**Setting up the team**

1. **Formulate the team members and their role**

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| Team member name | Team member role | Contact information |
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1. **consider and discuss the following, first with your colleagues and then with your school leaders:**

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| Who is the responsible person in the school management responsible for liaising with the LS4VET team? |  |
| Who is the person responsible in the LS4VET team responsible for liaising with the school management? |  |
| How does the work of the new LS4VET team fit into the school's organization and long-term pedagogical development plan? |  |
| What possible changes to teachers' working arrangements (timetables, workload) does the LS4VET team require for its activities, and how can this be secured by the school management? |  |
| What resources (materials, funds, venue) and other technical, logistical or professional support is needed for the LS4VET team's activities? |  |
| Can the teachers’ participation in LS4VET be credited in any ways and, if so, under what conditions and how (by what rewards; e.g. by counting it towards the completion of their mandatory professional development)? |  |
| Does the LS4VET team plan any activities for which the presence of school staff other than the members of the LS4VET team is envisaged, or does it plan to invite teachers and professionals from other institutions (e.g. to the research lesson)? |  |
| How does the LS4VET team plan to make the results available at school level or beyond? |  |