



**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 Minutes

Firenze, 12-13 September 2019

Revision of the work within the Intellectual Outcomes:

IO1

Indicators:

- 1 Guide on flipped classes for VET - 8 thematic areas + 5 transdisciplinary disciplines
- 8 video tutorials in presentation of the guideline modules
- 1 Open online course - 4 modules with 4 teaching units
- 1 pilot action – 8 members
- 1 training at national level – 80 teachers; 80 evaluation forms

All indicators are completed.

IO3

Indicators:

- 10 flipped classes' multimedia lessons for science and technological disciplines/ country; 40 lessons
- 5 flipped lessons on transdisciplinary disciplines

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

Still missing

CECE lessons:

Subtitles in English for all lessons

Activities & Resources using Moodle features for all lessons

Lesson plans for all lessons

RO lessons

Activities & Resources for psychics lessons (Emi)

Subtitles for Lenses lesson (Emi)

In class activities, Lesson plan, Activity&Resource for Study of grouping resistors using Circuit Maker 2000 (Part II) (Costi)

CIPAT

Subtitles in English for Installation and maintenance of works progress



**In-class short videos and Activities & Resources for Functions, Problems of choice
Activities & Resources for the 2 beer lessons**

IO4

Indicators:

- 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

Missing:

3 videos for Spain

3 videos for Italy

1 online session for IT-ES

Short movie of the transnational session between students

Learning/Teaching/Training Activities

C1 - International training for teachers/trainers – complete (19 mobilities)

C2 – International training for teachers/trainers – complete (25 mobilities)

Transnational Project Meetings

TPM1 (RO), TPM2 (ES), TPM3 (BG), TPM4 (IT)

LTMA – complete

EuroEd – complete

CIPAT – complete

Pixel – 3 mobilities missing

Cesur – complete

CECE – 2 mobilities missing

IT- World – 3 mobilities missing

BANA – complete

Partners with missing mobilities will receive individual instructions in order to transfer the remaining budgets to other categories (Intellectual Outcomes).

The documents needed for the Multiplier Events are the following:

Cesur, EuroEd, Pixel

- attendance list (one original scanned for me. The original will remain to you)
- detailed agenda of the event where the presentation of IO1 (the guide) and the elearning platform must have a central part
- photos
- presentations used (in yr national language), the poster of the event and promotional materials used



- photos of hand-out materials, if any
- any press communicate or any press/media coverage (information about it)
- evaluation of the event from the participants (you can have a feed-back short questionnaire or any form to evaluate the impact for the participants)
- a short report about the event covering the essential information

Please follow the templates for: the attendance list, the template for the short report about the event, a suggestion for a short feed-back questionnaire to use for the participants.

Final dissemination materials for the overall project (according to the dissemination plan)

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)

3-4 minutes

Can include feed-back short interviews with teachers and students involved in the lessons

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)

Common decision: 1 PROMOTIONAL VIDEO WITH CONTRIBUTION OF ALL PARTNERS

We will create 1 single project presentation video in English containing short interviews from each partner organisation representatives, speaking about various aspects of the project.

Each partner will upload as soon as possible in GD 1 short video (10-30 sec)

(<https://drive.google.com/drive/folders/1F1W33g1wdzNEqiN7vTozEzUsag5UfiT>)

Dissemination short video

BANA – career videos

IT-WORLD – Moodle Platform

LTMA – Guide

EuroEd – Virtual meeting with students

CIPAT – IO 3 creating the videos

PIXEL – overall evaluation of the meeting

CECE – general things about the project

Cesur – in-class activities

3. 1 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

The calendar and responsables for the 6 newsletters:

Number newsletter	Calendar – activity	Date	Partner responsible
1	1 st transnational meeting, Iasi	February 2018	EuroEd



2	2 nd transnational meeting, Malaga	June 2018	Cesur
3	3 rd transnational meeting, Sofia	October 2018	Bana+IT-World
4	1 st Short staff training event, Madrid	November 2018	LTMA
5	2 nd Short staff training event, Lucca	May 2019	CIPAT+Pixel
6	4 th transnational meeting, Florence	September 2019	LTMA

Dissemination actions: meetings, workshops, debates, informing, public presentations, etc.

- 2 actions per month/partner

Final report – Partners reports on 15.10.2019 so that the Applicant can report a first draft final report on 30.10.2019

Each partner will deliver:

- Evidence of the intellectual outputs/ learning & training activities/ multiplier events
- Dissemination Report and evidences
- Financial Report and evidences