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| **MINUTES** of meeting of the  **EMEU4All Steering Group**  held **on** Sunday 21st May in Holiday Inn Helsinki |

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| **Present:** | Frans (Chair), Tanya, Liise, Uxue, Naiaira, Ellen, Bastian, Dennis, Guus, Jo, Louise, Rea |
| **Apologies:** | Apologies John and ....Cicek  fromSofie -Scholl |
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| **Minutes of Previous Meeting:** | The Minutes of the meeting of ……………30th Nov 2016 were accepted. |
| **Agenda** | **Introduction**   1. Updates from partners 2. Gannt Chart - changes 3. EMEU website update 4. News Sction |

| **Minute** | **Topic** | **Action By/When** |
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|  | Introduction  Apologies John from Bridgwater and ....Cicek  from Sofie -Scholl  Frans - noted and thanked very efficient preparations and thanks to Tanya and Liise from Hyria College  Minute Maker - decision taken to appoint the person who will next host  Agenda changes - no recent content change  Dissemination of projects to be added to agenda  Moved sending and hosting to be with ECVET manual section | **Jo**  **Frans**  **Rea** |
| **1** | Updates from partners  Jyvaskyla College – Rea Social, health and catering produced mobility study module and some of the virtual activity. Ambitious to start, scaled down.  Issue around communication - morale needs to kept up  Aaurhus Tech - Louise - catering/gastronomy 2 modules are developed and to be offered in the autumn, linked together.  Group working well together. Fleming will job shadow Horizon and Jyvaskulla. Website more to come  Bath College – Jo - going well. Developed the first modules and virtual activities. Problems with Dropbox, but going to sort out. Social care team - two teachers involved and working well. Interim Social Care Team meeting in Bath was helpful and useful.  Guus - really useful meeting in Bath. Dropbox working well. College merging with another. Marga will be in Health care now so repositioned for the project.  Developed activity and module...hard to position when the delivery will be offered in the year.  A Challenge.  Dennis & Bastian Ludwig South - planned 3 out of 4 modules. Start in Sept for mobility, one in Jan for virtual.  Need to discuss further with Dutch Colleges. Communicating well. QS around LOs and expectations.  Spain – Zubiri Mateo New partners. Have many questions at this stage.  Ellen – Horizon - Richard has provided module. Skype meet did not happen. Visited Spain in January. Will set up virtual communication.  Need virtual meets to progress the project. All 3 modules will be delivered at same time before Xmas.. Different content from each.  Jusburg Sophie-Schol. Need to sort time/calendar. Health Care and Sport  Hyria - Tanya and Liise. Health care, Social care and Catering.  Would like to do in rehab in health care sector. Produced one each is HC and SC. Noted change to the project.  Frans - a good start and no major problems. | **Guus/Marga** |
| **2** | Gannt Chart – changes  PowerPoint to be provided (see photo 1)  First meet was later than planned in Dec  Autumn - offer module 1 and VA1, report at end of term. If not offered then, must communicate with Frans to discuss  Developing module 2 and VA2 in autumn  Spring/Summer - to offer both 2s  From Sept 18 - flexible timeline to offer all 4  Finish April 2019  Final conference to discuss further cooperation  Word changes - website, easy to change  Blood group - to be VET or EMEU team? Latter decided upon  EMEU network is the umbrella term  Steering Group to reinforce terms used study modules and virtual activities  EMEU4ALL is used for this project.  Questions -  Ludwigshafen have to offer VA1 later than Autumn to be discussed with Frans  Louise - raised The embedding of modules within curriculum and programme and mapped to partners not to the subject specialism of a person/ teacher so if they move on it does not collapse. | **All / 22.05.17**  **Isabella / 22.05.17** |
| **3** | EMEU website update  Louise  <http://em-eu.eu/>  Website technical navigation  - ‘work in progress’  Complete new site from original within budget. Big job being undertaken.  Focus on Framework and backend working. Important for structures to be working for this meeting.  Very satisfied with appearance when finished. Collecting pictures for uploading. Good ones for sport, childcare, still limited. None yet for business and retail, good quality.  Front page- details and size to be modified, news on front page.  Navigation is created on the frontpage for teachers, students and the EMEU network  Module section- blue menu bar.  Sectors - symbols for subject areas. Discussion around titles within each. Is it too confusing?  Two EMEU teams will be required to discuss changes. Possibility to hide icons in the short term. Can be revisited in the longer term.  Modules - each developed will appear within each specific sector.  Ellen and Sjaak- EMEU team leaders involved in decisions to be consulted  Active and Archived icons bottom right. Archived modules are stored. Cannot be revived, a new module has to be resubmitted for dates  Icons discussed and agreed. Business needs revisiting  Active modules with Construction see image  Partners - access codes available to amend each college.  This section is All EMEU partners/network not just the 4all project.  New Template for Module - PDF in development  Need to download to edit/write  Any changes must be tracked through everywhere  Min 3 weeks mobility study module (in college) for students travelling. No time limit for virtual activity. Some will need extended work placement  What if no one is interested in your module? Ask questions why....can it be offered to others, does the content or timing or promotion need amending.  Follow ECVET guidelines skills, knowledge etc  How to upload to the site  Access will be given to all to make own changes  Partner description before 1st June - who still needs to send?  Must choose one level (EQF) only (drop-down)  Students will be registered - as yet no limit on registrations  Two step process - Staff first register each student then the student receives a code (automatic generation) to complete personal information.  Contact name to be named on each Module description. Can be amended to reflect change in teaching delivery.  Aim for tomorrow and the EMEU Teams is to upload modules  UserName for each partner access on EMEU site e.g. 'bath' code for all is 123456  Any changes email Louise  Frans and delegates applauded Louise for her work on the new site. | **Louise/ ongoing**  **EMEU Team for Business – TBC**  **All / 30/06/17** |
| **4** | News section - Rea - direct upload  Each college is responsible for creating own news items on the site.  A calendar will be set up. Min. Upload Twice per year for each. It is for EMEU network contribution  Suggested start date for news items June 2017  June Hyria  July Zubiri  AUG AARHUS  SEPTSophie school  October Horizon  Nov BATH  DEC LUKWIG  JAN 2018 ID / MBO RIJNLAND  FEB JYV  MAR Bridgewater & TAUNTON  APRIL Hyria  MAY Zubiri Mateo  Rea - Hosting and Sending process  New web site- descriptions clearer, ECVET and QA INCLUDED  Changes are possible  Creating, before, during, after sections (descriptive process on web page)  Work-based  Interim report - modules and VAs to involve as many students as possible (e.g. Include whole class where mobility is concerned). 'International Experience'. Use register/signature list for all participants.  Link to ECVET manual (blue link) - learning outcomes (knowledge, skills and competence)  Process - during funded period, Rea will check quality. Eventually Team Leaders will be the QA. No module is made public until it is shared and negotiated within Teams.  Link to the new module descriptor template  Link to assessment descriptor  Familiarise with website  <http://em-eu.eu/for-teachers/hosting-students/>  Agree modules within teams, deadlines for uploads are on the page link above  In summary practical, step by step process inc ECVET  & QA  BEFORE mobility guideline for hosting partner  DURING must deliver what is agreed, ensure well-being of students, motivate students, support students, assess and document in real time, Europass Certificate and assessment documents, feedback evaluation before departing,  AFTER - teachers complete satisfaction survey. Feedback will be presented to Steering Group, analyse and adjust future modules  Timesheets should be completed from first trans meeting 1st Dec 2016.  Reiterate 60 days equivalent for two study modules and 2 virtual activities | **Each SG member – once per month min.** |
|  | Rea to send assessment document to all delegates  ECVET manual link - <http://em-eu.eu/media/1343/ecvet-manual-for-emeu-final.pdf>  Discussed contingencies 'what if' eg a student withdraws  Upload PDF assessment criteria document with the module descriptor. Must inc logo  This time assessment criteria PDF can be uploaded up to two weeks before start of the mobility  Louise to upload example from Aarhus Tech  For Teachers - Sending  4 stages  Prep - give partners feedback, clarify which and benefits, QA validation and recognition, how to, when and by whom (link in the page), funding for students in place (KA1), promote to colleagues  Before - selecting student check level, language skills, social skills.  Sign up for module online, student receives information, registration, contact host, financial support, prepare student, support on practical matters, prepare Learning agreement and Europass, sending partner responsible for student documents, prepare students to share experience e.g. Video, images, interview, provide to host.  Guideline - National agency  Documents - agreed that signing of Learning agreements (Erasmus) can be done whilst student is on mobility for case study. (Frans to amend)  During  Communicate  After  Meet with student upon return, check all copies signed and stamped  Feedback to host  Rea - Reporting  Horizon, needs marketing module  Ludwigshafen, to amend LOs  VAs - module description template proving to be unsuitable for VA description but underway now so carry on developing in this way. Needs a flexible format and transferable  Nothing from Bridgwater or Bath (sent but not received) | **Rea / TBC**  **Louise / June 17**  **Rea/TBC**  **John/Jo asap** |
| **6** | Dissemination  Frans - will send all templates for costs October / November 2017  Log sent by Frans to all. Keep a record of activity  Finances - output/ timesheet. Frans to send To complete per person working on the project.  Output number (in application form). Include  40% at beginning, 40% interim, 20% end  Calculation sheet - total grant allocation, input where how many when  Multiplier event - external attendees  Will be in QA timeline  KEEP THE TIMESHEET UP TO DATE hours and participants | **Frans Nov 17**  **All SG members** |
| **7** | Integration & Embedment rea/Louise  Ensuring module is embedded in existing curriculum - module to be part of the programme but not to disadvantage (if no students visit)  Develop teaching materials in English  Va Implement in English lessons  Prioritising student involvement, participation, integration. To gather best practice to produce guidance.  Challenge for teachers to teach in English as a second language but must not segregate the visiting students away from other host students.  English teacher at partners to be involved esp Virtual Activities  Use Icebreaker games  BP- buddy system, prepare and introduce buddies to each other before the visit.  Effort to be put into integration activity  Host families? Depends on type of students  Collector of information - GUUS  How to offer - see image for options  Pool to choose from  Can the VAs be a joint development offer? Yes. Create from own perspective and how to offer.  EMEU Team Leader to collect VAs on a USB and give to Louise | **All**  **EMEU Team Leaders/23.05.17** |
| **8.** | Dates for next meetings:  @ Bath College  SG Arrive 5th Nov 2017  Steering Group on 6th  EMEU4ALL Team Conference 7th, 8th  All Depart 9th  Zubiri Manteo  San Sebastián Spain (Bilbao airport)  Arrive 14th May  Steering 15th May 2018  Conference 16/17th  Dep 19th May  Final Conference March 2019 TBC poss Nov 18  Germany (Spier)  Close of meeting | **Jo 5-9th Nov 2017**  **14th – 19th May**  **Nov 2018** |