

MINUTES

iVET4D in Europe

3rd meeting in Perugia (Italy) from Wednesday, 30/09/2015 to Friday, 02/10/2015

Date:	30/09/2015 - 9:00 am to 06/03/2015 - 12:30 pm
Location:	ITTS Alessandro Volta, Perugia, Italy
Participants:	see list of participants
Persons in charge:	Patrizia Roma, Simona Lescarini, Robert Böhm
Attachements:	list of participants, questionnaires for evaluation

30/09/2015

1. Presentation and progress of the local cooperation projects

- All participating partners present the progress of the local cooperation projects. All projects will be finished and documented in the scheduled time.
- Documentation for the projects should be finished as soon as possible. **May 2016** at the latest.
- All partners use the template for documentation of the projects provided at the VET4D website. The documentation should be sent by each partner via email to the coordinator.
- The coordinator will transform the word file into a PDF file and will published all the documents on the VET4D website.

Carried out projects are:

<i>Finland:</i>	> <i>Turning a glove</i>
	> <i>Tool for opening high windows</i>
<i>Italy:</i>	> <i>"How to build a book!"</i>
<i>Spain:</i>	> <i>Assembly device for aluminium profiles</i>
<i>Germany GW:</i>	> <i>Mobile storage cupboard</i>
<i>Germany WUG:</i>	> <i>Packing device for fire wood</i>
<i>Germany WUG:</i>	> <i>Packing device for aluminium plates</i>
<i>Austria:</i>	> <i>Winding machine for salami net</i>
<i>Czech Republic:</i>	> <i>Adjustable office table</i>
	> <i>Learning boxes for mathematics</i>

2. Update - Production of the iVET4D promotion video

Michael Barret gives an update concerning the production of the iVET4D promotion video:

- Some minor spelling mistakes in the video will be corrected.
- A special media company in Ireland will manage the subtitling of the video.
- The coordinator will provide an English version of the subtitles with the corresponding timeline of the video and send it via email to the partners who are concerned.

The following subtitles will be produced:

- ✓ Italian (ITTS Alessandro Volta – Perugia)
 - ✓ French (EASPD - Brussels)
 - ✓ Czech (Odborne uciliste - Chroustovice)
 - ✓ Spanish (CIP Virgen del Camino - Pamplona)
 - ✓ German (Vocational School - Weissenburg)
1. The translated subtitled should be written down very thoroughly because the media company will not check spelling mistakes.
 2. The translation work should be finished till **31. October 2015**. The document should be sent immediately via email to the coordinator.

3. Evaluation

Robert Boehm presented the questionnaires for evaluating the cooperation between vocational schools and workshops for people with disabilities.

- The questionnaires are made for asking teachers and staff of the workshops.
- The questionnaires will (if possible) be integrated into a Google evaluation tool.
- All participating persons within this evaluating will get a link and can give the answers online.
- All data will be collected and sent to the external evaluator who will use the data for the evaluation report. The Austrian evaluation team will provide the online questionnaire till **31. October 2015**.
- In addition questionnaires for participating students, iVET4D promotion video, guidelines and the organisation of the iVET4D strategic partnership will be developed till **31. January 2016**.

- All participating partners will organise the evaluation for the teachers and students of their institution as well as the staff of the cooperating service providers.
- If necessary all partners should help in case that persons have problems understanding the English questionnaire.
- The link for using the online questionnaires will be provided as soon as the questionnaires are online.

4. National /regional/local training events

- All participating partners have to organise at least one training event to inform about the VET4D concept and all the supporting guidelines which are available. The events should take place between **April and June 2016**.
- The target group for the event could be teachers and persons in charge for vocational education as well as workshops for people with disabilities.
- The coordinator will provide a template for the list of participants and for a Power Point presentation till **31/10/2015**.
- Furthermore the coordinator will provide a template for an info flyer which can be used for dissemination means till **31/10/2015**.
- Please note: To prove the number of participants within the training events a list with some data and the sign of the participants is obligatory. For the final report all partners send the agenda of the training event and the list via email to the coordinator. **June 2016 at the latest!**

01/10/2015

5. Financial Report

Robert Böhm gives a short overview concerning the financial reporting system:

- All partners have done their financial reporting as decided. The reporting system via dropbox works quite well.
- The next date for financial reporting : **15/10/2015**.

6. Tour through the school

Patrizia Roma shows the ITTS Alessandro Volta to the participants of the meeting.

7. Producing the guidelines

Working in Workgroups

- All partners in charge work in workgroups for finishing the content of the guidelines.
- Short presentation of the final structure.
- Final work on the layout till **30. November 2015**
- Translation of the guidelines in German, Spanish, French, Czech, Italian till **March 2016.**

02/10/2015

8. International Congress

- Tim Ghilain from EASPD presents a draft for the iVET4D in Europe International Congress and discussion about it.

“Working” together! **Cooperation between VET and Sheltered Workshops** **as a step towards de-institutionalisation**

13.00 - 14.00	Lunch – Registration Video in the background
14.00	Opening of the congress – Luk Zelderloo, EASPD Secretary General
14.05	Welcome speech – Local/National/European official
14.15	Co-production and de-institutionalisation – Michael Barrett
14.25	- disabled person organization
14.35	Presentation of the project with video – Robert Böhm
14.45	Presentation of the project partners – Everyone Each partner develops 1 ppt page + 3 min presentation
15.00 - 16.30	Speed dating: International Best Practice – modules of cooperation Each partner has one table to present what they did during the project, the process, the results, etc. People walk around to discuss and share the practices.
16.30 - 17.00	Presentation of the VET4D Best Practice Toolkit and a practical template for participants to develop a cooperation model in their own setting

- Discussion about the location Budapest or Brussels. The coordinator will check if a meeting in Budapest instead of Brussels is possible or not.

Weißenburg, 06.10.2015

signed

Robert Böhm

PROJECT QUALITY ASSURANCE EVALUATION SHEET FOR STAFF IN WORKSHOPS FOR PEOPLE WITH DISABILITIES

Hello! The VET4D Project Team would like to ask you some questions concerning your participation within the 'iVET4D in Europe' partnership project.

The aim of this questionnaire is to evaluate the local cooperation projects between your institution / workshop for people with disabilities and the vocational school with which you have cooperated with.

To fill in the questionnaire is very easy and won't take you a very long time. First you read the statement on the left side and then you tell us your choice with a big cross X in the chart if you "strongly agree", "somewhat agree", "disagree" or "strongly disagree". In the case that you can't give any information to a statement please set your cross in the column "don't know". At the end of the questionnaire you have the possibility to write some additional comments and suggestions.

All data will be treated confidentially and we assure you full anonymity. The data will be used to evaluate the 'iVET4D in Europe' partnership project for the final report within the ERASMUS+ regulations and will help to improve the general concept of VET4D.

Thank you very much for your support!

The VET4D Project Team

In general	strongly agree	somewhat agree	disagree	strongly disagree	don't know
Our project was successful.					
I liked to work on the project.					
Organisation	strongly agree	somewhat agree	disagree	strongly disagree	don't know
I regularly attended meetings with teachers of the cooperating vocational school.					
Our meetings met the expectations of our own goals.					
During the project I always knew what tasks and responsibilities I had.					
Our communication with the teachers of the vocational school was effective.					
Material and information concerning the project was spread effectively.					
The project could easily be finished in the predetermined time.					
We met the project schedule.					



Product quality	strongly agree	somewhat agree	disagree	strongly disagree	don't know
The product (i.e. technical device) produced by the vocational school achieved the desired goals.					
The product meets the predetermined criteria of function.					
The product is useful for our workshop for people with disabilities.					
The product has improved working processes in our workshop for people with disabilities.					
Satisfaction of the participants	strongly agree	somewhat agree	disagree	strongly disagree	don't know
I had the feeling of a good working atmosphere during the local VET4D cooperation project.					
I felt overstrained because of the work within the local cooperation project.					
The time I spent for the local cooperation project was acceptable for me.					
I think that all in all work within the project was worthwhile.					
Have you got any additional comments?					
Have you got any additional suggestions?					

PROJECT QUALITY ASSURANCE EVALUATION SHEET FOR TEACHERS IN VOCATIONAL SCHOOLS

Hello! The VET4D Project Team would like to ask you some questions concerning your participation within the 'iVET4D in Europe' partnership project.

The aim of this questionnaire is to evaluate the local cooperation projects between your vocational school and the workshop for people with disabilities with which you have cooperated with.

To fill in the questionnaire is very easy and won't take you a very long time. First you read the statement on the left side and then you tell us your choice with a big cross X in the chart if you "strongly agree", "somewhat agree", "disagree" or "strongly disagree". In the case that you can't give any information to a statement please set your cross in the column "don't know". At the end of the questionnaire you have the possibility to write some additional comments and suggestions.

All data will be treated confidentially and we assure you full anonymity. The data will be used to evaluate the 'iVET4D in Europe' partnership project for the final report within the ERASMUS+ regulations and will help to improve the general concept of VET4D.

Thank you very much for your support!

The VET4D Project Team

In general	strongly agree	somewhat agree	disagree	strongly disagree	don't know
Our project was successful.					
I liked to work on the project.					
Organisation	strongly agree	somewhat agree	disagree	strongly disagree	don't know
I regularly attended meetings with staff of the cooperating workshops.					
Our meetings met the expectations of our own goals.					
During the project I always knew what tasks and responsibilities I had.					
Our communication with workshop staff was effective.					
Material and information concerning the project was spread effectively.					
The project could easily be finished in the predetermined time.					
We met the project schedule.					



Implementing into school curricula	strongly agree	somewhat agree	disagree	strongly disagree	don't know
Learning content concerning the local VET4D project is written down in the school curricula					
The time needed for the VET4D project led to a lack of teaching time for other learning contents.					
Learning content concerning the local VET4D projects fits into the curricula of the subject.					
It makes sense to keep the work on VET4D local cooperation projects permanent in school curricula.					
Learning progress	strongly agree	somewhat agree	disagree	strongly disagree	don't know
I observed that students were reticent in their contact with disabled people at the beginning of the project.					
I noticed that students reduced their insecurity with regard to disabled people during the project.					
I noticed that the students made progress in the following skills while working within the local VET4D project:					
- planning					
- communication					
- presentation					
- documentation					
- professional competence					
Satisfaction of the participants	strongly agree	somewhat agree	disagree	strongly disagree	don't know
I had the feeling of a good working atmosphere during the local VET4D cooperation project.					
I noticed that the students were highly motivated within the cooperation project.					
I felt overstrained because of the work within the local cooperation project.					
The time I spent for the local cooperation project was acceptable for me.					
The teaching in other areas has suffered from the work within the local cooperation project.					
I think that all in all work within the project was worthwhile.					
Have you got any additional comments?					
Have you got any additional suggestions?					



Erasmus+



Erasmus+

List of participants - 3rd Meeting in Perugia Date: 30/09-02/10 2015

Firstname	Lastname	Vocational School / Institution	Country	Sign	Accommodation	Arrival	Departure
Tanja	Hoyer	Bregenz - Landesberufsschule 1	Austria		Hotel Priori	29 September	2 October
Helmut	Linder	Bregenz - Landesberufsschule 1	Austria		Hotel Priori	29 September	2 October
Friedrich	Scherler	Bregenz - Landesberufsschule 1	Austria		Hotel Priori	29 September	2 October
Timothy	Gillain	EASPD	Belgium		Hotel Rosalba	30 September	4 October
Jaroslav	Bálek	Chroustovice - Odborná učitelská	Czech Republic		Hotel Perusa	29 September	2 October
Jana	Bratčová	Chroustovice - Odborná učitelská	Czech Republic		Hotel Perusa	29 September	2 October
Miloslava	Šilarová	Chroustovice - Odborná učitelská	Czech Republic		Hotel Perusa	29 September	2 October
Mirva	Villamäki	Hämeenlinna - Koulutuskeskus Tavastia	Finland		Hotel Priori	29 September	2 October
Teemu	Vepsäläinen	Hämeenlinna - Koulutuskeskus Tavastia	Finland		Hotel Priori	29 September	2 October
Anssi	Kovanen	Hämeenlinna - Koulutuskeskus Tavastia	Finland		Hotel Priori	29 September	2 October
Robert	Böhm	Weißenburg - Staatliche Berufsschule	Germany		Hotel La Rosetta	29 September	2 October
Rainer	Forster	Weißenburg - Staatliche Berufsschule	Germany		Hotel La Rosetta	29 September	2 October
Eva	Rößner	Grafenwälder - BS zur individuellen Lernförderung	Germany		Hotel Priori	29 September	2 October
Susanne	Kocbek	Grafenwälder - BS zur individuellen Lernförderung	Germany		Hotel Priori	29 September	2 October
Michael	Barrett	Cork - COPE Foundation	Ireland		Hotel Iris	29 September	2 October
Javier	Muñoz	Pamplona - CIP Virgen del Camino	Spain		Hotel La Rosetta	29 September	2 October
Narciso	Marín	Pamplona - CIP Virgen del Camino	Spain		Hotel La Rosetta	29 September	2 October
Malin	Konradsson	Ronneby - Sjögarpskolan	Sweden		Hotel Priori	29 September	3 October
Reine	Cederberg	Ronneby - Sjögarpskolan	Sweden		Hotel Priori	29 September	3 October
Patrizia	Roma	Perugia - I.T.T.S.A. Volta	Italy		hosting school		