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## **(1) Activities**

### **Units of learning outcomes and expert interviews**

In November you received the four developed EASYMetal units, representing the first year of training in VET in the metal sector. The design had been improved in accordance with your suggestions at the kick-off-meeting in September. The EASYMetal aim is to provide transparent and transnationally comprehensible units of learning outcomes.

Hence, you were asked to consult experts on the content of the units. Together with the units you received questions to be worked on with these experts of the metal sector. Some of you have already sent the report of the consultation. We look forward to hear from your experiences and reports at the next project meeting (see further down). Thank you very much for your cooperation!

### **Allocation of ECVET-points and assessment of learning outcomes**

Meanwhile ECVET-points are assigned to the units, and procedures to assess outcomes are developed. Project solutions are presented and discussed at the next project meeting.

### **Meeting of EASYMetal advisory committee**

The first meeting of the German advisory committee took place in Offenbach in November. We presented EASYMetal results and discussed political issues regarding the interface between pre-vocational education and vocational education and training. The committee shares the view that young adults' individual learning pathways and lifelong learning have to be encouraged by opening doors to VET. The next meeting takes place in April 2012.

### **Meeting of Federal Ministry of Education and Research with DECVET advisory committee and projects**

The Federal Ministry of Education and Research (BMBF) invited selected DECVET projects together with members of the projects' advisory committee to present transferable results regarding the implementation of ECVET at different interfaces to the dual system in Bonn, 30

January 2012. The meeting was intended to get information about ECVET implementation in Germany assisting the development of guidelines for Germany.

The preceding project of EASYMetal as part of the DECVET-initiative presented suggestions how to enhance permeability between the pre-vocational and the vocational system. Petra Notz' and Cornelia Seitz' contribution was supported by Dr. Hackenberg's input representing the "Working Group of Hesse Chambers of Trade and Commerce".

The BMBF guidelines are likely to be published during the lifetime of the EASYMetal project and might assist project developments.

## (2) Meetings

### Meeting of EASYMetal partnership in March 2012

#### Location of meeting

Our next meeting will take place at Bildungswerk HESSEN METALL e. V. – departement Bildungshaus (education center) in Bad Nauheim (north of Frankfurt):

Bildungshaus in Bad Nauheim  
Parkstraße 17,  
61231 Bad Nauheim

<http://www.bildungshausbadnauheim.de/sites/index.php>.

#### Meeting date and accomodation

As you already know our meeting will take place:

**8 March 2012** (begin 9:00) and **9 March 2012** (end 14:00).

The BWHW education center in Bad Nauheim provides accommodation. Rooms have already been reserved for you. **Please let us know your arrival time at Bad Nauheim to arrange everything.**

If you arrive on Wednesday and want to spend the available time preparing things for the meeting, we will be able to book a seminar room and provide materials (e.g. cards, pens).

## How to get there:

Frankfurt airport has two train stations: **Regional train station** and **Long-distance train station** (see the map on [http://www.frankfurt-airport.com/content/frankfurt\\_airport/en/directions\\_parking/airport\\_maps1/terminal\\_1\\_2.html](http://www.frankfurt-airport.com/content/frankfurt_airport/en/directions_parking/airport_maps1/terminal_1_2.html))

To find more information on schedules and fares use the following link:

<http://www.rmv.de/en>.

Here you can enter the starting point Frankfurt (Main) Flughafen Regionalbahnhof or Frankfurt (Main) Flughafen Fernbahnhof and the destination Bad Nauheim Parkstraße 17. The system will show you every means of transportation including the footpath in Bad Nauheim to find Parkstraße 17. You can also take a taxi from Bad Nauheim station to the BWHW education center.

In addition, we will send an English information brochure of Bad Nauheim to you for initial guidance.

## Overview Agenda

A detailed Agenda is sent to you the upcoming weeks. With the following overview we want to give you a thematic idea of the workshop and provide information about your contribution for our meeting.

### 1. Project activities and requirements

We will inform you about project activities and upcoming administrative requirements.

If you have questions on administrative issues, please send your questions to Petra until 27 February. Petra will discuss the questions with the INBAS administration.

### 2. Report of expert meetings

You are asked to report the experts' evaluation of EASYMetal units and your own experiences and estimation (duration 30 minutes per Person; details see "Preparation of meeting").

### 3. Developing a "European ECVET Map"

The conjointly development of a "European ECVET-Map" is one major aim of our workshop. The Map is based on a common glossary. INBAS and BWHW have developed a first draft. The glossary will be provided to you soon. Please go over the glossary and amend the terms that are missing referring to your country. (Details see "Preparation of meeting").

### 4. Validation of competences and assigning ECVET points

BWHW/INBAS will present the procedures for validating of competences and assigning ECVET points to discuss with you.

## Preparation of meeting

### a) Report of Expert meetings

Please report your experiences of the expert meetings to us. Each country evaluation may take 30 minutes. Method: cards and Metaplan board. Please prepare some cards with results to be pinned to the board during your report.

You are asked to present the results based on the questions we sent to you in November 2011:

## Design units

- (1) **Understanding:** Did the experts understand the construction of the unit?
- (2) **Evaluation:** What aspects of the design were thought of being helpful? What aspects of the design were estimated as not being helpful?  
e.g. the general overview given on page; the scheme of the complete work task on each page; the table describing knowledge, skills, competences etc.; test criteria?
- (3) **Improvements:** Suggestions to improve the design?

## Contents units

- (1) **Understanding:** Did the experts **understand** the description of the learning outcomes? Is the level of the learning outcomes transparent to them?
- (2) **Comparison:** Are the contents similar to those experts offer in their institution? Which contents differ from the training in their institution? Are there important contents missing? Should we include some contents?
- (3) **Teaching/Training:** In which training year or training phase the contents described in the units are usually taught? Could you they use the units or parts of them in their training program?
- (4) **ECVET-Points:** In comparison to experts' training: Could they assign ECVETpoints to indicate the importance of each unit (suggestion European Commission: 60 points per year of training)?<sup>1</sup>
- (5) **Improvements:** Suggestions to improve the units?

## b) "European ECVET Map" - Glossary

We are working on a glossary based on the ECVET specifications. The glossary is meant to support mutual understanding and communication in the project on the one hand and forms the basis for our "European ECVET-map" on the other hand. The ECVET-map helps to analyse and clarify the different recognition approaches and processes in our countries and to reveal neuralgic points applying ECVET in the different countries.

The glossary will be provided to you soon. Please fill in comments adequate to your own VET system as we did for Germany. The comments should reflect the situation in your country regarding views on ECVET and its handling and go beyond pure term definitions. They are meant to support mutual understanding of the specific situations in the countries. It might be possible that terms important to explain the situation in your country are lacking. At the bottom of the table you find space for amendments and explanations.

## **c) Chart recognition process**

Finally, we ask you to design a chart representing the recognition process in your country. BWHW/INBAS provide the German example together with the glossary.

The glossary and the different charts serve to create our "European ECVET-map" at the meeting.

## **Meeting of ECVET projects (1. and 2. Generation) in Ljubljana – 29./30. September 2011**

This seminar brought together the first (2008-2011) and the second generation of ECVET pilot projects (2011-2013) and provided a chance for them to discuss common challenges and create synergies.

On the first day, both generations of ECVET pilot projects worked together in plenary sessions and synergy workshops. On the second day, both generations of pilot projects worked separately. Petra Notz and Marco Vorberger presented the design of units to the other 7 projects of the second generation.

## **ECVET pilot projects (1. Generation) – Final Conference**

The Final conference on the first run of ECVET pilot projects will take place in Brussels, 22-23 February 2012: 'We have tried ECVET:' Lessons from the first generation of ECVET pilot projects. The main aim of the conference is to take stock of what has been developed and to present the outcomes of the project partners' common work. Key messages and lessons learnt will be elaborated. Concrete examples of the added value and the benefits provided by ECVET – for students, VET providers, teachers and employers - will be in the centre of attention. Christiane Eberhardt will present project results of CREDCHEM, Petra Notz and Marco Vorberger are participating at the conference.

## (3) Administrative Issues

### Documentation of partner work

Due to **quality assurance** and the EASYMetal report in June we have set up a **document to report our monthly activities**. The document has been tested and applied in another ECVET-project with good results. **You are asked to fill in your latest activities**.

The document is **available on teamspace**:

**folder:** Administration/ monthly project report /monthly\_documentation\_EASYMetal

Since we are reporting our activities in one single document, you have to download the document from the teamspace server, enter your activities and upload the document again from your computer to teamspace. In this way the next partner has the opportunity to complete the paper as well and your documentation isn't lost. During the time you work on the document you can block access to it on teamspace.

### Report of costs and working time

As you know **travel costs** are covered by INBAS. For reimbursement please turn in copies of all your travel expenses (workshop September 2011).

Travel costs have to be documented in the EU-reporting tool (sheet "travel and subsistence") as well. The reporting tool is part of the progress report we have to submit in June. You find the template on teamspace:

[Administration / Templates / Reporting templates-EACEA](#)

For reimbursement of **staff cost** working time has to be documented. As you already know the EASYMetal time sheets serve to verify your costs (available on teamspace:

[Administration / Templates /staff cost documentation; see Newsletter 2\)](#)

The costs are to be documented in the EU-reporting tool as well (sheet "staff").

To facilitate drawing up the financial report for the progress report in June we ask you to fill in the reporting tool (excel sheet) of the costs covering month 1 March 2011 to 31 December 2011 and sent it to INBAS at the end of March 2012. Thus, the INBAS administration is able to go over your reporting tools and has enough time to give feedback and ask to submit

lacking information. Please note that the progress report has to cover also month 1 January 2012 to 31 May 2012.

You find detailed information about the required documents in the project handbook (see section 2 Financial rules)

[http://eacea.ec.europa.eu/llp/beneficiaries/2010/reporting\\_lifelong\\_learning\\_2010\\_en.php](http://eacea.ec.europa.eu/llp/beneficiaries/2010/reporting_lifelong_learning_2010_en.php)

## Handbook

We recommend using the EACEA project-handbook. It is a very helpful tool to handle administrative issues. If you have further questions, don't hesitate to contact us at INBAS. We will discuss your question with our administration or the EACEA.

[http://eacea.ec.europa.eu/llp/beneficiaries/2010/reporting\\_lifelong\\_learning\\_2010\\_en.php](http://eacea.ec.europa.eu/llp/beneficiaries/2010/reporting_lifelong_learning_2010_en.php)

## Teamspace

Whenever you find interesting documents, articles etc. about your VET-system and the transition process from school to VET please provide them on teamspace (see country folders).

If you have any problems with teamspace, don't hesitate to contact Gudrun Schaefer ([schaefer.gudrun@bwhw.de](mailto:schaefer.gudrun@bwhw.de)).

## (4) Next steps

### Partnerships between legal institutions

A major objective of EASYMetal is to build up partnerships between legal institutions in Austria, Denmark, Germany and Turkey. The aim is to enhance mutual understanding, establish partnerships between awarding institutions and to discuss procedures of a transfer process in the framework of ECVET.

Bilateral meetings will take place with our German chambers in your country. Suggestion of dates:

Vienna (A)	27 <sup>th</sup> and 28 <sup>th</sup> March 2012
Denmark	22 <sup>th</sup> and 23 <sup>th</sup> May or 23 <sup>th</sup> and 24 <sup>th</sup> May 2012
Turkey	In the week of 8 <sup>th</sup> to 12 <sup>th</sup> October 2012

You receive more information at our meeting in March.

## (5) Dissemination and Exploitation Activities

### Flyer

After printing the English, Turkish and German EASY-Metal leaflet, we published the Danish one in January. An internet-version is available on teamspace. Please spread the information about EASYMetal in your country.

### Presentation of EASYMetal

#### 6<sup>th</sup> Congress on Vocational Education and Training of Federal Institute of Vocational Education and Training (BIBB) – 18./19. September 2011

About 1.200 experts participated at the 6<sup>th</sup> Congress on Vocational Education and Training organized by the Federal Institute of Vocational Education and Training (BIBB) in Berlin, 19./20 September 2011. Christiane Eberhardt organized and guided a working group about ECVET and mobility. EASYMetal and DECVET results were presented by Petra Notz to discuss ECVET in a national framework.

#### Conference „New Pathways to the dual system“ – 13. March 2012

EASYMetal contributes with a presentation to the final conference of the project: “New Pathways to the dual system”. The project is part of the Federal Ministry of Education and Research’ programme: JOBSTARTER CONNECT – competence orientation via training moduls (Programm JOBSTARTER CONNECT - Kompetenzorientierung durch Ausbildungsbausteine). The conference takes place 13 March 2012.

## Final DECVET conference – 4./5. June 2012

The preceding project of EASYMetal and part of the Federal Ministry of Education and Research' initiative DECVET is presenting results at the final DECVET-conference in Berlin, 4-5 June 2012.

