

Erasmus+ Programme, Key Action 2: VET Strategic Partnerships

Flip your classes through multimedia enriched apprenticeship simulations and develop e-skills for VET teachers and students to enhance youth employability (2017-2019)

Short staff training event

26th – 30th November 2018

Host city: Madrid

Meeting hosted by CECE (CONFEDERACION ESPANOLA DE CENTROS DE ENSEÑANZA ASOCIACION)

Participating Organisations:

- 1. Romania** – Liceul Tehnologic de Mecatronică și Automatizări – 4 participants
- 2. Romania** - EuroEd Iași – 2 participants
- 3. Spain** - CECE (CONFEDERACION ESPANOLA DE CENTROS DE ENSEÑANZA ASOCIACION) – 2 participants
- 4. Spain** - CESUR (CENTRO SUPERIOR DE FORMACION EUROPA SUR) – 2 participants
- 5. Bulgaria** - IT-World.BG – 1 participant
- 6. Bulgaria** - Bulgarian Association of Networking Academies – 4 participants
- 7. Italy** - CIPAT – 5 participants
- 8. Italy** - PIXEL - ASSOCIAZIONE CULTURALE – 1 participant

Advised readings & actions before attendance:

- Registration on the Moodle platform in order to have access to the materials of the IO1 – The Flipped Guide

<https://edu.e-classes.eu/>

For further details on access, please contact Mr. Spass Kostov: spass@it-world.bg

- Read and watch the IO1 produced contents – the guide and the video tutorials
- Read the application details regarding IO3, IO4 and further actions for the second year of the project, including the detailed Timeline of the project.
- Complete the Participant Profile Form.

(for local coordinators) What documents to bring with you in Madrid:

1. The Europass Certificates for all the participants, signed and stamped by the sending organisation (2 original copies).
2. (for those who didn't handed them out yet) The 2 Declarations (Staff Costs Intellectual Outcomes and Transnational project meetings) corresponding to the first year of the project – from October 2017 till September 2018, signed and stamped by the partner organisation – 1 original.

Important aspects to consider for the overall approach of the short staff training:

*All activities should consider the highest level of interactivity for the participants. We don't want anyone to be 'dead by PowerPoint'

*Practical examples and practical applications for each piece of the proposed content should be considered

*Involvement of all participants is essential as well as developing their skills

*The program can be adjusted to the needs of the participants, according to the things we need to do and the available time and space to do them.

Monday, 26th November	Tuesday, 27th November	Wednesday, 28th November	Thursday, 29th November	Friday, 30th November
9.45 – 10.00 Arrival of participants, Welcome from host	9.45 – 10.00 Arrival of participants	10.00 – 12.00 and 13.00 – 14.30 Educational day	9.45-10.00 Arrival of participants	9.45-10.00 Arrival of participants
10.00 – 10.30 Warming up activities Getting to know each other (I) (LTMA facilitating)	10.00 – 10.30 Warming up activities Getting to know each other (II) (EUROED)	It will include: - Visit of 2 VET schools & training centres in Madrid - Meeting relevant teachers involved in VET education *Further details will be offered by Selina *Travel across Madrid city is involved (time of travel between schools by using	10.00 – 10.30 Warming up activities Working as a team (LTMA)	10.00 – 11.00 Final session for design of e-classes lessons (EUROED facilitating) *Investigation and brainstorming for IO4- Videos on job orientation and integration students-schools-companies (led by EuroEd)
10.30 – 11.00 Introduction to the project, especially to IO1, IO3, IO4 (especially IO3, the flipped lessons)- LTMA	10.30 – 11.00 Educational games (design of) II (Chapter 7) (PIXEL)		10.30 – 11.30 First session of shared work together in teams for developing e-classes lessons (EUROED + LTMA facilitating)	
11.00 – 11.30 Introduction to the flipped methodology (Chapter 1, Chapter 2) (CECE)	11.00 – 11.30 Assessment of knowledge (Chapter 8) (EUROED)		11.00 – 11.30 *best practice of partners being presented	
				11.00 – 11.30 (only for local coordinators from each partner organisation) Future planning of work at local level within E-CLASSES project frame (LTMA)

		public transport aprox. 50 minutes)		*Teachers will have an informal session of Q&A
11.30 – 12.00 Coffee break	11.30 – 12.00 Coffee-break		11.30 – 12.00 Coffee break	11.30 – 12.00 Coffee break
12.00 – 12.30 The creative classroom Planning a flipped lesson (Chapter 3, Chapter 4) (LTMA, Cesur)	12.00 – 12.30 About debriefing and other means of evaluation Chapter 9 (EUROED)		12.00 – 13.00 Second session of shared work together in teams for developing e-classes lessons *design of own e-classes lessons (EUROED + LTMA facilitating)	12.00 – 12.30 Conclusions and evaluation of the day
12.30 – 13.00 What is SCORM? Production and postproduction of a video (Chapters 4, 5) (BANA + IT-WORLD)	12.30 – 13.00 Transversal topics in VET Chapter 10 (EUROED+ all)			12.30 – 13.00 Short coordinators meeting for checklist of milestones in the overall project management
13.00 – 13.30 Educational games I (Chapter 6)(CIPAT)	13.00 – 13.30 Evaluation of the Guide (using the e-learning platform) *all. Laptops will be needed.		13.00 – 13.30 Conclusions for each team work Joint debate	13.00 – 13.30 Evaluation of the overall training Certification
13.30 – 14.15 Common debates &conclusions of the day Q&A session	13.30 – 14.15 Common debates &conclusions of the day Q&A session		13.30 – 14.15 Q&A session Conclusions of the day	
14.15 – 14.45 Evaluation of the session	14.15 – 14.45 Evaluation of the session		14.15 – 14.45 Evaluation of the session	
			20.00 - Common joint farewell dinner	