

Agenda for the 5TH Meeting in Ireland

Place of the event: ICS-SKILLS Certification Body Of The Irish Computer Society
87/89 Pembroke Road, Ballsbridge, Dublin 4. – Ireland

Date of the evening: 26-27 of January 2017.

Participating partners: all partners



The aims of the meeting are: to discuss the present state of O4 and O5; plan both of the activities and partner tasks for the last 6 months of the project.

Outputs	Responsible Partner
O1 QA System in the practice of the European VET institutions	P6-CNR
O2 Teachers1 Requirements against Open QAsS – Study/analysis	P1-iTStudy
O3 OpenQAsS System Plan and Prototype – Study/analysis	P2-UAH
O4 OpenQAsS Toolkit	P3-CAPDM
O5 Institutional Quality Assurance Manager (IQAM) Certificate – Course/curriculum	P8-ICS
O6 Interactive Quality Assurance Manual for VET Institutes	P3-CAPDM
O7 OpenQAsS Organisation and Community – Service/structure	P1-iTStudy

Green: ready, Yellow: in progress, Red: Actual tasks, White: future task

1st day – 26 of January

The aim of the first day:

- demonstration the present state of the intellectual outcomes with focus on Interactive Quality Assurance Manual OpenQAsS Toolkit 1.0 (English version) and the IQAM course

9:30	9:40	Welcome – ICS
9:40	10:10	Progress report, overview of the next tasks – iTStudy
10:10	10:25	Questions and answers
10:25	10:40	Interactive Quality Assurance Handbook with Glossary in four languages – iTStudy
10:40	10:55	Questions, suggestions, related tasks (O6-evaluation!)
10:55	11:20	IQAM course – implemented English version (iTStudy)
11:20	11:40	Questions, discussion, next tasks (O5-evaluation!)
11:40	12:00	Coffee break
12:00	12:30	Planning the implementation of the language versions of IQAM
12:30	13:00	Planning the pilots Discussion (ICS, UAH, AICA, iTStudy + SZÁMALK + Tregag)
13:00	14:00	Lunch
14:00	14:30	Planning the next multiplier events



This project has been funded with support from the European Commission.
This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

		E8 , Consultation with VET stakeholders in IE - O5 (ICS), March 2017, IQAM course E9 , Consultation with VET providers in HU - O5 (TREBAG), March 2017, TREBAG, 25 participants
14:30	15:00	Structure of the national standard curriculum in VET with detailed example for a qualification (certificate/module/subject/unit specification with knowledge/skills/competences) (Hungary – SZÁMALK, Spain – UAH)
15:00	15:40	OpenQAsS Toolkit Alfa I. Front Office (English) version (iTStudy)
15:40	16:00	Coffee break
16:00	16:45	Structure of the national standard curriculum in VET (Italy – AICA, UK – CAPDM, IE – ICS)
16:45	17.00	Questions and answers

2nd day - 27 of January


The aims of the second day are:

- evaluation of OpenQAsS Toolkit 0.0 and planning the next iteration of OQAPP 1.0
- recognize the gaps and plan the improvement in the dissemination activities
- scheduling next tasks, planning the final meeting

9:00	10:30	OpenQAsS Toolkit Alfa II. – Back office Next tasks: planning ALFA, BETA tests Implementation of language versions
10:30	10:50	Coffee break
10: 50	11:30	Dissemination activities and gaps, next tasks!!! (TREBAG) Project dissemination materials (newsletters, closing flyers – IQAM, OQAPP Toolkit)
11:30	12:00	Financial issues, financial report
12:00	12:30	Project Management issues, task in preparing final reports, planning the project closing meeting
12:30	13:30	Lunch
13:30	14:30	Questions, answers, free discussion

Gödöllő, 20 of January 2017.

Mária Hartyányi coordinator,
e-mail: maria.hartyanyi@itstudy.hu, mobile: +36-9960 472

 Erasmus+	This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.	2 - 5
---	--	-------

Annexes

Annex 1: Outcomes and deadlines

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	P4-CAPDM	31-Aug-2016
O5 Institutional Quality Assurance Manager (IQAM) Certificate	P8-ICS	30-May-2017
O6 Interactive Quality Assurance Manual for VET Institutes	P4-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	

Annex 2: O4 and O5 tasks

Activity	Description	Start	End	Partner
O4	OpenQAsS Toolkit O4 will continue the planning by completing a requirements analysis for the core functionality of the toolkit based on the outputs from O1 and O2. This planning phase will also determine the most appropriate development and delivery environment, to maximize potential community and developer/user involvement; to effectively support an agile software development approach; to maximize delivery options.	01-06-2015	31-08-2016	CAPDM, iTStudy, UAH
O4-A1	<i>Agile SW cycle: Implementation, testing and documentation</i> Implementation of the toolkit will take place within the development and delivery environment agreed in the planning phase of this activity.	01-06-2015	30-04-2016	iTStudy
O4-A2	<i>Implementation of language versions of the approved modules</i> Deployment and maintenance will follow directly from acceptance testing and approval for release.	01-04-2016	31-07-2016	CAPDM
O4-A3	<i>Documentation/User guide</i> There will be two key documents produced: the Developer Guide and the User Guide. These will augment the specifications produced in earlier activities, to which they should relate directly.	01-06-2016	31-08-2016	UAH
O5	Institutional Quality Assurance Manager <i>An OpenQAsS aim is to provide recognized certification and qualification options for teachers who attainment clearly delineated learning objectives. Certification for Quality Assurance Managers in VET Colleges would be a valuable asset to assist colleges in ensuring that their students engage in quality learning activities, including theoretical analysis, academic research and study.</i>	01-06-2015	31-08-2016	ICS, AICA
O5-A1	<i>Syllabus and curriculum development</i> <i>The curriculum will be structured to conform to a Scottish Qualifications Authority (SQA) specification for a module, hence it will automatically be aligned with European standards (EQF, ECVET).</i>	01-09-2016	31-12-2016	ICS



This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.


O5-A2	<i>IQAM Open Learning Content development The curriculum will cover course content, assessment, certification, the award of a qualification, and staff development.</i>	01-11-2016	30-04-2017	ICS
O5-A3	<i>Testing by involving the target group (pilots) The course content will be delivered wholly online via the Moodle platform, with e-tutoring provided by the consortium members who developed the course.</i>	01-03-2017	31-05-2017	AICA

Annex 3.: Events

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

Annex 4.: Progress and partners' contribution in short

Task	State	Contribution of the partners on the meeting
O1 QA System in the practice of the European VET institutions		
O1-A1, O1-A2, O1-A3	Ready	
O1-A4 Review of the existing ICT supported QA Solutions	Ready	
O2 Teachers' Requirements against OpenQAsS - Study/analysis		
O2-A1 Development of QA knowledge repository and implementation of a multilingual platform for online course and collaboration	Ready	
O2-A2 Online courses and consultations with VET teachers and trainers	Ready	
O2-A3 Preparing and establishing online survey , statistical analysis of the results and formulating the consequences	Ready	SZÁMALK, AICA, UAH, ICS, CNR: results of the questionnaire (5x10 min) CNR: summarize the evaluation of questionnaires (10 min)
O3 OpenQAsS System Plan and Prototype - Study/analysis	Ready	
O3-A1 System Concept development (scope/boundary/planning risk management)	Ready	UAH: first draft concept on OpenQAsS functionalities. CAPDM: features, capabilities of XML-based development iTStudy: features, capabilities of Drupal-based/Moodle-based development
O3-A2 Preparing for implementation and testing of the OpenQAsS Prototype	90%	iTStudy: prepare the ground for selection of the software development methodology, development environment and tools, and the establishing of users and institutions to

	This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.	4 - 5
---	--	-------

Task	State	Contribution of the partners on the meeting
		participate in acceptance testing.
O4 OpenQAsS Toolkit		
O4-A1 Agile SW cycle : Implementation, testing and documentation	In progress	All partners
O4-A2 Implementation of language versions of the approved modules	To start	UAH, AICA, CNR
O4-A3 Documentation/User guide	To start	iTStudy
O5 Institutional Quality Assurance Manager (IQAM) Certificate - Course/curriculum	Ready	ICS : first concept on IQAM course: <ul style="list-style-type: none"> • Competence map • Learning goals • First draft syllabus
O5-A1 Syllabus and curriculum development	Ready	ICS, iTStudy, CAPDM
O5-A2 IQAM Open Learning Content development	Ready	All partners
O5-A3 Testing by involving the target group (pilots)	To start	All partners except CNR
O6 Interactive Quality Assurance Manual for VET Institutes	Ready	