStudy										
IO2 – A6: Creating and publishing the LS4VET course eBook	iTStudy/ELTE										
IO2-A6.1. Downloading and editing Moodle courses content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.)	iTStudy										
IO2-A6.2. OPTIONAL: Further developing the course content (national versions)	expert partners										
IO2-A6.3. Copyediting the English/national language versions of the eBook	expert partners										
IO2-A6.5. Publishing the eBook and creating Creative Commons license	iTStudy										
IO3 - LS4VET Storyboard and Toolkit	**UM**										
IO3 – A1: Designing a LS4VET Storyboard	iTStudy and UAS										
IO3 – A2: Creating a LS4VET Toolkit	iTStudy and PH NÖ										
IO3 – A2.5: Translation	expert partners					5 Sept					
IO3 – A3: Developing the methodology of mentoring/monitoring the LS4VET piloting	UM										
IO3 – A4: Piloting LS4VET by teachers/trainers in VET schools as part of the LS4VET course	UM										
IO3-A4.2. Piloting the LS4VET Model in the main LS4VET course: cca. 30 teachers from partner and other schools participating, expert partners delivering and monitoring = IO2-A4.3	all partners										
IO3– A5: Finalising the LS4VET Storyboard and Toolkit based on evaluation	ELTE										
IO3 – A5.1: Review of the Storyboard and the Toolkit and amendment (EN)	ELTE			8 Jul							
IO3 – A5.2: Amendment of translations	expert partners			31 Jul							

IO4 GANTT

Project activity	Responsible partner	9 M13	10 M14	11 m15	12 M9	1 M15	2 M16	3 M17	4 M18	5 M19	6 M20	7 m16	8 M10
IO4 – A1: Preparing implementation (case) stories	PH NÖ and UAS												
IO4-A4.1. Creating a proposal for methodology and templates	PH NÖ and UAS												
IO4-A1.2. Discussion of proposal	partners												
IO4-A1.3. Finalisation of methodology and templates	PH NÖ and UAS												
IO4-A1.4. Preparing case stories in national languages	partners												
Transnational partner meeting Utrecht	UAS						16-17 Feb						
IO4-A1.5. Translating national case stories to English	expert partners												
IO4 – A2: Creating the LS4VET eBook	ELTE												
IO4-A2.1. Creating a proposal for content	ELTE												
IO4-A2.2. Discussion of proposal	partners												
IO4-A2.3. Creating the LS4VET eBook content	ELTE + expert partners												
IO4-A2.4. Converting content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.)	ITStudy												
Transnational partner meeting and Final conference Budapest	ELTE										2-3 June		
IO4 – A3: Proofreading and publishing the LS4VET eBook	ELTE and iTStudy												
IO4-A3.1. Translating the eBook into national languages	expert partners												
IO4-A3.2. Copyediting the English/national language versions	expert partners												
IO4-A3.3. Publishing the eBook and creating a Creative Commons license	ITStudy												

LS4VET course in Hungary (IO2-A4/IO3-A4)

ITStudy, ELTE and NJIT

09/2022-01/2023

2020-1-HU01-KA202-078848

The main course

- Schedule: 26 September 2022 – 31 January 2023
- Group participants

    (1) heterogenous LS teams in 7 schools with altogether 46 participants – two teams (6 teachers) from Neumann (our partner school)

    (2) one cross-school LS team formed to accommodate a "single" teacher

- Group tasks and discussions through Forum discussions, moderated by e-tutors, online F2F meetings with the LS facilitators for the 2 Neumann teams
- LS facilitator to attend the research lessons in the Neumann school

Our first impressions

- those who decided to take part in this experimental learning
  - are very motivated and devoted

- however, for many:
  - not previous experiences in team working with other teachers, collaboration
  - not familiar with e-learning surfaces
  - they feel they already had to decide about different issues (eg. the topic) before they could get to know the method as a whole
  - since they don't have any previous experience on LS, they are very uncertain what kind of topic they should (or they are expected - by us) to chose

- heterogenous teams: more general ed. topics; challenging to optimalize

- not really good patterns for them on the written, special "LS-type" plan of the lesson

- they have difficulties with finding an outside expert

- they tend to invite outside experts from the academia, not that much from industry

- challenges with the communication with us

- shared/common time to work together

Code of conduct - publications

My views and suggestions

- **any publication**
  - written
    - book
    - chapter
    - journal
  - oral
    - conference presentation etc.
- **EU+ project codes** must be indicated - that is compulsory
- **transparency**
  - before you start to work on a publication
    - please indicate your draft plan
      - in an e-mail to two persons/country (one university and one school)
    - with the plan of authorship
    - this is not needed in case of publications which are exclusively dealing with national data and context
    - if nobody has anything to say about this in two weeks, you can start your work

- if any materials
  - not only texts but also
  - figures
  - tables etc.

  are used from our project which had an indicated authorship on it, it must be referred

- **authorship** as it is common in the academia:
- an author can be only somebody who did a real work for the publication
- data collection etc. is already a real work; for authorship we have to offer the chance for him/her for being an author or to reject this possibility
- first author is who did the most for the publication, prepared the draft of the manuscript
- the order of authorship is a decision of the co-authors
- as the coordinator of the project
  - I ask everybody to send me the manuscript
  - and after (quickly) checking them I'll accept to be the last author

LS4VET course eBook (IO2-A6)
LS4VET eBook (IO4-A2)

09/2022-02/2023
11/2022-05/2023

LS4VET Course eBook – Description in the Work plan

Description: publishing the LS4VET training course (which was originally planned to be developed only as a Moodle course in IO2) in a downloadable eBook format in four languages (English, Hungarian, German and Dutch).

This will make the learning materials accessible to a wider audience and enable its further use and development by VET teacher educators, thus increasing the potential impact of the project.

This activity will entail content and language editing, translation, reviewing and proofreading tasks, as well as graphical design, stylistic and technical editing, optimising for different formats etc.

Core partner: ELTE and iTStudy

Outputs:

● LS4VET course eBook (EN, HU, DE, NL)

LS4VET course eBook (IO2-A6)

- Proposal about content sent by ELTE on 3 October in email:
  - English version prepared by downloading the current (new) English course text, edited by ELTE only to ensure uniform terminology and numbering and harmonising any incoherence between the modules
  - national language versions prepared by downloading the actual national Moodle courses and partners can choose to further develop the text further as they see fit to suit their own circumstances/future purposes (but this is only optional)

- Proposed tasks and deadlines

													2023
	Responsible partner	9	10	11	12	1	2	3	4	5	6	7	8
Project activity		M13	M14	m15	M9	M15	M16	M17	M18	M19	M20	m16	M10
IO2 – A6: Creating and publishing the LS4VET course eBook	iTStudy/ELTE												
IO2-A6.1. Preparing proposal for design	ELTE												
IO2-A6.2. Discussion of proposal	partners												
IO2-A6.3. Downloading and editing Moodle courses content (EN, HU, DE, NL) into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.)	iTStudy and ELTE			30 Nov									
IO2-A6.4. OPTIONAL: Further developing the course content (national versions)	expert partners					31 Jan							
IO2-A6.5. Copyediting the English/national language versions of the eBook	expert partners						24 Feb						
IO2-A6.6. Publishing the eBook and creating a Creative Commons license	iTStudy						28 Feb						

LS4VET eBook (IO4) – Description in the Work plan

Description: IO4 will be an eBook that will involve in a concise, handbook-style format of all information and tools to be used by VET teachers/trainers, teacher educators or policy-makers considering the introduction of LS in the sector of VET. The eBook will present:

- the finalised Model for LS4VET (theoretical model of the adaptation of LS for VET);
- a description of the finalised curriculum, methodology and selected content of the LS4VET training course;
- case studies of the piloting process;
- conclusions drawn by the project partners regarding the adaptation process and the sustainability of the results; as well as
- policy recommendations.

The eBook will be of cca. 100 pages (standard A4), first prepared in English and then translated to national languages (HU, DE, NL), with possible minor alterations between the national language versions.

IO leader: ELTE

Outputs: LS4VET eBook (EN, HU, DE, NL)

Creating LS4VET eBook IO4-A2 activity – Description in the Work plan

- **core partner**: ELTE
- **participants**: all partners reviewing

This task will consist of designing and creating the content of the LS4VET eBook. It will involve drawing conclusions by the project partners regarding the adaptation process and the sustainability of the results as well as formulating policy recommendations regarding the use of LS in the sector of VET. These will be edited in a concise form together with the finalised Model for LS4VET, a description of the finalised curriculum, methodology and selected content of the LS4VET training course and case studies about the piloting process, providing a useful handbook for any VET teacher/trainer, teacher educator or policy maker who wants to use or support the use of LS in VET.

LS4VET eBook (IO4)

- Proposal about content:
  - **LS4VET Model report** - edited version of the current text (27 pages), by ELTE
  - **LS4VET Curriculum** and **a description of the different national versions** of the course – current text of the curriculum and a description of the differences written by ELTE (22+2=24 pages)
  - **Case stories** - English translations to be written by the expert partners in A4-A1 (max 4x10=40 pages)
  - **Reflections by the partnership about the implementation and the sustainability of the LS4VET Model** – publication? Or written by ELTE (10 pages)
  - **Policy recommendations** – at national level, to be written by the expert partners, max one page per country (4 pages)
- Proposed tasks and deadlines

Project activity	Responsible partner	9	10	11	12	1	2	3	4	5	6	7	8
											2023		
		M13	M14	m15	M9	M15	M16	M17	M18	M19	M20	m16	M10
IO4 – A2: Creating the LS4VET eBook	ELTE												
IO4-A2.1. Creating a proposal for content	ELTE			16 Nov									
IO4-A2.2. Discussion of proposal	partners				15 Dec								
IO4-A2.3. Creating the LS4VET eBook content	ELTE + expert partners								17 Apr				
IO4-A2.4. Converting content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.)	ITStudy									31 May			
Transnational partner meeting and Final conference Budapest	ELTE										2-3 June		
IO4 – A3: Proofreading and publishing the LS4VET eBook	ELTE and iTStudy												
IO4-A3.1. Translating the eBook into national languages	expert partners									31 May			
IO4-A3.2. Copyediting the English/national language versions	expert partners											31 Jul	
IO4-A3.3. Publishing the eBook and creating a Creative Commons license	ITStudy												31 Aug

eBook GANTTs

Project activity	Responsible partner	9 M13	10 M14	11 m15	12 M9	1 M15	2 M16	3 M17	4 M18	5 M19	6 M20	7 m16	8 M10
IO2 – A6: Creating and publishing the LS4VET course eBook	iTStudy/ELTE												
IO2-A6.1. Preparing proposal for design	ELTE												
IO2-A6.2. Discussion of proposal	partners												
IO2-A6.3. Downloading and editing Moodle courses content into pdf format (graphic design, stylistic and technical editing, optimisation for different	iTStudy and ELTE												
IO2-A6.4. OPTIONAL: Further developing the course content (national versions)	expert partners												
IO2-A6.5. Copyediting the English/national language versions of the eBook	expert partners												
IO2-A6.6. Publishing the eBook and creating a Creative Commons license	iTStudy												
IO4 – A1: Preparing implementation (case) stories	PH NÖ and UAS												
IO4-A4.1. Creating a proposal for methodology and templates	PH NÖ and UAS												
IO4-A1.2. Discussion of proposal	partners												
IO4-A1.3. Finalisation of methodology and templates	PH NÖ and UAS												
IO4-A1.4. Preparing case stories in national languages	partners												
Transnational partner meeting Utrecht	UAS						16-17 Feb						
IO4-A1.5. Translating national case stories to English	expert partners												
IO4 – A2: Creating the LS4VET eBook	ELTE												
IO4-A2.1. Creating a proposal for content	ELTE												
IO4-A2.2. Discussion of proposal	partners												
IO4-A2.3. Creating the LS4VET eBook content	ELTE + expert partners												
IO4-A2.4. Converting content into pdf format (graphic design, stylistic and technical editing, optimisation for different formats, etc.)	ITStudy												
Transnational partner meeting and Final conference Budapest	ELTE										2-3 June		
IO4 – A3: Proofreading and publishing the LS4VET eBook	ELTE and iTStudy												
IO4-A3.1. Translating the eBook into national languages	expert partners												
IO4-A3.2. Copyediting the English/national language versions	expert partners												
IO4-A3.3. Publishing the eBook and creating a Creative Commons license	ITStudy												

2023

LS4VET

Project and Quality Management

including finances

08/2022-12/2022

2020-1-HU01-KA202-078848

Financial matters

- 2nd advance payment received and transferred to each partner in October

- Partners' supporting documents to be sent by **30 September 2023 for the final report** due after the project closure (31.08.2023)

- **Current tasks** - we kindly ask you to do these tasks **by 30 November**:
  - **upload these supporting docs in your partner folders** (and send a note to ELTE financial manager), in accordance with the Financial guide (templates are also available):
    - supporting docs for your Multiplier events
    - supporting docs for your travelling to Gödöllő and Malta
  - **update your budget file** in your partner folder (and send a note to ELTE financial manager) if you want to transfer costs from your travel to your IO budget

- You may upload your **timesheets and contracts (IO costs)** continuously in your partner folder or only when requested for the final report

- New ELTE financial manager from December: Szandi (Alexandra Koósz-Fodor) koosz-fodor.alexandra@ppk.elte.hu

Multiplier events

- Budget: 30x100 EUR=3000 EUR
- Required documentation for reporting:
  - **Invitation letters**
  - **Agenda**
  - **Participant list** signed by host and participants (incl. title and date of event, participants' names and email addresses and <u>their employers' name and address</u>)
  - **Meeting minutes**
  - **Photos**
  - Evaluation questionnaire – ELTE/ITStudy will prepare a template that you can adapt and use
  - Evaluation of the event (summary with conclusions and analysis of feedback)
- Please keep **invoices about rental fees, catering etc**. as these might be requested in case of an audit to prove payment of related expenses, though the amounts will not be checked)

Transnational project meetings

- Budget: 575 EUR per person (typically 2 persons per partner travelling, as defined in your budget)

- Required documentation for reporting:

    - **Individual attendance certificates** signed by the receiving organisation (certifying attendance, and including the objective of the activity, its start and end date, name of the person attending, and name and address of the delegating partner) - **UM**

    - **Participant list** signed by all meeting participants and the receiving organisation - **UM**

    - Proof of formal link between participant and delegating institution (**participants' contract**) – **each partner**

    - **Meeting documentation** (agenda, minutes, photos, presentations) – **UM/ELTE**

    - **Documents related to travel and accommodation** (e.g. boarding cards, invoice of tickets, hotel invoice). If the place of departure is different from the site of the delegating partner and/or the place of arrival is not the same as the site of the host partner, the tickets of the actual journey are required, or alternatively other type of invoices proving the travel between the places of departure and arrival – **each partner**

Quality management

- Feedback about the Malta meeting
  - all participants complete the online form by **16 November**
  - ELTE prepares report (with a comment by the host) by **30 November**
- Feedback about IO2 and IO3
  - online forms prepared by ELTE/ITStudy and Malta (as IO leader) by **13 January**
  - partners complete the form by **31 January**
  - ELTE prepares report by **17 February**
- Feedback about the LS4VET course
  - form designed by ELTE by **7 January**
  - Partners review form by **14 January**
  - final form uploaded to Moodle by **21 January**
  - course participants complete the form **when they finish the course**
  - ELTE prepares report **2 weeks after** the last course ends

Partner meetings

- Transnational partner meetings:
  - **Utrecht meeting: 16-17 February** 2023 (Thurs-Fri) – host (UAS) and ELTE start preparations in early December, Agenda and Invitation letter will be sent by 9 December
  - **Budapest meeting and Final conference (HU ME): 2-3 June 2023** (Fri-Sat)
- Online meetings organised as needed.

Questions, comments?

Agreements

- Case stories
  - PH NÖ and UAS send templates, phrasebook and example by 1 Dec
  - Partners create case stories by
- Course eBook
  - ITStudy contacts expert partners when and what content (Moodle vs translation) to use
  - ITStudy prepares the drafts by end of January
  - partners edit the eBook by end of March
  - ITStudy finalize the eBooks by end of April
- Project eBook
  - ELTE prepares a proposal for the content by Jan
- Research proposals
  - ELTE prepares a Google form to inquire about committment
- Dissemination
  - UM, ELTE and ITStudy plan IO3 summary and Newsletter (deadline February 2023)
- PQM tasks
  - upload supporting docs to partner folder by end of Nov
  - update your budget file if needed by end of Nov