Work Package 1

Title of work package:	Project management and coordination	Work package leader:	GEB
Duration:	01.10.13 – 30.09.15	Work package team:	All partners

Aims and objectives

The aim of WP 1 is to ensure the project management and coordination of the overall project and last but not least the success of webLab.

No.	Deliverables	Contributors	Deadline
D1	***Partner agreements***	*All partners*	*25.10.13*
	A document signed by each legal representative of the partners which shall govern the relation between coordinator and partner. It includes the following Annexes: *ANNEX A: Estimated eligible budget of the action for webLab; ANNEX B: List of partners; ANNEX C: description of the Partner's tasks and breakdown of the LEONARDO DA VINCI allocation; ANNEX D: detailed budget relating to the activities of the Partner; ANNEX E: Description of the action; ANNEX F: Time line; ANNEX G: Guidelines for Administrative and Financial Management and Reporting.* *Language: EN; Medium: Text document* *Target groups: (partner) institutions*		
D2	***Project plan***	*All partners*	*01.11.13 (Draft)* *30.09.2015 (Final)*
	A document (Excel sheet) for the coordinators of all partners which will support the coordinators to guide both project execution and project control. The primary uses of the project plan are to document planning assumptions and decisions, facilitate communication among all partners, and document approved scope, cost, and schedule baselines. Any deficiencies should be reported an a recommendation should be made to fix them. *Language: EN; Medium: XLS document, Volume: 7 pages* *Target groups: (partner) institutions*		

Relation to other work packages

- Initiating Marketing and Dissemination (WP 7; 05/15 – 09/15; GEB)
- Monitoring and Controlling of
  - Adaption of the instruments and development of a specific advanced training concept (WP 2;10/13 – 09/15; Cevet)
  - Survey of regional structures (WP 3; 11/13 – 01/14; Raseko)
  - First and second testing phase (WP 4; 02/13 – 07/13; LBSH and WP 5; 11/14 – 04/15; LBSH)
  - Provision of the Training Concept (WP 6; 05/15 – 09/15; servicio periferico)
  - Validation of the Work Experience Abroad as Qualification Unit (WP 9; 02/15 – 09/15, Cevet)
- Initiating Sustainability and Evaluation in close cooperation with WP leader (WP 8;10/13 – 09/15; Tekirdag Il Milli Egitim Müdürlügü

Costs: 79.671 EUR

Staff	Travel	Equipment	Sub-contracting	Other
38.796	40.875	2		

Tasks and responsibilities WP 1

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Agreement with NA	GEB	10.09.13	Contract with NA		1		10.09.13
2. ADAM database	GEB / Cevet	15.10.13	Project description in ADAM	Payment of 40% by NA-BiBB (agreement with NA + input into ADAM must be done)	1		04.11.13
3. Getting commitment of partners to webLab	GEB / all partners	25.10.13	**Partners' agreement**	signed by each legal representative	1	1	20.11.13
4. First payment (40%)	GEB	01.11.13	Bank receipts	After partner has signed contract	1		22.11.13
5. Draft of project plan	GEB / Cevet	17.11.13	**Project plan (PP) 0**	To be discussed on the first meeting	1	2	18.11.13
6. Producing webLab 'Key facts"	Cevet	17.11.13	webLab Fact sheet	intentions, objectives, duration, working packages, results, budget, schedule	1		17.11.13
7. Organising first coordinators' meeting in Essen, DE	GEB	17.11. – 20.11.13		- Personal / strategic interests of persons / partner institutions - webLab overview: intentions, objectives, working packages, results, budget - team building, commitment to rules, communication - project plan: tasks, means, products, time, reporting, budget, changes - definition of standards (e.g. for documenting, trans scripting etc.) - scaffolding structure for VET schools - dissemination and exploitation plans	1		20.11.13
8. Revision of project plan	All partners	19.11.13	PP 1	Partners agree to project plan, tasks are clear to everybody	1		20.11.13
9. Minutes incl. to-do-list	GEB	03.12.13	Minutes CO1	Partners agree to minutes	1		03.12.14
10. Organising second coordinators' meeting in FI	Raseko	03. – 05.03.14		- Report from teacher training / - status of the organisation of students' mobilities - Survey of regional structures - Financial status - Preparing the first partner report	1		

Task	Responsible	Deadline	Result	Comment	WP	D	Done
				- Status of the working packages - Status of Deliverables - Dissemination plan - Evaluation plan - Exploitation - Status of certification - … - …			
11. Revision of project plan	All partners	04.03.14	PP 2	Partners agree to project plan, tasks are clear to everybody	1		
12. Minutes incl. to-do list	Raseko	21.03.14	Minutes CO2	Partners agree to minutes	1		
13. First partner report	All partners	30.04.14	10 Partner reports	Partners send report to GEB and attested copies of receipts etc., GEB will give feedback, if necessary: revision by partner	1		
14. Second European workshop in TR	VET Schools, GEB, Cevet	26. – 28.05.14		in Tekirdag/Turkey	2		
15. Minutes	Cevet	15.06.14	Minutes WS2	Partners agree to minutes	2		
16. Preparing LdV interim report	All partners	01.08. – 30.08.14		Collecting necessary forms, receipts, etc. Structuring the expenses, explanations, etc.	1		
17. Second partner report	All partners	31.08.14	10 Partner reports	Partners send report to GEB and attested copies of receipts etc., GEB will give feedback, if necessary: revision by partner	1		
18. Finalising LdV interim report	GEB	30.09.14	LdV interim report	GEB sends report to NA	1		
19. NA accepts report	NA BiBB		Interim Agreement from the NA	Payment of 40% by NA	1		
20. Second payment (30%)	GEB		Bank receipts	After getting the OK from the NA	1		

Task	Responsible	Deadline	Result	Comment	WP	D	Done
21. Organising third coordinators' meeting in FR (to be decided in 2nd coordinators' meeting)	AC Aix-M. and GEB	nn.10.14		- Status of the working packages and Deliverables - Dissemination, Evaluation and Exploitation - certification - Financial status - Preparing the final report - Report from teacher training / status of mobilities - Presentation of webLab to French teachers / headmasters - …	1		
22. Revision of project plan	All partners		PP 3	Partners agree to project plan, tasks are clear to everybody	1		
23. Minutes incl. to-do-list	GEB		Minutes CO3	Partners agree to minutes	1		
24. Third European workshop in DE	VET Schools, GEB, Cevet	25.-27.03.15		in Paderborn/Germany	2		
25. Minutes	Cevet	15.04.15	Minutes WS3	Partners agree to minutes	2		
26. Organising final conference in ES (incl. European workshop + Coordinators meeting)	Servicio periferico	27.-30.05.15		- … - … - …	1		
27. Coordinators meeting during the conference (see 22.)	Servicio periferico + GEB	27.-30.05.15		- Status of the working packages and Deliverables - Dissemination, Evaluation and Exploitation - certification - Financial status - Final report	1		
28. Working on project plan	All partners	27.-30.05.15	PP 4	Partners agree to final project plan, tasks concerning final report are clear to everybody	1		
29. Minutes incl. to-do-list	Servicio periferico	21.06.15	Minutes KO4	Partners agree to minutes	1		

Task	Responsible	Deadline	Result	Comment	WP	D	Done
				Documentation of the conference?			
30. Preparing LdV final report	All partners	01.10. – 19.10.15		Collecting necessary forms, receipts, etc. Structuring the expenses, explanations, etc.	1		01.1115
31. final partner report	All partners	20.10.15	10 Partner reports	Partners send report to GEB, GEB will give feedback, if necessary: revision by partner	1		01.11.15
32. third payment (10%)	GEB	01.11.15	Bank receipts	After getting a correct report	1		
33. Finalising LdV final report	GEB	30.11.15	LdV final report	GEB sends report to NA	1		
34. NA accepts report	NA-BiBB		Final Agreement from the NA	Payment of 20% by NA	1		
35. final payment (20%)	GEB		Bank receipts		1		
36. Finalising project plan	All partners		**PP final**	Partners agree to final project plan, tasks are clear to everybody	1	2	
37. Finalising webLab	GEB / all partners		Agreement by all partners	Partners relieve the strain on the coordinator and on project results	1		

Work Package 2

Title of work package:	Adaption of the instruments and development of a specific advanced training concept (ATC)	Work package leader:	Cevet
Duration:	01.10.2013 - 31.08.2015	Work package team:	All partners

Aims and objectives
The aim of WP2 is to develop a web-based mentoring concept for supporting vocational internships abroad of the students by adapting two approved instruments within this context.

No.	Deliverables	Contributors	Deadline
D3	**_Advanced Training Concept (ATC)_**	*Cevet, all partners*	*30.07.14*
	A document, which describes how teachers are going to be prepared in order to undertake successfully the underlying webLab-concept. *Possible contents: sequencing of the teacher training concept, description of underlying teaching and learning comprehension principles, basic competence model, introducing the basic principle of strengths orientation, overall webLab framework, exemplary material, etc.* *Language: EN; Medium: Text document, Length: approx. 10 pages* *Target groups: Managers of companies and headmasters of VET schools, teachers and trainers in VET*		
D4	**_webLab-Manual_**	*Cevet, all partners*	*30.04.14*
	The document should illustrate and describe the overall webLab-concept. Therefore it should be seen as a guidance document for the relevant group of persons. *Possible contents: description of the underlying webLab framework, description of the learning units (objectives, addressed competences, time and methodology recommendations, etc.), exemplary material, didactic instructions, master copy, best practice examples, etc.* *Language: EN; Medium: Text document, Length: approx. 15-20 pages* *Target groups: Managers of companies and headmasters of VET schools, teachers and trainers in VET*		

Relation to other work packages
• Adoption of regional structures and peculiarities (WP 3) • Adoption of the experiences gained by the participating teachers during the implementation phases (WP 4 & 5) • Translation basis for WP 6 • …

Costs: ???????? EUR				
Staff	**Travel**	**Equipment**	**Sub-contracting**	**Other**

Tasks and responsibilities WP 2

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Adaption of the instruments according to the target group and the internship abroad	Cevet		Framework		2		
2. Adaption of regional structures and peculiarities	Cevet, GEB (coordinators)				2, 3		
3. Developing of the underlying competence model assumptions	Cevet		Competence matrix	Based on the competence categories of the vocational action competences (professional competence, social competence, personal competence); as lateral competences: cross-cultural competence, media competence	2, 9		
4. Concretion of the framework elements (e.g. learning units, exemplary materials)	Cevet / ATC participants		webLab manual	Cevet prepares the possible content of the learning units. The teachers use existing materials and further develop them (e.g. within the contexts of the workshops)	2 / 4, 5	4	
5. Adding didactical and technological hints as well as sequencing of the teacher training concept	Cevet		ATC		2	3	
6. Integrating implementation experiences	Cevet				2, 4, 5		
7. Integrating results of the summative evaluation	Cevet				2, 8		

Work Package 3

Title of work package:	Survey of regional structures	Work package leader:	Raseko
Duration:	01.11.13 – 31.01.14	Work package team:	Cevet, GEB, Servicio periferico, LBSH, Tekirdag Il Milli Egitim Müdürlügü

Aims and objectives

The aim of WP 3 is to prepare the planning and establishment of internships abroad:
- Analysis of country-specific structures
- Identification of consequences for the implementation of internships abroad
- Suggestions in order to consider these peculiarities within the context of the advanced training concept

No.	Deliverables	Contributors	Deadline
D5	**_Description sheet_** _A matrix i.e. a description sheet for the presentation of structural peculiarities and suggestions for their consideration by the countries. The description sheet shall be used for the documentation of the structural differences in order to obtain a systematic overview of the peculiarities_ _Language: EN; Medium: Text document_ _Target groups: Managers of companies and headmasters of VET schools, Teachers and Trainers in VET who are interested in implementation of the **ATC** and **BMC**_	_Cevet, GEB, Servicio periferico, LBSH, Tekirdag Il Milli Egitim Müdürlügü_	_31.01.14_

Relation to other work packages

- Reporting to GEB, WP 1; project management and coordination
- Identification of consequences for the WP 2 (Adaption of the instruments and development of a specific advanced training concept; Cevet); WP4 and WP5; (First and second testing phase; LBSH)
- Identification of the needs of stakeholders in their regional conditions concerning dissemination and exploitation (WP 7; Marketing and Dissemination)

Costs: 11.895 EUR

Staff	Travel	Equipment	Sub-contracting	Other

Tasks and responsibilities WP 3

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Introduction into the regional situation analysis	Cevet	18.11.13			3		
2. Presenting and discussing categories	All partners	18.11.-19.11.13		Regional peculiarities: - Branches, economy, companies - Basic data: country, name of the region - Population - Unemployment rate (of yp) - Educational system - Important aspects concerning mobility Synopsis' categories shall be agreed upon	3		
3. Working on regional situation analysis	All partners	19.11.13		The country-specific structures concerning the (vocational) training system, regional peculiarities and existing job profiles shall be included and considered during the first coordinaters' meeting	3		
4. Based on this, the respective structures shall be presented descriptively and brought together in a synoptically way.	cevet	15.12.13	Matrix with categorized description	Cevet sends the descriptions to all partners	3		
5. Completing the negotiated description sheet	Cevet, GEB, Servicio periferico, LBSH, Tekirdag Il Milli Egitim Müdürlügü	15.01.14		Partners send the descriptions to Raseko	3		
6. Conflating the results	Raseko	15.02.14	Final matrix	Raseko sends the descriptions to CEVET	3		
7. Preparing a session for the coordination of the require-	Raseko	01.01.-31.01.14		... in closed cooperation with Cevet ... including suggestions for the laboratory	3		

Task	Responsible	Deadline	Result	Comment	WP	D	Done
~~ments~~							
~~8. Presentation and discussion on coordinators' meeting in FI~~	~~Cevet / All partners~~	~~04/03/14~~		~~On coordinators' meeting in FI~~	~~3~~		
~~9. Consequences for WP 2, 4, 5~~	~~All partners~~	~~04/03/14~~		~~Discussion with reference to the arrangement of the web-based instruments of assistance regarding the internships abroad. … including suggestions for the laboratory~~	~~3~~		
~~10. Finalising the survey of regional structures~~	~~Cevet~~	~~10.03.14~~	**~~Results of survey of regional structure~~**	~~Finalising editorial work~~	~~3~~	~~5~~	
~~11. Recommendation for the integration of the results into the teacher training concept~~	~~Cevet~~	~~10.03.14~~		~~See WP 2, 4, 5~~ ~~Finalising editorial work~~	~~2~~		

Work Package 4

Title of work package:	First testing	Work package leader:	Landesberufsschule Hart-berg
Duration:	01.11.13 – 30.09.15	**Work package team:**	All VET schools

Aims and objectives

The aim of WP 4 is to execute the first implementation flow, collect and bring together the testing documentations from implementation flow 1.

No.	Deliverables	Contributors	Deadline
D6	*Category-pillowed documentation of the practice experiences and implementation steps in testing phase I*	*All VET-schools*	*30.09.14*
	synoptic presentation: educational institution / category *Language: EN; Medium: text file* *Target groups: Managers of companies and headmasters of VET schools, Teachers and Trainers in VET*		

Relation to other work packages

- Initiating Marketing and Dissemination (WP 7; 05/15 – 09/15; GEB)
- Monitoring and Controlling of
    - Adaption of the instruments and development of a specific advanced training concept (WP 2;10/13 – 09/15; Cevet)
    - Survey of regional structures (WP 3; 11/13 – 01/14; Raseko)
    - Provision of the Training Concept (WP 6; 05/15 – 09/15; servicio periferico)
    - Validation of the Work Experience Abroad as Qualification Unit (WP 9; 02/15 – 09/15, Cevet)
- Initiating Sustainability and Evaluation in close cooperation with WP leader (WP 8;10/13 – 09/15; Tekirdag Il Milli Egitim Müdürlügü

Costs: 26.775,- EUR

Staff	Travel	Equipment	Sub-contracting	Other
26.775				

Tasks and responsibilities WP 4

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Planning of first (and second) testing phase and mobility	MWBK, HHBK, FJBK, LBSH, IES, Lisesi, Cevet	19.11.13			4		
2. Definition of documentation materials to be sent to Hartberg by VET schools	Cevet	17.11.13	Handout "How to document the internship process		4		
3. Creation of documentation media	Cevet	17.11.13	To be specified: paper forms? Word documents? Web form?		4		
4. Coordination / matching between VET schools	MWBK, HHBK, FJBK, LBSH, IES, Lisesi	19.11.13 – 28.02.14			4		
5. Definition of technological infrastructure	Cevet	20.11.13	Handout "technological infrastructure" for partners	The handout should contain the list of devices, helpful information and explanations how to use the devices, websites etc. and deadlines for their setup. Hardware, software etc.	4		
6. Development of standards for the documentation process	Cevet	20.11.13			4		

Task	Responsible	Deadline	Result	Comment	WP	D	Done
7. Setup of technological infrastructure	All VET schools	01.02.14		Deadline can be discussed during the first meeting; it should definitely be before the actual beginning of flow 1.	4		
8.							
9.							
10. Preparation of internship	All VET schools	01.01 – 30.04.14		— choice of students — learning contracts — rbcb-process — assignment of internship companies to students — monitoring of travel preparations — preparation of students' weblogs	4		
11. Execution of flow 1	All VET schools	15.01. – 30.06.14		— travelling — introduction of students to companies and accompanying teachers — internship — documentation of experiences by students in weblog	4		
12. Evaluation and documentation of flow 1	All VET schools	30.06.14	Filled-in documentation forms	Evaluation of internship based on weblog-entries and other accounts. All partners will document their experiences and adaption of the materials (scheduling, contents, formulations of competence or specific material)	4		
13. Submitting documentation. to LBS Hartberg	All VET schools	30.06.14			4		
14. Composition of D6	LBS Hartberg	31.07.14	*Category pillowed documentation*		4	6	
15. Submitting of D6 to Cevet	LBS Hartberg	31.07.14			4		

Work Package 5

Title of work package:	Implementation II: Testing the adapted model	Work package leader:	Landesberufsschule Hartberg
Duration:	01.11.14 – 30.04.15	Work package team:	All VET-schools, Cevet

Aims and objectives

The aim of WP 5 is to collect and bring together the practice documentations of implementation flow 2 in order to implement an individualized assistance of internships abroad.

No.	Deliverables	Contributors	Deadline
D7	**_Presentation of selected best practice examples_**	_All VET-schools_	_30.04.15_
	The document is meant to illustrate the applied didactical concepts by presenting accounts of students who have taken part in the implementation flows and commenting on these individual experiences. This way, interested readers without an explicit pedagogical background, e. g. decision-makers from an administrational background will be enabled to make informed decisions e. g. about the implementation of the programme. _Language: EN; Medium: text file and Web site_ _Target groups: Managers of companies and headmasters of VET schools, Teachers and Trainers in VET_		

Relation to other work packages

- Initiating Marketing and Dissemination (WP 7; 05/15 – 09/15; GEB)
- Monitoring and Controlling of
  - Adaption of the instruments and development of a specific advanced training concept (WP 2;10/13 – 09/15; Cevet)
  - Survey of regional structures (WP 3; 11/13 – 01/14; Raseko)
  - First testing phase (WP 4; 02/13 – 07/13; LBSH)
  - Provision of the Training Concept (WP 6; 05/15 – 09/15; servicio periferico)
  - Validation of the Work Experience Abroad as Qualification Unit (WP 9; 02/15 – 09/15, Cevet)
- Initiating Sustainability and Evaluation in close cooperation with WP leader (WP 8;10/13 – 09/15; Tekirdag Il Milli Egitim Müdürlügü)

Costs: 27.175 EUR

Staff	Travel	Equipment	Sub-contracting	Other
27.175				

Tasks and responsibilities WP 5

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Adoption of collected experiences from flow 1 in existing teaching materials	Cevet	01.11.14	Improved BMC- and rbCB- manuals		5		
2. Submitting of improved manuals to VET-schools	Cevet	01.11.14			5		
3. Preparation of internship	All VET-schools	01.11 - 31.12.14		— choice of students — learning contracts — rbCB-process — assignment of internship companies to students — monitoring of travel preparations — preparation of students' weblogs	5		
4. Execution of flow 2	All VET-schools	15.11.14 - 31.03.15		— travelling — introduction of students to companies and accompanying teachers — internship — documentation of experiences by students in weblog	5		
5. Evaluation and documentation of flow 2	All VET-schools	31.03.15	Filled-in documentation forms	Evaluation of internship based on weblog-entries and other accounts. All partners will document their experiences and adaption of the materials (scheduling, contents, formulations of competence or specific material)	5		
6. Selection of exemplary weblogs	All VET-schools	31.03.15			5		
7. Submitting documentation.and addresses of exemplary weblogs to LBS Hartberg	All VET-schools	31.03.15			5		
8. Revision of collected documentation during 3rd workshop	Cevet, all VET-schools	15.04.15			5		

Task	Responsible	Deadline	Result	Comment	WP	D	Done
9. ~~Selection of exemplary weblogs and other useful material for ATC~~	~~Cevet, LBS Hartberg~~	~~15.04.15~~			~~5~~		
10. ~~Composition of D7~~	~~LBS Hartberg~~	~~30.04.15~~	~~Presentation of selected best practice examples~~		~~5~~	~~7~~	
11. ~~Submitting of D7 to Cevet and GEB~~	~~LBS Hartberg~~	~~30.04.15~~		~~GEB will use the presentation for dissemination purposes (cf. WP 7)~~	~~5~~		

Work Package 6

Title of work package:	Provision of the Training Concept	Work package leader:	Servicio Periférico de la Consejerìa de Education, Cultura y Deportes en Alba-cete
Duration:	01.05.15 – 30.09.15	Work package team:	All VET-schools, Cevet

Aims and objectives

The aim of WP 6 is to create the necessary resources for teachers, trainers, VET institutions that have so far not been involved in the project but who are interested in implementing the rbCB and BMC in their systems. Consequently, basic information and illustrations are used in the hand outs in order to provide first concrete ideas about the webLab-concept. Also, the translation and publishing of the Advanced Training Concept (cf. WP7, D9) are coordinated.

No.	Deliverables	Contributors	Deadline
D8	*Handouts - based on standards for the provision of the products*	*All VET-schools, Cevet*	*30.09.15*
	Translation of the webLab manual in several languages. (Hand out for the assistance of internships abroad in the hands of the students / apprentices) *Language: DE, EN, ES, FI, FR, TR; Medium: text files* *Target groups: VET students and (Managers of companies and headmasters of VET schools, Teachers and Trainers in VET)*		

Relation to other work packages

- Initiating Marketing and Dissemination (WP 7; 05/15 – 09/15; GEB) – updating homepages
- Monitoring and Controlling of
    - Adaption of the instruments and development of a specific advanced training concept (WP 2;10/13 – 09/15; Cevet)
    - Survey of regional structures (WP 3; 11/13 – 01/14; Raseko)
    - First and second testing phase (WP 4; 02/13 – 07/13; LBSH and WP 5; 11/14 – 04/15; LBSH)
    - Validation of the Work Experience Abroad as Qualification Unit (WP 9; 02/15 – 09/15, Cevet)
- Initiating Sustainability and Evaluation in close cooperation with WP leader (WP 8;10/13 – 09/15; Tekirdag Il Milli Egitim Müdürlügü – integrating in evaluation and exploitation activities

Costs: 36.192 EUR

Staff	Travel	Equipment	Sub-contracting	Other
			2.000	

Tasks and responsibilities WP 6

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Development of standards and formats with regard to the provision	Cevet / Servicio Periférico		Standard format	Adoption of the workshop concept from WP 3 and integrating the experiences during WP 4,5 (testing phase I and II)	6		
2. Creation of English language-version of the hand out and the ATC and Distribution to all 'translating' partners	Cevet	15.05.15	**handout for the assistance of internships abroad - EN**	This hand out is used as a basis for the versions in the other languages. Cevet will send an English standard version to all partners	6	8	
3. Coordination of the translation and of the country-specific hand-outs	Servicio Periférico			Servicio Periférico will be responsible for the tracking of the work and for the collection of the translations	6		
4. Translation of hand out into FI and sending final version to Servicio periferico	Raseko	30.06.15	**handout for the assistance of internships abroad in Finnish**		6	8	
5. Translation of hand out into ES and sending final version to Servicio periferico	IES	30.06.15	**handout for the assistance of internships abroad in Spanish**		6	8	
6. Translation of hand out into DE and sending final version to Servicio periferico	Cevet	30.06.15	**handout for the assistance of internships abroad in**		6	8	

Task	Responsible	Deadline	Result	Comment	WP	D	Done
			German				
7. Translation of hand out into TR and sending final version to Servicio periferico	Lisesi	30.06.15	handout for the assistance of internships abroad in Turkish		6	8	
8. Translation of hand out into FR and sending final version to Servicio periferico	nn	30.06.15	handout for the assistance of internships abroad in French	An institution to take care of the French translation is still to be found!	6	8	
9. Collection of the translations	Servicio Periférico	05.07.15					
10. Submitting of D8 to Cevet and GEB	Servicio Periférico	10.07.15		GEB will use the presentation for dissemination purposes (cf. WP 7)	5		
11. Updating webLab homepage	Cevet	30.06.15	WebLab Homepage	Creation of page within each institution's website to inform about webLab	6		
12. Updating partner home pages	All partners	15.07.15	Partner homepages	Uploading of hand outs and ATC to partner web sites or link to webLab homepage	6		

Work Package 7

Title of work package:	Marketing and Dissemination	**Work package leader:**	GEB
Duration:	01.05.15.13 – 30.09.15	**Work package team:**	Cevet, GEB, Servicio periferico, LBSH, Tekirdag Il Milli Egitim Müdürlügü

Aims and objectives

The aim of WP 7 is to disseminate webLab and its outcomes to co-ordinate partners in order to spread the results in their VET system. I.e.:
- Establishing a framework for the presentation of the advanced training concept.
- Publishing the process of transferring, adaption and development of the European training concept.
- Making Proposals concerning country-specific project information.
- Designing and publishing a project information flyer.
- Designing and publishing an informational webpage.
- Keeping the ADAM database up-to-date.

No.	Deliverables	Contributors	Deadline
D9	**Teacher training course (incl. examples of good practise)**	*All partners*	*30.09.15*
	Advanced Training Concept (ATC) and best practice examples are available on webLab web site. (D 3, D4)		
	Language: DE, EN; Medium: Web site		
	Target groups: Managers of companies and headmasters of VET schools, Teachers and Trainers in VET		
D10	**Project information sheet**	*Cevet, GEB*	*30.09.15*
	Brochure about results and transfer of webLab (NA-BiBB publication)		
	Language: DE, EN; Medium: paper brochures		
	Target groups: Managers of companies and headmasters of VET schools, Teachers and Trainers in VET		

Relation to other work packages
- WP 1; project management and coordination – discussion of dissemination plan on each coordinators' meeting
- reference to thematic focuses and working results of workshops and coordination meetings
- WP 2 (Adaption of the instruments and development of a specific advanced training concept)
- WP 6 (Provision of the Training Concept)
- WP 8 (Sustainability and Evaluation)

Costs: 22.405 EUR

Staff	Travel	Equipment	Sub-contracting	Other
3.865			6.000	18.540

Tasks and responsibilities WP 7

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Providing webLab Logo	Cevet	09.10.13	Logo (graphic file)		7		05.10.13
2. Short project presentation on NA-BiBB Kick-Off	GEB	07.10.13	PPT	Presentation of the organisational structure of webLab	7		09.10.13
3. Providing a short marketing text about webLab in EN	Cevet	03.12.13	Marketing Text about webLab	Cevet will send text to all partners	7		
4. Planning of marketing and dissemination concept	All partners	19.11. – 05.03.14	Dissemination & exploitation plan 1	Discussion and negotiation on the dissemination and exploitation concept for public and target groups. Start working on the conditions that will allow the exploitation by the target groups after project's end by using networks and structures of partners involved. Aims, products, target groups, tools, activities, scope (own institution, Project partner institutions, Immediate environment and networks of partners, Direct users and final beneficiaries, Multipliers, decision-makers, policy-makers, Public at large) The discussion can link also to content-related aspects regarding e.g., career orientation, internship abroad, individualization of learning tasks etc.	7		
5. Providing a PPT presentation about webLab	Cevet	03.12.13	PPT Presentation	Cevet will send PPT to all partners	7		03.12.13
6. Informing stakeholder of own organisation about webLab	All partners	15.01.14		If necessary partners will translate marketing text in their own language	7		
7. Publishing text on homepage of all institutions	All partners	15.01.14	WWW Project information	If necessary partners will translate marketing text in their own language	7		
8. Sending Homepage link to	All partners	15.01.14			7		

3

Task	Responsible	Deadline	Result	Comment	WP	D	Done
~~GEB~~							
~~9. Dissemination homepage links~~	~~GEB~~	~~20.01.14~~	~~Link collection~~	~~Keeping ADAM database up-to-date~~	~~7~~		
~~10. Producing webLab 'Key facts"~~	~~Cevet~~	~~03.12.13~~	~~webLab Fact sheet~~	~~intentions, objectives, duration, working packages, results, budget, schedule~~	~~1~~		
~~11. Working on dissemination plan on coordinators' meeting in FI~~	~~All partners~~	~~03.05. - 05.03.14~~	~~Dissemination plan 2~~	~~Keeping the dissemination plan and dissemination activities up-to-date~~	~~7~~		
~~12. Working on dissemination plan on coordinators' meeting in FR~~	~~All partners~~	~~10.14~~	~~Dissemination plan 3~~	~~Keeping the dissemination plan and dissemination activities up-to-date~~	~~7~~		
~~13. Working on dissemination plan on coordinators' meeting in ES~~	~~All partners~~	~~27.05. - 30.05.15~~	~~Dissemination plan 4~~	~~Keeping the dissemination plan and dissemination activities up-to-date~~	~~7~~		
~~14. Layout + print of webLab manual~~	~~Cevet~~		~~**Teacher training course**~~	~~(incl. examples of good practise)~~	~~7~~	~~9~~	
~~15. Layout and print LdV Info sheet~~	~~Cevet~~	~~30.09.15~~	~~**LdV Project Information Sheet**~~		~~7~~	~~10~~	
~~16. Bridging to EREIVET~~	~~GEB, Raseko, *Tekirdag Il Milli Egitim Müdürlügü*~~	~~13.01. - 16.01.15~~		~~Presentation of webLab methodology and instruments in the EREIVET LdV multilateral network on EREIVET coordinators' meeting 'Quality in mobility' in Düsseldorf~~	~~7~~		
~~17. Contacting school authorities in the partner countries (also from EREIVET)~~	~~GEB, Raseko, *Tekirdag Il Milli Egitim Müdürlügü*~~	~~01.02. - 01.05.15~~		~~These stakeholders could influence the webLabs teacher training course usage in their regions.~~	~~7~~		

Task	Responsible	Deadline	Result	Comment	WP	D	Done
18. Regional conference for the dissemination seminar for regional VET Colleges in DE	Cevet	01.05. – 31.08.15	Report on seminar		7		
19. Regional conference for the dissemination seminar for regional VET Colleges in ES	Servicio periferico	01.05. – 31.08.15	Report on seminar		7		
20. Regional conference for the dissemination seminar for regional VET Colleges in TR	*Tekirdag Il Milli Egitim Müdürlügü*	01.05. – 31.08.15	Report on seminar		7		
21. Regional conference for the dissemination seminar for regional VET Colleges in AT	LBS Hartberg	01.05. – 31.08.15	Report on seminar		7		
22. Regional conference for the dissemination seminar for regional VET Colleges in FI	Raseko	01.05. – 31.08.15	Report on seminar		7		
23. Organising the final conference in ES	Servicio periferico …	10.09.13		Teacher training sessions and seminars for VET teachers from Castilla la Mancha	7		
24. Report / articles about European conference	Servicio periferico …	20.09.13	Report on conference Articles in regional newspapers		7		

Definition of Products:

WP2 / D3 - Concept of advance training (approx. 10 pages) =

WP2 / D4 - Hand-out (Exemplary materials, didactic suggestions for the implementation, recommendations for action (approx. 15 - 20 pages plus appendix) =

WP6 / D8 - Handouts - based on standards for the provision of the products (6 Languages) = Handout for the assistance of internships abroad

WP7 / D9 - Teacher training course (incl. examples of good practise) =

WP7 / D10 – Project information sheet = LdV flyer Ergebnisse und Transfer (4-6 DIN A4 Seiten)

Work Package 8

Title of work package:	Sustainability and Evaluation	Work package leader:	Tekirdag Il Milli Egitim Müdürlügü
Duration:	01.10.13 – 30.09.15	Work package team:	All partners

Aims and objectives

The aim is to ensure the sustainability and the use of the project results on regional level.
- Evaluation of the webLab process
- Evaluation of the project management
- Sustainability of the partnership and project
- Implementation models of the partners involved (in conjunction with WP 3)
- Cross-linking with other projects

No.	Deliverables	Contributors	Deadline
D11	**Collection of the sustainability and evaluation activities of the project partners**	*All partners*	*30.09.15*
	Collection of sustainability and evaluation activities of the project partners (regional exploitation plans)		
	Sustainability: How can VET schools implement and further use the ATC and BMC? How are the results available to interested public? (web site, manual, hand out …)		
	Fully documentation of evaluation results. These are fundamental for further sustainable implementation.		
	Language: EN Medium: text document and table		
	Target groups: Managers of companies and headmasters of VET schools, Teachers and Trainers in VET		

Possible Questions
- Do all members of the project team have a similar understanding of evaluation as an ongoing process that can help to ensure quality outcomes for the project?
- Has an evaluation plan been produced, shared and agreed?
- Do project objectives form the basis for this plan? Have any been overlooked?
- Does the timescale fit in with reporting schedules and project meetings?
- Has a suitable evaluation mode been adopted for each objective?
- Do adaptable evaluation tools already exist for each objective or do these need to be developed?
- Have new technologies been taken into account as a means of gathering evaluative information?
- Is responsibility for evaluation fully understood across the partnership?
- Is there a budget for evaluative work and is this realistic?
- Does the evaluation plan take into account the type of information that will be needed by the funding body for interim and final reports?
- Have Terms of Reference been drafted for external evaluation?

Important Categories:
- Target group identification
- Exploitation and valorisation strategy (collaboration and continuing development, utilising results, incorporation into training systems and practises)
- Measures of success (developing quality criteria, improving dissemination strategies, analysing training needs)
- Methods of exploitation

Relation to other work packages
- WP 1 (project management and coordination) - WP 3 (Survey of regional structures) - The sustainability of the project especially depends on the transfer of the developed instruments. WP 7 (Marketing and Dissemination) - …

Costs: 22.405 EUR

Staff	Travel	Equipment	Sub-contracting	Other
10.608				

Tasks and responsibilities WP 8

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Planning of evaluation and sustainability	All partners	19.11. - 20.11.13	evaluation and exploitation plan 1	Aims, products, target groups, activities The discussion can link also to content-related aspects regarding e.g., career orientation, internship abroad, individualization of learning tasks etc.	8		
2. Sustainable tracking of the project goals		ongoing	checklist		8		
3. Bringing in the project results into the project work on a regular basis		ongoing	...	On the one hand, this can be affected by means of publications (see WB 7). On the other hand, sustainability can be achieved through a goal-oriented conjunction with other / similar project (e.g. EREIVET) Simultaneously; the evolution work of the project management has to be examined critically and constructively in terms of project goals.	8		
4. Maintaining an implementation blog.		ongoing	blog	The teachers of the educational institutions are constrained to document their implementation work. On the one hand, the blog can encourage the examination of the medium 'weblog'. On the other hand, the documentations can be used as foundation for the evaluation of the project goals.	8		
5. ...							
6. evaluation and exploitation homepagelinks	GEB	07.12.13	Link collection	Keeping ADAM database up-to-date	8		
7. Working on evaluation and exploitation plan on coordinators' meeting in FI	All partners	02.2014	evaluation and exploitation plan 2	Keeping the dissemination plan and dissemination activities up-to-date	8		
8. Working on evaluation and	All partners	05.15	evaluation	Keeping the dissemination plan and dissemination activities up-to-date	8		

Task	Responsible	Deadline	Result	Comment	WP	D	Done
exploitation plan on coordinators' meeting in FR			*and exploitation plan 3*				
9. Working on evaluation and exploitation plan on coordinators' meeting in ES	*All partners*	*09.15*	*evaluation and exploitation plan 4*	*Keeping the dissemination plan and dissemination activities up-to-date*	*8*		

Work Package 9

Title of work package:	Certification of the internship abroad as a qualification unit	Work package leader:	Cevet
Duration:	01.01.2015 – 31.08.2015	Work package team:	All partners

Aims and objectives
The aim of WP 9 is to develop a certification concept in order to ensure and establish basic certification standards.

No.	Deliverables	Contributors	Deadline
D12	**_Certification sample_**	_Cevet_	_30. 09.15_
	The document is intended to serve as a certification sample. Based on overall competence assumptions, it provides categories with special regard to both curricular as well as individual objectives. _Language: EN; Medium: Text document_ _Target groups: Managers of companies and headmasters of VET schools, teachers and trainers in VET_		

Relation to other work packages
• Referring to the basic competence model (WP 2)

Costs: ??????? EUR

Staff	Travel	Equipment	Sub-contracting	Other
????	???			

Tasks and responsibilities WP 9

Task	Responsible	Deadline	Result	Comment	WP	D	Done
1. Developing of the underlying competence model assumptions	Cevet		Competence matrix	Based on the competence categories of the vocational action competences (professional competence, social competence, personal competence); as lateral competences: cross-cultural competence, media competence	2, 9		
2. Developing competence standards with regard to the overall webLab process	Cevet		Catalogue of competence standards		9, (2)		
3. Recognizing of individual learning objectives	Cevet				9, (2)		
4. Developing of a certification sample	Cevet		Certification sample		9		