



Erasmus+ Project number 2018-1-PT01-KA202-047463
“Schools 4.0 - Innovation in Vocational
Education”

Meeting minute

Location: EfVET Office, 40, Rue D’Arlon, Brussels-Belgium

Date: 26 and 27 november 2018

Time: 10 o’clock

Attendees: attached list

Agenda items

1. Presentation of each partner.
2. Presentation of the project and discussion of the IO (intellectual outputs).
3. Analysis of the schedule and review of the role of each partner.
4. Definition of the project logo and responsible partner.
5. Approval of communication channels between partners and ways of sharing tasks.
6. Discussion and approval of the layout and contents of survey that EfVET will disseminate throughout its members.
7. Approval of the project management and administration documents to be used.
8. Approval of dissemination and monitoring for the project management.
9. Analysis of legal, financial, administrative, dissemination and reporting procedures.
10. Approval and signature of the Partnership Agreements.
11. Schedule of the next meeting.

The meeting started out with the presentation of partners involved in the project: EfVET; Escola Profissional Amar Terra Verde; KOGE College; INSIGNARE; Escola Profissional de Rio Maior; DIAVIMA; Escola Profissional Raul Dória.

Following the second point of the agenda, the coordinator, represented by Sandra Monteiro, presented the project and its specifications and expected outcomes. The project will culminate with the production of Intellectual Output (IO): a book in English and Portuguese (on paper) and an English eBook with links with versions translated by the partners into their languages, which highlights the co-construction process in a transnational partnership.

This IO aims to change pedagogical practices and identify the changes that need to be made to move from a nineteenth-century school to a twenty-first century school - "School 4.0". The reference for this IO will be the innovative model of vocational education in Portugal, created in the early 1990s, in the twentieth century, "The Modular Structure in Professional Schools" (GETAP, Ministry of Education, 1993).

It is hoped that the product and process resulting from the model adopted for the production of this IO will have very significant impacts in terms of improving learning, innovation of pedagogical practices and transformative effects on the ways of thinking and acting professionals of the most directly involved partners, but also in the directors, teachers and trainers of vocational schools, in the dissemination stage.

All the partners had the opportunity to make questions and give suggestions to the development of the work. It was consensual that this IO should be flexible so that it can be applied in different schools with different pedagogical contexts.

Next it was reviewed the project timetable, that started in September 2018 and will end on January 2021, as well as the roles of each partner in the project.

EPATV

- In addition to project coordinator, you will have to present a "scientific poster" with the result of good practices of integration of digital tools in learning environments (in the case of APPs, Gamification, Tablets and mobile phones), tools and instruments of formative evaluation of the knowledge, skills and attitudes described, and how to evaluate learning outcomes.
- You will be responsible for organizing the final multiplier event.

Escola Profissional Raul Dória

- will use its experience in the e-Twinning platform to disseminate the evolution of the benchmark. It will present a "scientific poster" with the result of the use of the Geocaching platform in a project of organization / creation of routes of caches, within the scope of the Observatory of Commerce, promoting the learning based on projects.
- Initial survey to determine the methodologies already used by European schools to be disseminated by EfVET.

Escola Profissional de Rio Maior:

- It undertakes to participate in the production of a document (study) of good practices in the field of training in the work context.
- It will also collect updated information in this domain, enriched by the search for updated data, if possible with resources for samples of new audiences.

INSIGNARE

- Participate actively in the work sessions to be held and assist in the preparation of the application and in the contact with the international partners, being responsible for the selection of various contents related to the impression of the reference to be presented at the meeting in Greece.
- It will share the results of the implementation of the use of digital tools, where students take a more active role in the construction of their life project

Koge Business College na Dinamarca

- this school, as it is already developing curricula through transversal digital skills, where the student is the builder of its training curriculum, will have the function of organizing the training at a transnational meeting in Denmark to be held in May 2019, and will send your results to the coordinator and researchers.

DIAVIMA - Centro de Aprendizagem ao Longo da Vida - Greece

- in addition to organizing a transnational meeting to be held in April 2020, will be responsible for articulating the pre-approval of the final document on drawing and graphic composition, reporting the final decision and describing the learning outcomes of the tests carried out on its target audience.

O EfVET - European Forum on Vocational Education and Training - Belgium

- will have the task of organizing the first transnational meeting and gathering information on the change in the learning relationship and the resulting impacts on its school members. It will also be responsible for the dissemination of the results, in order to guarantee the sustainability of the project in the long term.
- EfVET is also responsible, in addition to promoting and disseminating the "e-book", "will organize training actions.

Concerning the project logo, it was decided that EP Amar Terra Verde, EP Raul Dória and INSIGNARE will present three proposals for it, designed by their students, and EfVET will choose the best. The deadline for presentation of the proposals was set to 17th January.

Regarding item 5 of the agenda, it was decided that the communication channel between partners will be google drive and that the coordinator of the project, EPATV, will make all the arrangements for that.

Following point 6, all the partners discussed the layout and contents of the survey conducted by EP Raul Dória with the cooperation of DIAVIMA. The purpose of this survey is to Know about what is happening in Vocational Schools regarding pedagogical innovative tools and practices. The first draft of the survey should be ready by of December and the final version at the end of January. During this process, all the partners should give their contributions to the survey.

In what concerns point 7 of the agenda, it was reminded to all partners that the timesheet form should be filled in every three months and they should also fill in the activities plan. Regarding this topic,

EPATV was responsible for organizing an action plan with tasks for each partner and then share it with the partners on google drive.

Finally, regarding point 8, the partners discussed the dissemination channels of the project and decided for a facebook page and a website. The name of the facebook page and web domain of the project resulted in: VETinnovation4O.com. It was decided that INSIGNARE would be responsible for the construction of the project's website and that EP Amar Terra Verde will be responsible for arranging for the domain. EfVET will elaborate a flyer about the project.

Regarding point 9 of the agenda, all partners agreed to pose all doubts about procedures to the coordinator by email and approved the Partnership Agreements.

Following point, all the partners agreed that the next meeting should be in Portugal so that the researchers interested in the project could gather and distribute tasks. Thus, the coordinator was left to question the national agency if the meeting plus the training that was scheduled to take place in Denmark, in May 2019, could be deployed in its entirety:

- May 2019- meeting between partners in Portugal
- September 2019- training in Denmark.

Since it would be cheaper to hold the meeting in Portugal, the coordinator also asked the national agency about the possibility of using the remaining money for a second person in the meeting in Greece.