

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)

Third Management Meeting

2nd October – 3rd October 2018

City: Sofia

Meeting hosted by BANA - Bulgarian Association of Networking Academies& IT-World.BG

Participating Organisations:

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

Advised readings before attendance:

Minutes of the second transnational management meeting for E-CLASSES project

The IO1 produced contents – the guide and the video tutorials

The application details regarding IO2 and further actions for the second year of the project, including the detailed Timeline of the project.

For all partners to prepare before coming:

- The video tutorials for the IO1 - Guideline on Flipped classroom methodology, as assigned for each partner+ script with timing in EN and National language
 - Spain (CECE) – The final version of the IO1 – Guideline on Flipped classroom methodology
 - Ideas/best practices on creating the IO3 – Flipped lessons
 - Translation of the Promotional brochures in National languages
- Administrative:
- All the timesheets corresponding to the IO1 work and the centralisation of the IO1
 - The intermediate report about the activities carried out in the first year of the project
 - The dissemination activities centralisation carried out in the first year of the project

Activities will take place at:

16-20, Alabin Str., Sofia

<https://en.bia-bg.com/contactus/>



Conference room on the 1-st floor in the building of the Bulgarian Industrial Association

AGENDA

1st October 2018

**All day,
according to each
participant
schedule**

Arriving of participants

Dinner at around 19.30 -20.00

Restaurant Shtastliveca, (The Happy Man, translated from Bulgarian ☺)

Sofia, 27 Vitosha Blvd. (The main pedestrian street in Sofia)
+359 2 4411 155

<https://www.shtastliveca.com/en/restaurants/shtastliveca-vitosha-sofia.html>

2nd October 2018

09.30 – 09.45

Arriving of participants

Introduction

Welcoming speech by the hosting partner

Presentation and tour of the host institution (optional)/Understanding local context, resources, targets

09.45 – 11.30

**Revising the tasks and implementation progress for IO1 –
Guideline on Flipped classroom methodology**

Presentation of the final form of the Guide and the tutorials created by partner.

Common debate on the possible issues, contents, form, practical aspects
Establishing the frame and format for the final presentation of the Guide + tutorials for the Open-Online Course on Flipped classes methodology for VET teachers (former IO2)

Establishing details for Pilot of the online course (1 staff member will test the course functionality): YouTube Channel, e-learning platform, website

Checklist for IO1

IO1:

- Stage 1: Set up the adaptation of the GainTime Handbook for VET – done
 - Stage 2: Adaptation/Development of the modules and content for VET - done (CECE to present the final version of the material)
 - Stage 3: Creation of the video tutorials with presentation of the guideline modules - each partner to present the tutorials done
 - Stage 4: Development of content related to transdisciplinary – done
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- Stage 5: Test of the Guideline with staff in education and VET teachers & Validation of the Guideline - done internal by each partner
 - Stage 6: IO1/A6 (former IO2) Open-Online Course on Flipped classes methodology for VET teachers - Spass to present the course
 - Pilot of the online course (period: 10.2018).each partner will involve one staff member, who will test the platform following the satisfaction and functionality. - TO BE DISCUSSED + CECE should prepare a short evaluation form
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11.30 – 12.00 Break

12.00 – 12.30 Preparation of C1 - International training for teachers/trainers (Short-term joint staff training event for VET teachers and trainers: 23 participants- VET teachers and trainers; 17 mobilities; 5 working days)
Assign of specific tasks for each partner

Checklist for C1

C1 - International training for teachers/trainers - PLANNING OF THE TRAINING

Short-term joint staff training event for VET teachers and trainers (23 participants- VET teachers and trainers; 17 mobilities; 5 working days; period: 26-30.11.2018)

Host: CECE - involve 4 people

LTMA - 4 people

EuroEd - 2 people

CESUR - 2 people

ITWORLD - 1 people

BANA - 4 people

CIPAT - 5 people

Pixel - 1 people

TO DISCUSS the role of each partner, what will be the training format, who will be the main trainers of the trainers to be formed? to discuss if the participants will know before the training the content of the guide and do the training online, and at the international work on revising each module and work on practical tasks? can each partner prepare for the training some practical applications?

12.30 – 13.00 Revision of the entire project working plan
Revision of the planned intellectual outputs, and description of activities – results – deadlines – partners roles

13.00 – 14.00 Lunch break

14.30 – 15.30 The website
Structure and contents of the website
Integrating IO1, IO3, IO4 into the website – possible solutions
Future stages and appropriate deadlines

15.30 – 16.00 Dissemination activities – Valorisation of the project results

The common dissemination plan – tasks and future activities
- discuss about the dissemination events done and to send evidences of it.
Common storage use and project tools

16.00 – 16.30 Preparation stages for IO3 – the Flipped lessons

Debate on common frame and technical details for the videos

Checklist of IO3

- Stage 1 - Setting up common science and technological disciplines in the partners countries. Period: 11-12.2018. Only if is needed to discuss again about the disciplines to focus on each country.

- Round 2 of training for VET teachers on how to create flipped classes, at national level. Period: 10-11.2018

Each country partner will organise a training at local/national level for at least 20 teachers per country. The aim of the training is that the trained teachers in the international training, to cascade the knowledges obtained and introduce the teachers in the E-Classes on Flipped methodology course. Following the face-to-face training (of 1 day), the participants will be involved in the online course and will become beneficiaries of the project. TO BE DISCUSSED, move the date because should be after the training, so probably before Christmas.

16.30 – 17.00 Administrative and management issues/compulsory documents

- Declarations (for the staff working in IO and for the participants in meetings)
- Timesheets (for the first year of the project)
- Reporting issues: Preparing relevant information for the intermediate report (to be sent to the NA the latest 30.11)
Interim report – Partners reports on latest 31.10.2018 (TO PROVIDE ALL THE REPORTING DOCS ON TIME)
Questions and answers sessions on administrative issues

18.00 – 20.00 Walking tour downtown Sofia

20.00 Common dinner – 20.15 – Restaurant Hadjidraganovite izbi

<https://www.izbite.com/en>

18, Hristo Belchev Street (next to Vitosha Boulevard).

The restaurant Hadjidraganovite izbi is a perfect stop after a daily walk through the center of Sofia or for a dinner with traditional dishes and drinks.

GPS coordinates:

- Degrees, minutes and seconds (DMS): 42°41'34.3"N 23°19'16.5"E

- Decimal degrees (DD): 42.692852, 23.321251

3rd October 2018

09.30 – 10.30

Preparing the work packages for future stages

Definition of the main contents of the future stages
Timetable and Calendar of activities
Roles of each partner
Communication – Schedule of Skype

12.30 – 13.00

Other

Other possible questions - Schedule of Future Meetings
Evaluation of the meeting

Meeting conclusion

13.00 –

Free time

Discovering the city
Departure of partners
