

Agenda for the 4TH Meeting in UK



Place of the event: [St Leonard's Hall](#), Pollock Halls - Edinburgh University
18 Holyrood Park Rd, Edinburgh EH16 5AY, United Kingdom

Date of the event: 2-3 of June 2016

Participating partners: all partners

The aim of the meeting is to clearly understand what to do during the next project period.

Progress summary	Leader
O1 QA System in the practice of the European VET institutions	P6-CNR
O2 Teachers1 Requirements against OpenQAsS – 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/almost ready, Yellow: in progress, Red: Actual tasks, White: future task

1st day – 2 of June

The aim of the first day:

- to reflect on the suggestions of the evaluator;
- to analyze the surveys' conclusions and to understand the teacher' requirements for correct design and implementation of OpenQAsS Toolkit, IQAM syllabus and IQAM course;
- to present the English version of the O6-Interactive Quality Assurance Manual and to agree in the final structure of OpenQAsS website;
- to design the main features of IQAM syllabus, certificate and course content.

9:30	9:40	Welcome – CAPDM
9:40	9:55	Conclusions of the Interim Report, financial reporting, evaluation – iTStudy
9:55	10:10	Problems with the dissemination, suggestions – TREBAG
<p>Resources: Folder: Project_Management/Interim_Report/Interim_Report_2802016 Submitted interim report: KA202_14-002356ProgressReportForm_OpenQAsS.pdf Summary of the evaluation: O2_Interim_report_summary_EN.docx Checklist for financial report: Project_Management/Financial_reporting_guides/0-Settlement/OQ_Financial_report_check_list.xls – CORRECTED!</p>		



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From O2 – Teachers' Requirements against OpenQAsS - Study/analysis – towards O3-O4-O5

10:10	10:25	Quality Management – general overview based on CEDEFOP book - iTStudy
10:25	10:40	Consequences of the survey and the events (E1 – E2 – E3) in Italy - AICA
10:40	10:55	Consequences of the survey and the events (E4 – E5) in Hungary - SZÁMALK
10:55	11:10	Project level summary of the survey - CNR
11:10	11:40	Aggregating the results (survey, events) into a draft system concept (O3) - UAH
11:40	12:00	Coffee break
12:00	12:30	Collaborative work (3 groups) on OQAST functionalities and IQAM topics Working documents (please provide them in printed form): - a list of the possible functions suggested by the teachers (Luis) G. 1. (Giovanni, Ken, Enikő, Zoltán K., Jose) G.2 (Luis, Ildikó T., David, Pierfranco, Zsolt) G.3 (Mária, Ildikó B., József, Mary, Martin) Resources: Folder: O2_Teachers_Requirements/O2-A3_Online_survey/Results – national surveys Folder: O3_OpenQAsS_System_Plan_and_Prototype/O3-A1_System_Concept/Work OQ_O3_A1_OpenQAsS_Toolkit_Draft_Concept_EN_UAHv0.3, O3_OpenQAsS_rendszerkonceptio_HU.docx.
12:30	13:00	Presentations of the groups
13:00	14:00	Lunch

O3 – O4 OpenQAsS System Plan and Prototype - Study/analysis, OpenQAsS Toolkit

14:00	14:30	Suggested OQAST functionalities – summary by Luis Discussion, decisions
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O6 Interactive Quality Assurance Manual – How to use CEDEFOP Book (O1+)

14:30	14:50	O6-A1 Interactive QA Manual - English version O6-A2 Translation and testing language versions (HU, IT, ES) – iTStudy Rearrange the OpenQAsS portal structure, the knowledge repository.
14:50	15:10	Discussion, decisions.

O5 Institutional Quality Assurance Manager (IQAM) Certificate - Course/curriculum

15:10	15:30	Suggestions for IQAM Job Profile 1. Presentation on the result of LOQUET LdV project - TREBAG Resource: Folder: O5_Institutional_Quality_Manager_Certificate/O5-A1_Syllabus_and_curriculum/Work Loquet_WP3_Development_of_competence_profil_SE_final.docx 2. IQAM Job profile based on e-Cf model - AICA
15:30	16:00	O5-A1 Development of the IQAM syllabus, curriculum – ICS • Select a standard/template for the syllabus development

		<ul style="list-style-type: none"> • EQF level, duration, delivery method • Chapters (number of, size), learning outcomes • Credited Assignments
16:00	16:20	Coffee break
16:20	16:40	Discussion, decision on IQAM features
16:40	17:00	Closing the day

2nd day - 3 of June

The aims of the second day are:


- IQAM course design, planning content development and the pilots;
- To schedule the next tasks;
- To agree in the date of the next meeting.

9:00	9:20	O5-A2 IQAM Open Learning Content – planning course components - CAPDM
9:20	9:35	Online course components – an example – iTStudy
9:35	10:00	CEDEFOP Book under Moodle as learning content for IQAM course - CAPDM
10:00	10:30	CEDEFOP Annexes – decision on the parts we integrate into OQAST and IQAM course – iTStudy Resource: Folder: O5_Institutional_Quality_Manager_Certificate/O5-A2_IQAM_Open_Learning_Content/Work CEDEFOP_Book_List_Annex.rtf
10:30	11:00	O5-A3 Implementing and piloting online course – iTStudy - ICS
11:00	11:20	Coffee break
11:20	12:30	Scheduling the next tasks, define the date of the next meeting
12:30	13:00	Dissemination strategy for the next project period - iTStudy
13:00	14:00	Lunch
14:00	14:30	Closing the conference

Remark: the costs of hiring the conference room will be distributed by the partners.

Gödöllő, 25 of May 2016.

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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 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)



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