

Minutes of the Meeting Held
Life Online Project
Third Transnational Project Meeting

Date:	16 th -17 th November 2016	
Venue:	SSGT MB Srednja sola za gostinstvo in turizem, Slovenia	
Facilitator:	Jonathan Harding (Project Manager)	
Notes recorded by:	Pete Hodgson (EfVET)	
Minutes written by:	Victoria Pyke (Bridgwater & Taunton College)	
Participants:	Marijo Irastorza	Cebanc
	Carlos Blasco	Cebanc
	Janko Štruc	SSGT MB Srednja sola za gostinstvo in turizem
	Taru Saario	Helsinki Business College
	Anabel Menica	Politeknika Ikastegia Txorierri
	Kepa Larrondo	Politeknika Ikastegia Txorierri
	Sirpa Holmstrom	HAAGA-HELIA OY ABUniversity of Applied Sciences (UAS)
	Marjaana Halsas	HAAGA-HELIA OY ABUniversity of Applied Sciences (UAS)
	Peter Hodgson	EfVET
	Jonathan Harding	Bridgwater & Taunton College
	Gareth Lewis	Bridgwater & Taunton College
	Karmen Razlag	Zavod za turizem Maribor Pohorje
	Dušan Erjavec	SSGT MB Srednja sola za gostinstvo in turizem
	Sonja Porekar-Petelin	SSGT MB Srednja sola za gostinstvo in turizem
	Dale Edwards	Somerset Chamber of Commerce

Meeting Day 1 – Wednesday 16th November 2016

Agenda Item:	Welcome from Srednja sola za gostinstvo in turizem Maribor	Janko Štruc
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Dusan, The Director of SSGT welcomed all to Maribor and SSGT and gave a brief introduction to the College; its work and specific Vocational Training activities. The Team had the opportunity to do a tour of the Institution and met a number of VET Learners.

Jon introduced the day and expressed his wish that we cover all aspects of project management and to come to a common understanding of our future actions in readiness for launching the Life Online programme.

Agenda Item:	Introductions of participants – How the project has been going so far.	All
<p>The partnership welcomed Karmen from the Maribor Tourism Board, as a key member of the business community who was invited to give an introduction to their work and extent of their networks within the Tourism sector - specifically in relation to meet employer needs for young people to have the necessary Life skills required in the labour market. There was considerable value in having the Tourist Board as a partner along with the Somerset Chamber of Commerce to ensure the Life Online training programme meets the demands of employers.</p>		

Agenda Item	Setting the Scene- Overview of the project	Jonathan Harding & Peter Hodgson
<p>Jon introduced the day and expressed his wish that we cover all aspects of project management and to come to a common understanding of our future actions in readiness for launching the Life Online programme.</p> <p>Marjaana raised the need for common templates that are badged accordingly with partner logos and importance to ensure standardised design and presentation.</p> <p>Main aims of next stages are based around ensuring the content and structure is finalised.</p> <p>It was proposed that teachers have their own virtual communication functionality to ensure joined up thinking and approach/introduction.</p> <p>All agreed that we ensure we evaluate the impact on learners and the scale of involvement of businesses.</p> <p>Feedback on pre pilot of Life Online materials and Structure</p> <p>A brief discussion was made outlining the pre piloting of materials and structure with both learners and staff - Haaga-Helia and Bridgwater and Taunton College and Spanish teams shared their pre pilot experience. Jon asked if all who organised a pre pilot could write up a short description of the approach they took and to whom they pre piloted Life Online.</p> <p>Jon and Pete presented an overview of where the project had reached to date and shared with partners the key findings of the Monitoring visit by the UK National Agency and the On the Spot check of the evidences / time sheets / financial records and administrative arrangements implemented by Bridgwater College as Contractor. Whilst their written comments were circulated prior to the meeting, partners found it useful that the monitoring visit had been undertaken at an early stage in the project allowing us all to benefit and feel reassured that systems were in place and in order. Bridgwater were congratulated for their efficiency.</p> <p>Jon outlined the necessity for preparing two Contract amendment forms for approval by the National Agency - namely the formal notification of the new Legal entity of Bridgwater and Taunton College as a</p>		

result of their recent merger. The other related to the location/change of venue of the EfVET multiplier event taken place in 2017 in Thessaloniki rather than Spain as per the application.

The team then shared progress of the project to date against the GANTT chart/timeframe originally prepared to ensure all was on track.

Objectives of Day 1:

- Project Management and Quality Management processes
- Quality Management Plan
- Quality Indicators and Internal Evaluator report
- Monthly Status reports
- Communication between meetings
- Timesheets, financial tables, evidence, eligibility - Discussion/Clarifications – Jon reiterated importance of monthly submission of time sheets from partners so financial monitoring can be maintained in a timely manner.

Agenda Item	Presentation on the Skills Agenda and Business Economy by Dale Edwards – Somerset Chamber of Commerce.	Dale Edwards
	<p>Dale Edwards was invited to present the work of the Somerset Chamber of Commerce - its activities, its representation and network with a capacity to reach over 2000 employers in the region. In addition he emphasised the links with the National Network of Chambers and collaboration at the political and policy levels of Government - both local and national. See his Power Point Presentation for full details. He was and is a very strong believer in the power of social media as a tool for dissemination. During this meeting sent 14 tweets with potential to reach over 70,000 interested persons</p> <p>Represents over 2000 businesses throughout Somerset and has 600 members. Accredited to British Chambers of Commerce - giving a huge leverage. Very heavily linked to the skills agenda and covers a very wide range of business sectors. Major player in development of Hinkley Point Nuclear development in association with EDF energy.</p> <p>Dale shared his view on the big factors for business in an age of change;</p> <ul style="list-style-type: none"> • EU Referendum and implications • Number one challenge for Somerset businesses relates to the skills agenda - developing future talent - unfilled vacancies - skills gap and mismatch <p>Chamber acts as a catalyst to growth including: Skills and Employment/Business Growth and support/Infrastructure/Hinkley Point C/Devolution and local focus/International trade.</p> <p>Scale of Hinkley Point C is massive and Chamber supporting the Supply Chain. 5600 employees on site per shift per day over 12,000 workers currently on site from 53 nationalities - working to develop higher level skills and producing some 100 Apprenticeships per year created for this project. Planning over 1000 Apprenticeships over next few years</p> <p>Chamber has enormous influence including a key element with focus on skills and employment agenda - hence a perfect partner in LifeOnline.</p> <p>Dale shared their potential communication/dissemination. Magazine goes to 6000 businesses. Social media going out to over 15,000 people.</p>	

Open discussion - Dale shared the power of social media in raising awareness and interest across the business world on LifeOnline.

Dale was asked to comment on the range of LifeOnline modules - would they meet business lead. Dale supported the type of content and put it in the context of the Chambers 'Somerset Young Professionals' club. Dale emphasised the importance of Life Skills to prepare themselves in to the workplace. The softer skills so important to prepare them for life.

Agenda Item:	Project Management & Quality Processes	Jonathan Harding
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Jon continued to present an overview of the Project Management issues and partners shared all the documentation as uploaded to date on the Life Online Blackboard site.

He expressed his thanks to all for their efficiency in uploading all necessary documentation, time sheets and monitoring documentation in a timely manner.

The team looked at the current state of play regarding timesheets and clarifications regarding process were discussed. It was made clear that whilst regulations allowed for a degree of flexibility in terms of allocations of time across Intellectual outputs - it was important to ensure that time sheets reflected the overall allocation of days per partner against each IO.

Jon shared the monitoring spreadsheet which shows monthly time spend per partner against budget and this showed we were on track in accordance with financial regulations. He went on to say he is inputting all relevant data in to the mobility tool as we go along.

Partners expressed positive reaction to way everything accessible via the Blackboard portal

Jon led a discussion on the monthly status / progress reports identifying necessary actions to ensure timely delivery of project outcomes and milestones

Quality Management. Marijo as our internal evaluator introduced the updated Quality Management Plan and introduced the range of performance indicators to be used. Marijo gave a presentation on the overall plan - processes including regular feedback questionnaires, quality assessments necessary to ensure a successful project. It covers all aspects of the project - process and product development. Target group feedback extremely important. Emphasised by NA in their monitoring report relating to dissemination
See PowerPoint presentation.

Agenda Item:	Partner Activity	All
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Jon introduced this session showing looking at all aspects of partner activity and progress in IO deliverables.

Partners presented their progress to date and preparations for next steps.

The end product - long term sustainability (see PowerPoint slide from Greg).

Also discussion took place on the End product and the impact/sustainability of the programme - Gareth described the importance of the longevity of both product and resources. Marjaana - raised importance of updating the programme to reflect future development. Also how we deal with LifeOnline on different

platforms. Current proposal is that Bridgwater and Taunton College will support Blackboard Platform and anyone can have guest access - if other partners wish to upload in to their own VLE - then they can do so. It was decided to come back to this in discussion with Greg in terms of arrangements in to the future.

Teacher and Use guides: Greg has started the guides and Jon shared the Structure and content menu proposed for the guides (see PowerPoint slide prepared by Greg)

Using Social media: Jon and Dale shared importance and scale of reach of social media including importantly Twitter - partners were encouraged to begin tweeting @LifeOnline2015J

Gareth then led discussions on current state of play re module design / standardisation and partners presented their development work toward module finalisation and schemes of work

Gareth led the session with the purpose of standardising the course programme and the scale and length of each module. The project partners broke in to their module development teams and began the process by standardising the schemes of work - using the current and proposed refinement presented by Gareth in his PowerPoint. Eg 15 rows for 15 hour module; 20 rows for 20 hour module. (see PowerPoint presentation).

Partners then broke in to Transnational groups to complete standardisation of SoW's and module finalisation.

Following the first 1 hour SoW group work - teams were then asked to identify and label each element of module - Activity structure e.g: Activity 1 1.1 , 1.2, 1.3 Activity 2 2.1, 2.2

Suggested we need a template for PowerPoint; template for Assessment; template for activities - will try to do this tomorrow.

Agenda Item:	Reflections of Day 1	All
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Partners reviewed the day against the objectives set at outset of meeting and felt progress had moved team on considerably. A good day for reflection and collaboration - enjoyed the group activity especially

Meeting Day 2 – Thursday 17th November 2016

Jon introduced the day - he reviewed progress from Day 1 and outlined procedures for the day. Module Development teams would continue in their module standardisation - see photo of Actions taken from the Whiteboard.

Yesterday Schemes of work were standardised across all modules

This morning the teams discussed;

1. the Activity numbering name along with finalising time associated with each activity and element of the schemes of work followed by
2. sharing the outcomes of development with each module team

Marjaana feedback to group: No overlap

Greg: Similar formats between modules - had some brainstorming and activities are accurate and some joined up thinking. Some elements of Janko's work needs a little refinement to comply

Taru - really good - lots of synergy and complementarity.

Discussion took place around agreeing a general common structure and clarity in guides and module introductions etc. Lot of debate about referencing clear time to deliver e.g. 1 hour or 2 hours. However it was agreed that important to have a structured common delivery guide but a statement around recognition that some flexibility needs to be built in allowing a degree of interpretation.

3. Developing learning objects - converting materials to online format - this will be done by Greg.
4. Finalise mobility plans. The buddying C2 mobility movement teams got together to finalise the details around the C2 Learner LifeOnline mobility pilot.

The different pilot teams for C2 discussed the fine detail of their learner mobility within Life Online Jon led a detailed discussion on the responsibilities for writing the pilot evaluation report. Needs to be detailed, reflective and evaluative. Also needs to look at what was done before, during and After. There should also be a reflection on impact.

Actions to be progressed include:

- C2 Structure? with colleges collaborating for nobility
- Set dates and agree Master the future logo for product - select from Student activity who designed a range of options
- Naming the LifeOnline course - agreed title to attract target audience was determined at last meet. Master Your Future was to be title of course programme. Bridgwater and Taunton College students invited to design competition to create a logo and brand for the course. This was judged and assessed by Somerset Chamber of Commerce. Dale presented two best selected from over 15 entries by the students. Both considered very good - decided to invite Students from College in Slovenia to offer their preference. All voted for first design as it appealed to both corporate and young learner audiences.

Agenda Item:	Dissemination	Peter Hodgson
<p>Jon and Pete emphasised the importance of Dissemination and asked partners to ensure all their dissemination reports, including evidences are uploaded to the Blackboard portal. The team looked at the variety and extent of dissemination undertaken so far and were reassured as to the scale and extent of reach. Equally the partners were encouraged by the increasing use of social media. Discussion took place as to how best might evidence be referenced against each event. Julie was ensuring it would be functioning.</p> <p>During this meeting sent 14 tweets with potential to reach over 70,000 interested persons</p> <p>All partners then presented a brief overview of their dissemination activities to date and the links they had made with both target groups and stakeholders</p> <p>A review of all Dissemination Recording templates was then undertaken and lessons learnt that could be mirrored by each partner as appropriate to their own circumstances.</p>		

Agenda Item:	Action Plan and Next Steps	All
<p>The team then went on to discuss actions and next steps</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Development of new updated website in progress with data to be transferred 2. Project leaflet has been updated to be more professional and catching - relevant to raise awareness more effectively <p>Team reflected on new leaflet; Feedback:</p> <ul style="list-style-type: none"> • White background instead of pale yellow backgrounds • Contact details changed for EfVET - needs amendment • Could look at increasing font size • Sirpa - like it - more informative • Carlos / Marijo : Look at Font size • Dale: Given students engaged in creating Master the Future Logo - this might be incorporated • Taru - generally liked it • Anabel: Lengthy text under 'The Project' heading - could reduce text. Reduce use / reference to Blended learning • Combine Aims and Objectives under 1 title • Look at pentanes - discuss with Dale • Need to look at what it looks like in print but also in virtual format • Put twitter and Facebook on the website <p>3. All partners agreed to progress Europass process for the C1 Short Training event participants. Jon led a detailed discussion on next steps relating to delivery of C2 Pilot programme incorporating learner mobility - each partner explained their current planning and worked in their buddying partnership to finalise outstanding arrangements.</p> <p>Noted that ECVET principles as set out in the ECVET4practitioners toolkit. The team recognised the importance of this and it was agreed to raise its profile, especially in the planning and delivery of the pilot.</p>		

Agenda Item:	Date and Time of fourth transnational project meeting	Jonathan Harding
<p>Date and time of next meetings:</p> <ol style="list-style-type: none"> 1) May 9th -12th 2017 – Finland 2) 2nd to 5th October 2017 - Bilbao, Spain 3) Brussels Final meeting – Date to be confirmed <p>Meeting closed 17:00pm (CET)</p>		