Coop
PBL in VET

2nd Meeting Minutes
(Bremen, 24th and 25th May 2011)

Participants

Partner entity	Representative
IEFPS MIGUEL ALTUNA	Josune Irazabal Garbiñe Itxausti Unai Ziarsolo
ITURBROK S.L.	Marta Mañas
METROPOLIA	Hannu Markkanen
	Merja Bauters
BLSZSZK FÁY ANDRÁS SZAKKÉPZO ISKOLA ÉS KOLLÉGIUM	Agnes Józsefné Bocsok
Institut Technik & Bildung (ITB) Universität Bremen	Pekka Kämäräinen

Objectives of the meeting

The previewed objectives were:

- To present results of the works agreed in the kickoff meeting related to WP1, WP2 and WP5
- To agree the final version of related deliverables.
- To exchange about the first approach to the Pedagogical Model and the methodological tools, materials and resources will be needed to implement KPE in the current practices in MAI, BLVSS and in German VET Schools.
- To determine what will be the requirements of adaptation of KPE (taking into account technological and financial constraints).
- To agree a Work Plan to develop/produce of finalize the Pedagogical P&PBL Toolkit (deliverable of WP2)
- To agree a Work Plan for adaptations and technical Implementation (after adaptation if it's needed) of KPE and elaboration of the User's Manual (according the changes), and training user's session.
- To agree a dissemination strategy
- To solve questions related to financial justification and administrative procedures

Welcoming address of ITB

Gerhard Martini and Pekka Kämäräinen welcomed the partners and introduced the main activities of ITB, as a multidisciplinary institute where are participating professors of different faculties of Bremen University. Prof. Martini emphasized his interest in the project du the fact he is member and representant of the Association of Project Management, acting at international level. He underlined too they have realized that the promoter, MAI, is very interested to know the dual German VET System and due this fact, ITB has organised a visit to a VET full time school for the second day, to complement the meeting.

Agenda of the meeting and work status

Iturbrok presented the Agenda of the meeting and offered a brief summary of the project's activities undertaken up to the moment by each partner:

MAI

MAI Team has been working on how to develop the project in its VET school, specially related to de adaptation of the methodological tools of its pratices system to be used in KPE. It has prepared too several dissemination activities consisting in developing the corporate image, the website and virtual community tools.

BLVSS

As MAI, BLVSS Team has been working too about how to develop the project in its VET school, specially related to de adaptation of the methodological tools of its pratices system to be used in KPE. It has prepared a draft of the "Comparative analysis of the educational contexts of the transfer's receivers and the specific requirements to implement PjBL /PBL and the KPE." It prepared all financials documents related to the first 6th month of the project. It has organized too an introducitory training seminar on KPE for the BLVSS teachers and presented the project.

ITB

ITB activities has been centered to conceive the main contents and structure of the Pedagogical Guide. It proposed to be developed as a Moodle box of resources about PBL , PJL, methodological contents, current practices examples, stories and more conceptual handbooks and contributions. It has organized the second meeting and the visit to the VET full time School.

Metropolia

Metropolia Temas has foscused it activities on supporting the KPE, analysing the requirements of MAI and BLVSS related to the adaptation of the KPE and providing manuals (video manuals) for teachers and students.

Iturbrok

Iturbrok has been working on supporting the management of the project by preparing financial forms, agendas of the meetings, minutes of kickoff meeting, a proposal of a dissemination strategy and preparing the background of transfer report.

Presentation of conclusions of the Comparative Study

BLVSS presented the draft of the Comparative Study of the Educational Context, based on the presentations prepared by MAI, ITB and BLVSS.

The report was centered on practices in VET systems and their reality and on the similarities and differences related to the practices management and training activities abut design of Projects.

BLVSS found very interesting the MAI's project related to the use a Mobile phone to follow student's practices, and proposed the possibility to develop a similar system to control de assistance and evaluation of students in BLVSS.

After the presentation:

- MAI proposes to complete the document with a presentation of the 3 VET frameworks adding a schema of the different frameworks of VET systems. Iturbrok offered to send a comparative study on VET systems

of Basque Country, Navarra, France, Greece and Ireland, developed in a previous project as an example.

- ITB proposes to use Google Docs service to make the amendments and completions on the document.

- After a discussion, partners agreed that ITB and MAI will send their respective VET schemas to BLVSS, who will complete the report and put in Google Docs, with link in KPE, in order it could be revised by all the partners.

Report of Transfer Background

ITURBROK presented the draft of the Report of Transfer Background. There were not special comments from partners. Partners agreed to upload the file in Google Docs, with link in KPE, in order it could be revised by all the partners.

PBL/PJL Methodological Guide

ITB presented its proposal of contents and structure on the basis of the skeleton prepared in Moodle.

The main partner comments were:

- MAI has previewed to install a Moodle in its own server and to include in the website of the project a link for Moodle. Then, it was agreed that, once finished, all the contents will be exported to be hosted in the Moodle's MAI sever.

- This product is oriented for teachers or VET School of responsibles of VET organization. It will be a methological tool. It is for that it was decided that this product will be available only under registration, in order to have a control of users.

- Moodle was considered valid for all the Methogological Guide support, both Moodle and the proposed contents scheleton.

- Partners recommended to include contents very condensed in, small pieces.

- It was agreed that technical people of ITB and MAI will be in contact to export contents to the MAI's Moodle.

Methodological Practices Toolkit

MAI presented its methodological model to develop VET practices with its students in companies. It has been built in five issues:

1.- Training: We will need to train the students in four issues:
- PBL methodology
- How to organize a project
- KPE
- Technical issues
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2.- Design: In this issue we start with a Brainstorming in order to defin correctly the problem / project. The teacher will deal a document to understand the project and some other documents such as manufacturing drawings.

3.- Planning: We start with a Brainstorming to define some risks we could find in the way. Then we will define the resources and the main activities assigning a time to each one. Finally we will have a draft of the project.

4.- Implementation and monitoring: Here the students will write some questions they had during the week and each Friday the teacher will write the answers. They can chat every Friday too. Besides, they will have to write unforeseen actions. Furthermore, they will upload draws, videos, photos and so on during the project. With the Gantt they could monitor the implementation of the main activities.

5.- Evaluation: At the end of the project they will have to do an oral explanation and the teacher will evaluate the explanation and the document.

MAI developed the structure and forms to be used for the proposed Model, created/uploaded them to the KPE.

After the joint analysis made by the partner, the conclusions were:

- BLVSS considered it has been well structured and can be applied to all kind of projects development in generals

- In Hungary will need more written explanations for students and for teachers, about the methodological model, and the KPE too.

- Before the meeting, this model in KPE was presented to VET teachers, and their first impression were good. They considered it a very useful tool to improve VET practices in companies and to perform the project management approach in the VET training.

- The more relevant problem detected by teacher's related to KPE is to change the approach and to arrive to change the mind from "folders logic" to "open-related files structure".

- The model has been developed in Basque language in KPE, but another structure will be created in KPE English, in order can be adapted to Hungary.

- MAI will be develop a manual of KPE of Students. MAI and BLSZSZK will be free to decide what parts of the Manuals will be used and translated or not to elaborate the students manual.

- The following documents will be presented as outcomes of the projects (and sent to NA): Memory explaining the methodological Moodle and KPE adaptation (including the presentation about prepared by MAI), the forms, the structure and contents developed in KPE and Moodle and manuals prepared for teacher and students. The will be completed with hungarian and english version, and all the documents will be deliverables.

First conclusions about how the KPE and the methodological tools could be adapted to the student's practices national context

- In Spain could be adapted without any problem. N fact, as has been said in the previous point, VET teachers of MAI find the tool very useful and

interesting. Only translations of interface will be needed, as well a simplification of features menu.

- In Germany will be difficult to implement the model and the KPE in schools, due the VET practices system are regulated and controlled by companies, and VET schools have a complementary role. But, it can be presented in projects and activities with VET teachers and schools where ITB are involved, and in the Association for Project Management. ITB will propose a plan to present KPE and the model to a selection of full time VET schools and study with them the possibilities to implement KPE.

- In Hungary, could be used too without great problems, but, taking into consideration that the use of ICTs is less developed, it will be necessary to translate the interface and handbooks and courses for teachers and students. But the way to develop practice projects is similar, the model proposed by MAI could be used. Next January, students will have PCs in the schools, then, it will be easier to implement KPE. It will be possible too that teacher will use KPE to provide training contents to students, and not only for practices. Summarizing, BLVSS will translate user's manuals, organize courses for teacher and upload training materials in KPE.

Required modifications/adaptations in KPE functionalities

MAI and BLSZSZK proposed some technical changes to adapt KPE. Great part of them has been discussed with Metropolia during previous works of WP1 and are reflected, more extended, in the Coop PBLinVET Space in KPE.

Basically, they are:

- Delete certain functionalities

- Changes in Gantt chart in order to have the time or percentage accomplishement of tasks to control. The first change will be done soon.

- Translations of interface. Metropolia will send in two weeks and excel file to translate to Spanish, Hungarian, Basque and German. The translations will be sent for the 1st july to Metropolia and all the languages versions will be implemented in August

- Copy / Paste function will be added

- All these changes will be considered an evolution of KPE (not as new version), as open source projects.

Next work plan to produce deliverables of WP2 and to prepare KPE for the experimental implementation (WP3)

WP1

Responsible	Tasks	Deadline
ITURBROK	Upload Transfer of Background Report in Google Docs Link in KPE	28/5/2011
ALL	Revise and complete	7/6/2011
ITURBROK	Upload final version to KPE	8/6/2011
BLVSS	Upload comparative report in Goolgle Docs Link in KPE	28/5/2011
ALL	Revise and complete	15/6/2011
BLVSS	Upload final version to KPE	20/6/2011

WP2

Responsible	Tasks	Deadline
MAI	Pedagogical PBL Toolkit aimed to students: forms, projects specifications templates, KPE students Manual, etc. (Spanish context).	30/6/2011

BLVSS	Pedagogical PBL Toolkit aimed to students: forms, projects specifications templates, KPE students Manual, and more contents etc. (Hungarian context)	30/6/2011
ITB	Cross checking with German Project Management Association's materials	30/6/2011
ITB	Methodological Trainer's Guide (Moodle): Develop contents to fill the structure. ITB will fill the general parts. After the meeting ITB wil send individual requests to have from the partners the contributions should be needed. Migration of contents to MAI's Moodle. MAI and ITB technical staff will be in contact.	First imputs 30/6/2011 Completed the 90% 30/9/2011
Metropolia	Send the Excel file to translate the KPE interface	15/6/2011
MAI, BLVSS and ITB	Translations	1/7/2011
Metropolia	KPE localised	30/8/2011

Next meeting

First, it was agreed to have the next meeting in Hungary, focused on organized how organize and follow the WP3. BLVSS proposed to organize the trip to-from Budapest, and to have the meeting 26-27th of October meeting (25th arrival Budapest- 28th departure Budapest). Implementing , following, evaluating pilot experiences.

But after, Iturbrok realized that will be impossible for them to assist this week. But Metropolia has great problems to travel out this week until December. Finally, the second day of the meeting, it was proposed to change the place of the meeting to Helsinki, and change the dates. Iturbrok was charged to propose new dates by using a Doodle Poll in www.doodle.com.

Dissemination

MAI presented the website of the Project and the Blog tool of the Virtual Community. An access to the blogs will be provided to each partner.

All the partner will send a description of respective entity in English.

MAI presented a proposal of brochure of the project. All the partner should check the contents and disseminate it. If they want to have the brochure in Hungarian or Germany they should send the translation to MAI.

ITB suggested to modify the logo including "VET" in capital letters.

All the partner will translate the text of the website and brochure and will send to MAI pictures related to VET context: photographs of students and teachers, workshops, classrooms… etc, in order to make more "alive" the website.

ITB proposed to explore the possibilities to present the project in the Conference of Toledo (September 2012).

Iturbrok presented a draft of proposal of Dissemination Strategy. Some parts were analyzed, but the representatives of Metropolia and BLSZSZK has been obliged to leave the meeting before expected due the volcanic ash cloud, it was decided to discuss it again in the next meeting. The file named dissemination_strategy.ppt will be available in the KPE.

Financial Issues

It was agreed to present and amendment in January 2012 related to:

1. Other cost: include concepts and quantities related to receiving partners in meetings
2. Travels: to include more persons or to adjust and pass resting money to other categories and to change the order in the places to be held

meetings. In the case of MAI, to include the 1st travel to Helsinki (Bilateral meeting), and reduce the quantity.

3. Staff cost (Metropolia will pass 3000 € from subcontracting to staff costs)

If there are more proposals of amendments, should be sent to Iturbrok.

As only BLVSS provided financial documents before the meeting, Iturbrok proposed several deadlines to have these documents from all the partners both for the costs justification of the first 6 months (to be send as later 15th June), and for the interim report (to be sent as later 15th October). They have been accepted by the partners. The file named financial_deadlines_2011.doc will be available in the KPE.

Summary of responsibilities by partners

According all have been explained below, these will be the responsibilities of tasks to be done by each partner:

MAI	Create a Share Space in English, in order to use it as a template in any project (using "FCT Share Space") • Change the logo in capital letters (VET): Web, PPT, Word, Digital Brochure • Complete the Web in English version • Create an easy user manual of KPE • Send to ITURBROK the costs until 15th of March • Make the second payment to each partner, after receiving these costs and the jobs were finished • Takes articles in newspapers,… • Complete the toolbox • Transfer ITB Moodle to MAI´s moodle • Feed the Blog in our Web (www.coop-pbl.com)
ITURBROK	Joint Report of "Conclusions of transfer possibilities and the framework of this transfer". Google Docs and last version in KPE • Send to MAI the description of the centre in English (to the web) • To create a poll in Doodle to agree date of next meeting • Create a video (in PPT) to the dissemination explaining the project and upload to vimeo (in the Web) • • Put the Digital Brochure in some Networks • Write the minute of the meeting • Make appropriate amendments • Feed the Blog in our Web (www.coop-pbl.com).
ITB	Fill general documentation in Moodle • Translate the digital brochure to Germany • Send to MAI the description of the centre in English (to the web) • Send to ITURBROK the

	costs until 15th of March • Check if there is a possibility to present a paper about the project in the next conference in Toledo (sept-2012) • Translate web contents into German and send them to Garbiñe • Try to use KPE in a project • Feed the Blog in our Web (www.coop-pbl.com)
BLSZSZK	Joint Report "Comparative analysis of the educational contexts of the transfer´s receivers and the specific requirements to implement PjBL/PBL and the KPE. Put in Google Docs to include the three educational system´s scheme and the last version in KPE • Translate the digital brochure into Hungarian • Send to MAI the description of the centre in English (to the web) • Send to ITURBROK the costs until 15th of March • Translate web contents into Hungarian and send them to Garbiñe • Try to use KPE in a project • Feed the Blog in our Web (www.coop-pbl.com)

METROPOLIA	To adapt KPE:
	  - Gantt
	  - Copy-paste
	  - Simplify
	  - Translate
	• Send to MAI the description of the centre in English (to the web) • Send to ITURBROK the costs until 15th of March • Feed the Blog in our Web (www.coop-pbl.com)
	• To organise next meeting