

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)

Final Management Meeting

12th September – 13th September 2019

City: Firenze

Meeting hosted by PIXEL

Venue:

Pixel, Via Luigi Lanzi,12, 50134 Firenze (IT)

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:

The application details regarding the Intellectual Outputs indicators and final results.

The dissemination plan of the project.

The detailed Timelines of the project.

For all partners to prepare before coming:

- Crosscheck of the final version of the IO1, IO3 and IO4 on Moodle Platform (<https://edu.e-classes.eu/>)
 - Crosscheck of the website of the project (<http://e-classes.eu/>)
 - Update on dissemination activities
- Administrative:
- All the timesheets corresponding to the IO3 and IO4 work and the centralisation of the IO3 and IO4
 - The dissemination activities centralisation carried out in the second year of the project

AGENDA

12th September 2019

09.30 – 09.45 Arriving of participants

Introduction

Welcoming 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 IO3 – The Flipped Lessons

Presentation of the final form of the lessons with all the materials uploaded on Moodle Platform (<https://edu.e-classes.eu/>)
Common debate on the possible issues, contents, form, practical aspects, accessibility for the people interested and for NA evaluators.

Checklist for IO3

- 45 flipped lessons (10 lessons per country + 5 interdisciplinary lessons)
 - Each lesson contains the following elements:
 - ✓ the videos for the lesson (7-10 minutes) – subtitled in English
 - ✓ the in-class activities video (2-3 minutes, no subtitles)
 - ✓ the In-class lesson plan, in English
 - ✓ at least one activity & resource, using Moodle platform features.
 - all materials uploaded in Moodle Platform
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11.30 – 12.00 Break

12.00 – 12.30 Revising the tasks and implementation progress for IO4 – The Career Orienting Videos created by students and the Transnational Online Sessions (RO-BG, IT-ES)

Presentation of the final materials already accomplished and uploaded on Moodle Platform.
Cross-check of the planned online sessions IT-ES and materials that need to be produced.
Common debate on the possible issues, contents, form, practical aspects

Checklist for IO4

- Network of 12 companies from different working fields
 - 3 videos per country (12 videos in total) on job orientation and integration students-schools-companies cooperation
 - 2 pair "I Am Welcomed, Therefore, I Belong" E-Classes sessions (20 students/ country + 2 teachers/country): first pair, RO-BG, second pair IT-ES
 - short movies of the transnational sessions between students
 - all materials uploaded on Moodle Platform
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12.30 – 13.00 **Revision of the entire project working plan**
Revision of the intellectual outputs results, multiplier events and other significant aspects of the project still undone.
Defining the remaining activities – results – deadlines – partners roles

13.00 – 14.00 **Lunch break**

14.30 – 15.30 **The website**
Cross-check of the structure and contents of the website
Integrating IO1, IO3, IO4 into the website – possible solutions

15.30 – 16.00 **Dissemination activities – Valorisation of the project results**
The common dissemination plan
- discuss about the dissemination events done and to send evidences of it.
Common storage use and project tools

Final dissemination materials for the overall project (according to the dissemination plan) – to be discussed.

1. Short videos documenting the development of flipped classes in practice – recordings of highlights from flipped classes in practice and experience of students/teachers. (1 per country, 4 in total)
2. Project presentation video - interviews with a representative of each partner organisation, which will show the evolution from the beginning to the end of the project (4 Project presentation video (+ Subtitles in EN).
3. Media E-Brochure publicizing the project results (creator: EuroEd), translated in all National languages.
4. 6 E-brochures (newsletters on the project) Every 6 months EuroEd, all

16.00 – 16.30 **Administrative and management issues/compulsory documents**
- Declarations (for the staff working in IO and for the participants in meetings)
- Timesheets (for the second year of the project)
- Centralizations of the work in the timesheets (for the second year of the project)
Questions and answers sessions on administrative issues

20.00 - **Common dinner in a typical restaurant**

13th September 2019

09.30 – 10.30

Final report: Preparing relevant information

- Interim report – Partners reports on latest 15.10.2019
(TO PROVIDE ALL THE REPORTING DOCS ON TIME)
 - proposed schedule for the final reporting phase of the project
 - main aspects of the final report
 - Q&A on Final Report issues
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12.30 – 13.00

Other

Other possible questions - Schedule of Skype meeting (if relevant)

Evaluation of the meeting

Meeting conclusion

13.00 –

Free time

Discovering the city

Departure of partners
