

**AGENDA FOR THE 2<sup>ND</sup> MEETING IN SPAIN**

**Place of the event:** Law School (Facultad De Derecho)  
Pza. San Diego, s/n - 28801 Alcalá de Henares (Madrid)  
Main entrance: Plaza de los Cuatro Caños

**Date of the evening:** 19-20 of May 2015

**Participating partners:** all partners

**The aim of the meeting**



1. General overview of the activities of the first project period
2. Discussion on the results related to O1 and O2
3. Agreements and decisions on the next steps related to O2 (tasks, responsibilities)
4. Designing the Multiplier Events
5. Discussions on relevant accompanying issues (Quality Management, Evaluation, Dissemination)

OpenQAsS Outputs/Accompanying activities	Responsible	Deadline
O1 QA System in the practice of the European VET institutions	P6-CNR	29-April-2015
O2 Teachers' Requirements against OpenQAsS - Study/analysis	P1-iTStudy	30-Dec-2015
O3 OpenQAsS System Plan and Prototype - Study/analysis	P2-UAH	31-July-2016
O4 OpenQAsS Toolkit	P3-CAPDM	31-Aug-2016
O5 Institutional Quality Manager (IQAM) Certificate	P8-ICS	30-May-2017
O6 Interactive Quality Assurance Manual for VET Institutes	P3-CAPDM	31-July-2017
O7 OpenQAsS Organisation and Community - Service/structure	P1-iTStudy	31-July-2017
Project Management	P1-iTStudy	
Quality Management	P1-iTStudy	
Evaluation	P5-SZÁMALK	
Multiplier events	P3-AICA	
Dissemination strategy	P7-Trebag	

**1<sup>st</sup> day - 19 of May**

Aims: progress reports, presentations on the O1-related results, elaborating a program for E1 in Italy

9:30 9:40 Welcome – UAH  
9:40 10:00 Progress Report - iTStudy  
10:00 11:15 **Presentation on O1**

**O1-A2** National reports - review the current level of implementation of EQAVET Reference Framework (and the related tools: EQF, ECVET) in each of the partner countries (AICA, iTStudy, SZÁMALK, ICS, UAH)

**FOCUS (15 minutes /presentation)**

The first review of the national reports shows that the VET systems differ from country to country; OpenQAsS Toolkit will not be able to fit each of them. The aim of the presentations is to find the CORE to implement. Presentation structure:

(1) VET system with some statistics (2) Legal environment – very short! (3) QA measures, QM principles, QMS used, **indicators!** (4) Consequences of case studies (5) ICT usage – if exist!

11:15	11:30	Coffee break
11:30	12:00	<b>O1-A3</b> Identifying best practices of QAs in the European VET providers - CAPDM
12:00	12:30	<b>O1-A1</b> – From the Research plan to the conclusions (CNR)
12:30	13:00	Questions, discussions,
13:00	14:00	Lunch at the university
14:00	16:00	<b>O1-A4</b> OpenQAsS Toolkits - Brainstorming It starts with a presentation on a “system concept” based on the case studies and on the national reports (iTStudy).
16:00	16:15	Coffee break
16:15	17:00	Aims and Programs for the Multiplier Events (all of the partners are involved beyond CNR)

The main aim of the events is to involve the target group representatives – the teachers. How and why to involve them? How to motivate them? What can offer to them?

Nr	Title	Date	Aim	Participants
<b>E1</b>	QA Systems in VET" dissemination in Italy (AICA)	May 2015	Dissemination, consultation	20
<b>E2</b>	Contact training with VET teachers in Italy - O2 (AICA)	May 2015	Start consultation	12+20 (12+10)
<b>E3</b>	Contact training with VET teachers in Italy - O2 (AICA)	Dec. 2015	End consultation	16
<b>E4</b>	Contact training with VET teachers in Hungary - O2 (ITS)	May 2015	Start consultation	15
<b>E5</b>	Contact training with VET teachers in Hungary - O2 (ITS)	Dec. 2015	End consultation	15
<b>E6</b>	Consultation with VET stakeholders in Spain - O3 (UAH)	Nov. 2015	Design	12+20 (12+10)
<b>E7</b>	Consultation with VET stakeholders in UK - O4 (CAPDM)	July. 2016	Prototype	12+10 (12+20)
<b>E8</b>	Consultation with VET stakeholders in IE - O5 (ICS)	March 2017	IQAM	12+20 (12+1)
<b>E9</b>	Consultation with VET providers in HU - O5 (TREBAG)	March 2017	TREBAG	25
<b>E10</b>	Project Closing conference in Hungary (ITS)	August 2017	iTStudy	50+30 (50+15)

17:00 17:30 Decisions, closing the day

### 20th of May

Aims: planning discussing all tasks and the activities of O2, discussing accompanying activities: quality management, dissemination, evaluation, financial issues, planning the next partner meeting.

9:00	9:30	Dissemination strategy (newletters, flyer, web 2.0, etc., online records) (TREBAG)
9:30	10:00	OpenQAsS public portal (iTStudy)
10:00	10:20	Quality Management, evaluation - SZÁMALK
10:20	10:40	Coffee break
10:40	11:00	<b>O2-General Overview - iTStudy</b>
11:00	11:30	O2-A1 Knowledge repository, online platform and content (creation, translation), draft plan - iTStudy
11:30	12:30	O2-A2 Design the recruitment, human resources (e-tutor), the content and

methodology, scheduling the consultation in the participant countries – All partner  
 12:00 13:00 O2-A3 Planning two surveys (before and after the course) - CNR

Activity	Description	Start	End	Partner
O2	<b>Teachers' Requirements against OpenQASS</b> O2 will cover the information needed for the user requirement definition; the summary of the experiences of the online consultation; the analysis of the user generated content. The results of the survey will also provide resources for further utilization. These results will be presented in all partner countries for educational actors and stakeholders, and further propagated via the Internet in five languages.	01-05-2015	31-05-2015	iTStudy
O2-A1	Development of QA knowledge repository and implementation of a multilingual platform for online course and collaboration (Moodle). <b>Course design: number of topics, ! It will not be a traditional training, but a consultation!! (See O2-A2)</b>	01-05-2015	30-05-2015 <b>DELAY!!!</b>	iTStudy, AICA, CAPDM
O2-A2	Online courses and consultations with VET teachers and trainers (10-15 participants from each countries). It will not be a traditional training, but a <u>consultation</u> . Starting with a motivating introduction (text, videos), followed by online discussions, facilitated by e-tutors. One contact event (E2, E3, E4, E5) at the start and one at the end.	01-05-2015	31-12-2015	iTStudy
O2-A3	Preparing and establishing online survey, statistical analysis of the results and formulating the consequences. 1 <sup>st</sup> survey (reveal the preliminary conditions) before the online consultation starts, 2 <sup>nd</sup> (teachers' requirements) when it will finish.	01-11-2015	31-12-2015	CNR

13:00 14:00 Lunch  
 14:00 14:30 Planning the next meeting in Italy – November of 2015  
 14:30 15:00 Decision, closing the conference  
 15:00 18:00 Cultural Program

**Further information uploaded by Luis Fernandez (UAH):** <http://openqass.itstudy.hu>, in the Documents, under the folder: ProjectManagement/Meetings/2015\_May\_Alcala/InformationForAttendants/information\_for\_meeting\_at\_uah.pdf

Gödöllő 6 of May 2015.

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