

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

06th – 10th May 2019

Host city: Lucca

Address of venue:

- 1. Via Santa Chiara, 10**
- 2. via Carlo Piaggia 160** ((local bus from town center/train station is called “LAM BLU”, the direction is “Ospedale San Luca”, near the school. Correct stop is called ‘Piaggia’)

Meeting hosted by CIPAT

Participating Organisations:

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

Advised actions & readings before attendance:

- Registration on the Moodle platform in order to have access to the materials of the IO1 – The Flipped Guide and to implement the flipped lessons of IO3.

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

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

- 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 Lucca:

1. The Europass Certificates for all the participants, signed and stamped by the sending organisation (2 original copies). This includes also the Europass Certificates for C1 training in Madrid, for the organisations who didn't provide them yet.
2. The 2 Declarations (Staff Costs Intellectual Outcomes for IO3 and IO4 and Learning, Training, teaching Short staff training – C2, corresponding to the second year of the project – from October 2018 till May 2019, signed and stamped by the partner organisation – 1 original.

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

*Activities will be focused on presenting the best practice examples and the work done since the previous C1 training in Madrid. Participants are invited to show also practical techniques used with students for the in-class activities.

*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, 06th May	Tuesday, 07th May	Wednesday, 08th May	Thursday, 09th May	Friday, 10th May
9.15 – 09.30 Meeting with CIPAT staff in via Carlo Piaggia 160, Lucca	9.45 – 10.00 Arrival of participants	10.00 - 18.30 Educational day in Florence It will include:	9.45-10.00 Arrival of participants	9.15-9.30 Arrival of participants
09.30 – 11.00 Welcome from host and visit of the various sites of the school in Lucca	10.00 – 10.30 Warming up activities – Working as a team (LTMA facilitating)	10.00-11.00 Visit of VET school (CIPAT) in Florence 11.00 -13.00 Guided tour of historical Florence centre	10.00 – 10.30 Warming up activities Working as a team (LTMA facilitating)	9.30.00 – 10.30 Future stages and tasks for finalising IO3 and IO4
11.00 – 11.30 Arrival at the training place Coffee break Informal introduction of participants	10.30 – 11.30 Flipped lessons – best practice LTMA - presenting the flipped video - presenting the in-class activities	13.00 – Joint lunch in a typical restaurant 13.00 - ... Free time – Discover Florence	10.30 – 11.00 Stages of work for IO4 and future tasks (EuroEd leading)	

11.45 – 12.00 Introduction to the project – IO3 and IO4 IO3 – stages of the ongoing work	11.30 – 12.00 Coffe break	*Further details will be offered by Elena Vaiani *This activities require travel to Florence (by train), aprox. 1 hour. *The guided tour may cost about 8 Euros.		10.30 – 11.30 (only for local coordinators from each partner organisation) Future planning of work at local level within E-CLASSES project frame (LTMA) *Teachers will have an informal session of Q&A
12.00 – 13.00 Flipped lessons – best practice CIPAT - presenting the flipped video - presenting the in-class activities	12.00 – 13.00 Flipped lessons – best practice BANA & IT-WORLD - presenting the flipped video - presenting the in-class activities		11.00 – 12.00 How to use the facilities of the Moodle platform in creating the flipped lessons and include evaluation (IT-World leading)	11.30 – 12.00 Coffee break
13.00 – 13.30 Flipped lessons – best practice CECE - presenting the flipped video - presenting the in-class activities	13.00 – 13.30 Flipped lessons – best practice EuroEd (the interdisciplinary lessons) - presenting the flipped video - presenting the in-class activities		12.00 – 13.00 Best practice videos on career orienting IO4 CIPAT CECE (?) LTMA (?) BANA (?)	12.00 – 12.30 Conclusions and evaluation of the day
13.30 – 14.00 Flipped lessons – best practice Cesur - presenting the flipped video - presenting the in-class activities	13.30 – 14.00 Revision of the lessons for IO3 already finished - tasks to do and deadlines - ways of presenting the IO3 final versions			12.30 – 13.00 Short coordinators meeting for checklist of milestones in the overall project management
14.00 – 14.15 Common debates &conclusions of the day Q&A session	14.00 – 14.15 Common debates &conclusions of the day Q&A session		13.00 – 13.30 Q&A session Conclusions of the day	13.00 – 13.30 Evaluation of the overall training Certification
14.15 – 14.30 Evaluation of the session	14.15 – 14.30 Evaluation of the session		13.30 – 14.00 Evaluation of the session	
Lunch	Lunch			



			20.00 - Common joint farewell dinner	
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