

## EDU-VET

### EDU-VET-Meeting 4:

### EDU-VET Implementation, Handbook and Showcase Meeting

### Meeting Minutes

31st of August to 2nd of September 2021

<b>Project Title:</b>	E-Learning, Digitisation and Units for Learning at VET schools – Creating online Learning Environments in Technical Education for European metal industry
<b>Acronym:</b>	EDU-VET
<b>Reference number:</b>	<b>2019-1-DE02-KA202-006068</b>
<b>Project partners:</b>	P1 University Paderborn (UPB), DE P2 Ingenious Knowledge GmbH (IK), DE P3 Berufskolleg Bocholt-West (BKBW), DE P4 Lancaster and Morecambe College (LMC), UK P5 Centro Integrado de Formación Profesional Someso (CIFP), ES P6 Stichting BE Oost-Gelderland (SBEOG), NL
<b>Host:</b>	<i>University Paderborn, Chair Business and Human Resource Education II / Graafshap College (SBEOG), NL</i>
<b>Venue:</b>	<i>Online via Zoom</i>



These minutes include the main statements from the EDU-VET Curriculum and Online Course Meeting. This Project Meeting was held online via Zoom. These results are fixed in these minutes.

### **Topic 1: A warm welcome to the EDU-VET partners**

Marc opens the meeting with a warm welcome and presents the agenda of this meeting:

1. Welcome and Current Status of EDU-VET in general
2. Current Status of EDU-VET in the countries
3. IO2: Curriculum and EDU-VET Moodle platform
4. IO3: Development of Tasks for EDU-VET courses
5. IO4: The EDU-VET Handbook
6. IO5: Online Observatory
7. IO6: First Insights into Policy Paper
8. What's laying ahead of us?
9. Meeting Evaluation

### **Topic 2: Current Status of EDU-VET in general**

Following, Marc presents the current status if EDU-VET in general.

#### *IO1: Summary Pedagogic Research Report*

IO1 is almost finished. The last missing aspects are the translations of the Summary Research Report into the partner languages. Here, only one translation as well as the creation of the flipbook by IK is missing.

#### *IO2: Technical Education Curriculum for metal industry*

The project activity regarding IO2 is also on track. UPB has already written the report concerning the discussion about the curricular framework and the structure of the modules. In addition to that, the development of the Curriculum is also finished. The last step is the translation of the Curriculum into the partner languages.

#### *IO3: Online Courses for Technical education in metal industry*

Concerning IO3, the creation of interactive learning units will be focused and is in progress. Here, all partners develop content for online and classroom tasks. Tasks for online scenarios can be interactive tasks via H5P or Moodle or the creation of videos, audios or quizzes. So, IK is responsible for the design of the tasks. Finally, all VET school have to create an introduction video within IO3. The creation of these videos is planned for autumn 2021. Moreover the testing of the modules will follow until October 2021.

#### *IO4: Handbook and Guidelines for teachers*

Regarding IO4 the first draft of the book is presented by SBEOG. Therefore, every partner will write their own chapter until end of September 2021. The next step is to create the guideline concept for teachers.



### *IO5: Showcases of best practice in eLearning at VET Schools*

This IO5 is also on track. All partners are in the searching process to acquire best-practices. The next step is the implementation of the Online Observatory by IK which is planned for September 2021. The last step is the translation of the showcases.

### *IO6: Policy Paper*

IO6 has started in June. Therefore, the first project activities are carried out. The next step is the creation of the online questionnaire by LMC and the writing of the Policy Paper.

Additionally, every partner have to create a 1-pager (Multiplier Event Report). Moreover every partner has to keep in mind following aspects:

#### Creation of Multiplier Event Report

- 1 page short summary of what was discussed and the results of the multiplier event )
- Pictures or screenshots
- PPT Slides / PPT presentation
- Participation list

#### Content:

- Part A: Insight into the current situation of eLearning and digitalisation
- Part B: Insights into authentic approaches in VET using the EDU VET online showroom
- Part C: Chances and challenges for VET with regard to the EDU VET curriculum and the EDU VET modules and courses
- Part D: Results of the EDU VET research
- Part E: Didactical and pedagogical hints and insights into EDU VET Book
- Part F: Future perspectives and policy recommendations

### **Topic 3: Current Status of EDU-VET in the countries**

Regarding topic 3 all partner presents the current status of EDU-VET project activities in the countries. For more information concerning the current status of the partner activities, please have a closer look into the partner presentations which are uploaded in our NextCloud folder or on our EDU-VET website.

### **Topic 4: IO2: Curriculum and EDU-VET Moodle platform**

The EDU-VET Curriculum as well as the EDU-VET Paper brochure are finished. The last task is the translation until 31/10/2021.



### **Topic 5: IO3: Development of Tasks for EDU-VET courses**

As discussed in the last meeting, the partners should develop their respective modules in Moodle by the summer. The following responsibilities were defined:

Pillar 1) LMC, UK

Pillar 2) CIFP, ES

Pillar 3) SBEOG, NL

Some ambiguities were discussed together again. It was agreed that two modules per partner should be completed latest until September 2021. The last module per partner should be finished latest until October 2021. This will be followed by the translations of all contents into the respective project languages and the testing of the modules.

### **Topic 6: IO4: The EDU-VET Handbook**

Carolien presents the current status of the EDU-VET Handbook and also shows the first version of the handbook. By the end of October, all partners should have completed their chapters and sent them to Carolien. Afterwards, LMC is responsible for proofreading. Then the translation begins for the partners. Additionally, SBEOG and UPB have to create the guideline concept for teachers. Here a translation is also necessary.

### **Topic 7: IO5: The Online Observatory**

The next steps concerning the Online Observatory is the technical implementation by IK. It is planned to implement the platform latest until 30/09/2021. In the meantime, the partners continue to canvass for best practices. The last step of this IO is the translation of all case studies in the partner languages.

### **Topic 8: IO6: Policy Paper**

LMC presents the key questions of the policy questionnaire. Completing policy questionnaire by all partners with appropriate stakeholders is the next steps. This is planned for October 2021. Until 05/11/2021 all partners should translate and transcript the questionnaire and the answers and send it to LMC. Until Feb 2022 discussions and Skype interviews with project partners and stakeholders over the lifetime of the project (e. g. one skype session with all partners and stakeholders) will be on the agenda. The last step is the writing and translation of the Policy Paper.

### **Topic 9: Meeting Evaluation**

After every meeting a meeting evaluation have to be conducted. So, Jana ends the meeting with a meeting evaluation, which should be answered online by each partner. Jana will also create an

evaluation report, which can also be downloaded in the NextCloud and on the EDU-VET website. The online link will send after the meeting via mail to all partners.

### **Topic 10: Next steps:**

Please have also a closer look into the work plan to see all deadlines and current/ further tasks. Following you can see a very short summary of the next steps:

#### **IO1:**

- Translation of Summary Research Report → Spain (Deadline: 15/09/2021)
- Creation of flipbook (IK) (Deadline: 30/09/2021)

#### **IO2:**

- Translation of Curriculum and paper brochure (Deadline: 31/10/2021)

#### **IO3:**

- Development of Learning Modules at EDU VET Learning platform (Deadline: 30/09/2021)
- Creation of interactive tasks for online and classroom scenarios (Deadline: 30/09/2021)
- Creation of introduction videos (Deadline: 15/10/2021)
- Content design → IK (Deadline: 15/10/2021)

#### **IO4:**

- Writing book chapter (Deadline: 30/09/2021)
- Creation of guideline concept for teachers (Deadline: 31/10/2021)

#### **IO5:**

- Searching for best practices / metal companies (Deadline: 31/10/2021)
- Sending showcases to UPB and IK (Deadline: 31/10/2021)
- Implementation of Online Showroom (IK) (Deadline: 31/10/2021)

#### **IO6:**

- Completing policy questionnaire by all partners with appropriate stakeholders; Translation and transcription of answers (Deadline: 05/11/2021)

Moreover we have agreed the following concerning IO2 and IO3:

- LMC:
  - Meet Up with LMC, UPB and LMC in the 1<sup>st</sup> September week
  - Sending of all materials and contents concerning the modules to UPB
- CIFP:

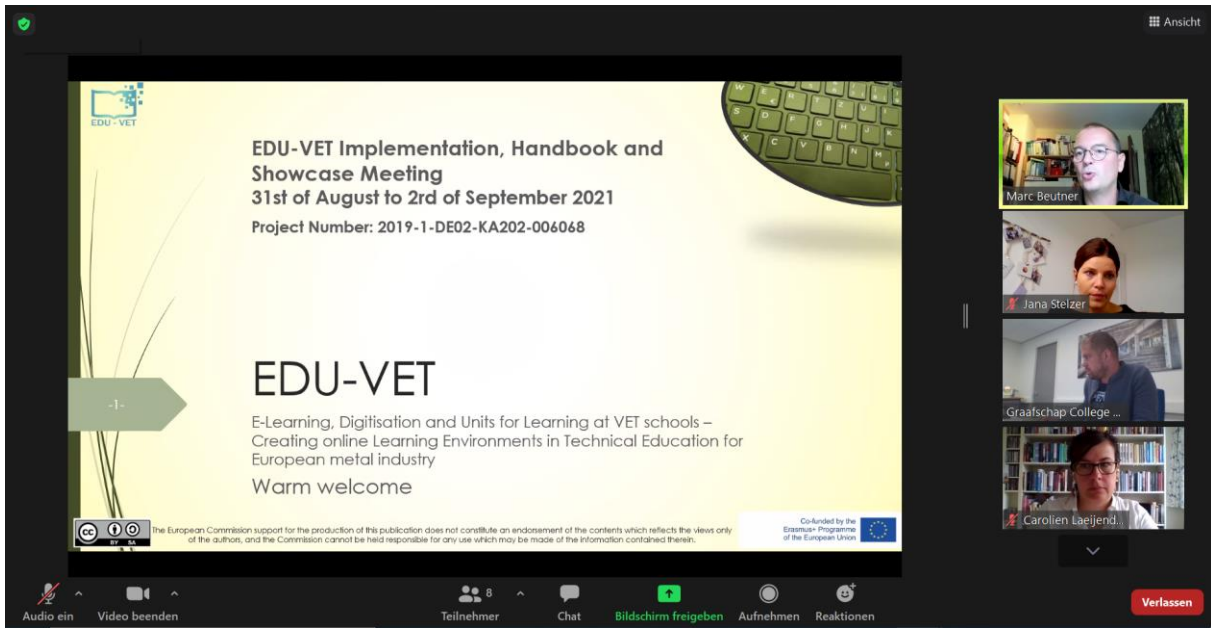


- Translation of IO1 (Deadline: 15/09/2021)
  - Sending of all materials and contents concerning the modules to UPB
  - Development of at least 2 modules latest until 30/09/2021 and the last module latest until 31/10/2021
  - Providing of the dates on which the modules will be developed so that UPB is available on these days in case of difficulties
- SBEOG:
    - Sending of all materials and contents concerning the modules to UPB
    - Development of at least 2 modules latest until 30/09/2021 and the last module latest until 31/10/2021
    - Providing of the dates on which the modules will be developed so that UPB is available on these days in case of difficulties
- UPB:
    - UPB supports with Moodle
    - If you have any questions about Moodle, please contact our colleague Sebastian Koppius (sebastian.koppius@uni-paderborn.de)

#### Miscellaneous:

- Creation of Timesheets and Travel Cost Records in PROM Tool:
  - Print it out, sign it, scan it and send it to Jana until end of September 2021
- Dissemination activities (Please fill in the dissemination log)
- Multiplier Events should be started in January 2021
- Short Online Meet Up in the middle of September 2021 with all partners to discuss the current status of the development of all modules

#### Some impressions:

The screenshot shows a Zoom meeting interface. The main window displays a presentation slide with the following text:

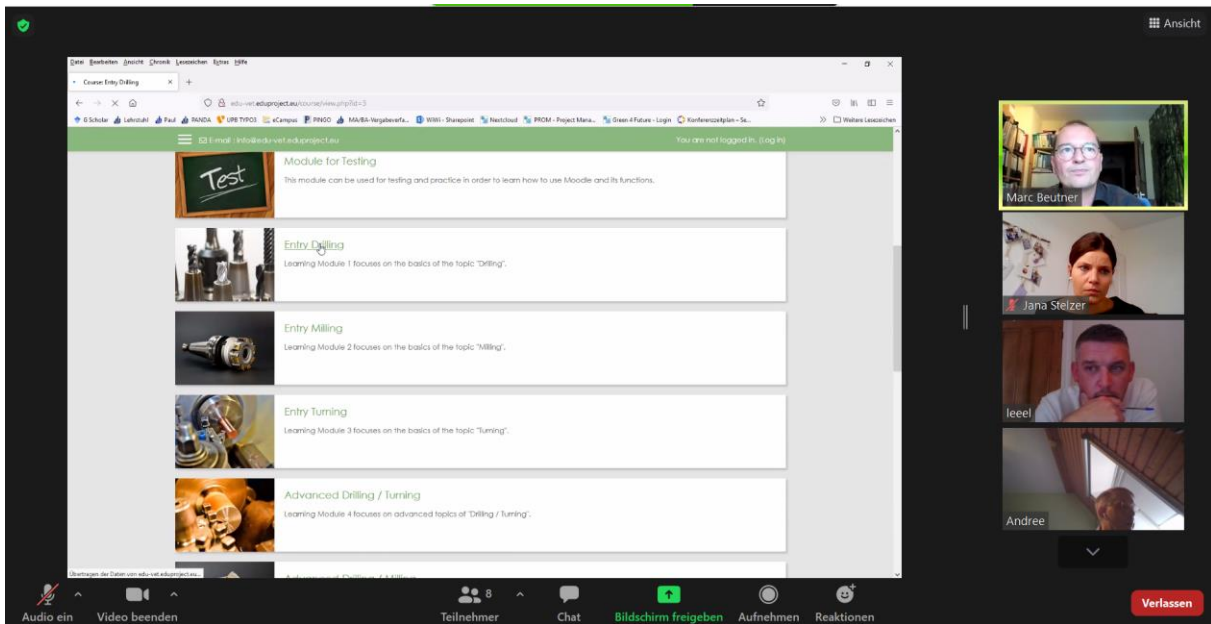
**EDU-VET Implementation, Handbook and Showcase Meeting**  
 31st of August to 2nd of September 2021  
 Project Number: 2019-1-DE02-KA202-006068

**EDU-VET**  
 E-Learning, Digitisation and Units for Learning at VET schools –  
 Creating online Learning Environments in Technical Education for  
 European metal industry  
 Warm welcome

At the bottom of the slide, there is a Creative Commons license icon and a disclaimer: "The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein." To the right of the slide, there is a logo for the Erasmus+ Programme of the European Union.

On the right side of the Zoom window, there is a grid of four video thumbnails for participants: Marc Beutner, Jana Stelzer, Graafschap College..., and Carolien Laeijend.

The Zoom control bar at the bottom includes buttons for "Audio ein", "Video beenden", "Teilnehmer", "Chat", "Bildschirm freigeben", "Aufnehmen", "Reaktionen", and a red "Verlassen" button.



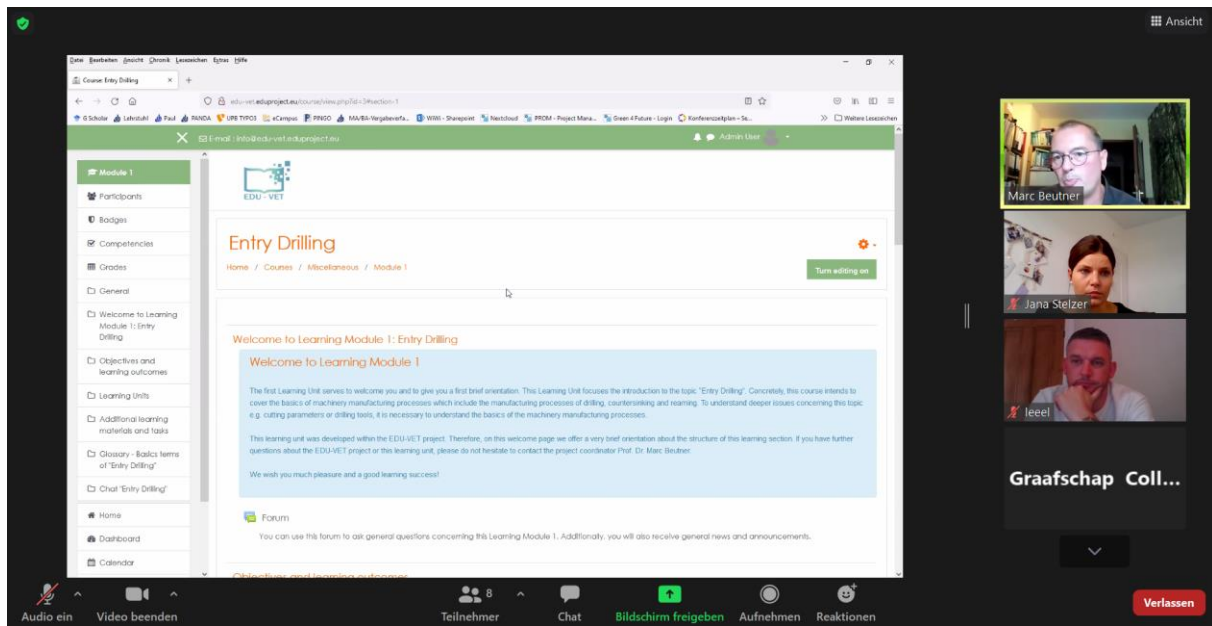
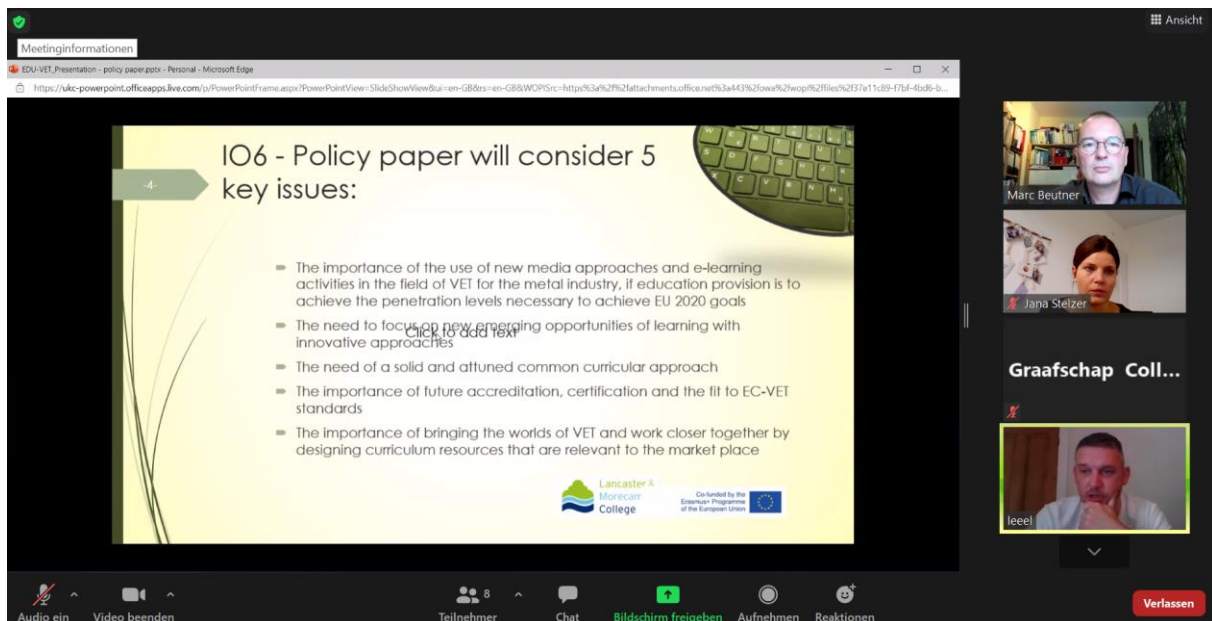
The screenshot shows a Zoom meeting interface. The main window displays a Moodle course page titled "Course: Entry Drilling". The page content includes:

- Module for Testing**: This module can be used for testing and practice in order to learn how to use Moodle and its functions.
- Entry Drilling**: Learning Module 1 focuses on the basics of the topic "Drilling".
- Entry Milling**: Learning Module 2 focuses on the basics of the topic "Milling".
- Entry Turning**: Learning Module 3 focuses on the basics of the topic "Turning".
- Advanced Drilling / Turning**: Learning Module 4 focuses on advanced topics of "Drilling / Turning".

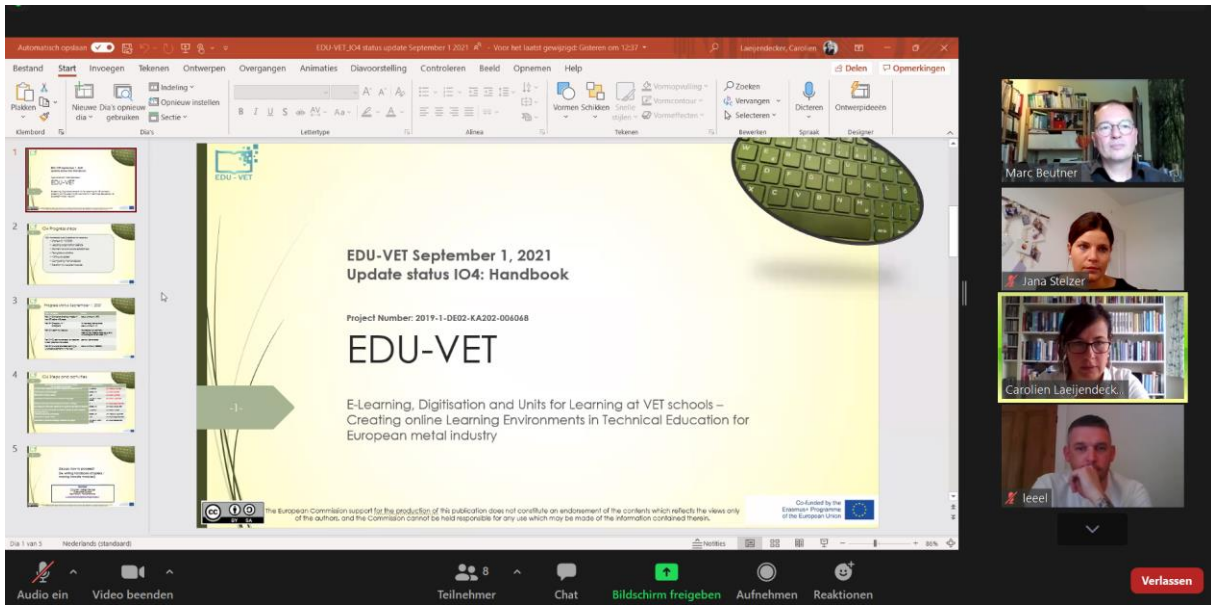
On the right side of the Zoom window, there is a grid of four video thumbnails for participants: Marc Beutner, Jana Stelzer, Jeel, and Andree.

The Zoom control bar at the bottom includes buttons for "Audio ein", "Video beenden", "Teilnehmer", "Chat", "Bildschirm freigeben", "Aufnehmen", "Reaktionen", and a red "Verlassen" button.





The screenshot shows a Zoom meeting interface. The main window displays a presentation slide titled "EDU-VET September 1, 2021 Update status IO4: Handbook". The slide content includes the project number "2019-1-DE02-KA202-006068", the logo "EDU-VET", and the subtitle "E-Learning, Digitisation and Units for Learning at VET schools – Creating online Learning Environments in Technical Education for European metal industry". A keyboard is visible in the foreground. On the right side, a vertical stack of video thumbnails shows participants: Marc Beutner, Jana Stelzer, Carolien Laeijendeck, and leeel. The Zoom control bar at the bottom includes options for audio, video, chat, screen sharing, recording, and reactions.



This screenshot shows a Zoom meeting in gallery view. It features seven video thumbnails of participants: Marc Beutner, Jana Stelzer, Graatschap College G.A. André, Carolien Laeijendecker, Graafsc, leeel, and Ana Arias Méndez. A large white box with the name "Tim" is positioned in the bottom right area of the grid, indicating a participant whose video is muted or off. The Zoom control bar at the bottom is visible, showing 8 participants and various meeting controls.