



3rd Meeting Minutes

(Helsinki, 17th and 18th November 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 Bocskó
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 2nd meeting related to finalization of WP1, WP2 and WP5
- To agree the final version of related outcomes and products.
- To present and analyze the advancements in the works related to the definition of the Pedagogical Model and the development methodological tools, materials and resources needed to implement KPE in the current practices in MAI, BLVSS and in German VET Schools.
- To present and analyse the adaptations made on KPE, according the agreements of last meeting.
- To agree a definitive work plan to develop or produce to finalize the Pedagogical P&PBL Toolkit and Trainer's Guide (deliverables of WP2)
- To agree a Work Plan to carry out the WP3 (Experimental Implementation)
- To follow the dissemination activities.
- To solve questions related to financial justification and administrative procedures, if necessary.



Welcoming address of Metropolia

Mrs. Seija Ristimäki, Director of Metropolia, welcomed the partners.

Objectives and agenda of the meeting days.

ITURBROK presented the main objectives of meeting days, emphasizing in the need to complete and finalize as soon as possible the deliverables of WP1 and determining the concrete characteristics will have the final products of the WP2.

Iturbrok remembered that the first year of the project have been dedicated to conceive and develop products and tools, and the second year will be focused to develop real implementation experiences and exchange about them.

Project's Work status and revision of the of the deliverables and outcomes

MAI presented a general overview of the project's activities undertaken up to the moment and the work status of the tasks charged to each partner. The situation has been described previously in the document sent by Garbiñe named Work_Program_oct_2011.doc.

Concerning the deliverables of the WP1, she clarified that are considered unfinished because MAI are considering to give to them the same graphical format. But contents are finished.

Concerning the deliverable R2, Iturbrok confirmed having included the summary and the corrections proposed by Metropolia.

Concerning the deliverable R1, Pekka committed to send information about the adaptation of the German National System of Qualifications to the European framework, in order to complete the document.



Works done by MAI concerning the development of the resources of the Pedagogical PJBL Toolkit

MAI presented the work done related to the development of the Pedagogical PJBL Toolkit aimed to students to be used in the experimental implementation. The method and tools (forms, procedures, etc) have been inspired in which actually are used in MAI in project development subjects in Mechanical Branch training programs, and have been developed by MAI's VET teachers.

A Virtual KPE Space for Project Development have been created by MAI according this methodology. It is formed by 5 parts:

1. Training. It includes training materials aimed to students, like an introduction of PBL methods, guides about how to organize and manage a project, handbooks of KPE and documents about technical aspects.
2. Project Design: It includes tools to facilitate the initial analysis, problem description and project definition.
3. Project Planning: It includes tools to perform the planning phase of the project and the analysis of risks.
4. Project Implementing: It contains forms and procedures needed in the project realisation, including monitoring of advancements and evidences of products/results.
5. Project Evaluation: It contains documents like evaluation criteria (methods and forms), forms and samples of the memory of the project.

MAI propose that ITB and BLVSS can create similar project spaces in their own languages, and translate/adapt all the materials too.

Plus, MAI will revise and it is possible they will complete the toolkit with more forms or materials. But up to the moment, the partners could start with these.

MAI will use the KPE Project Development Space and the Toolkit in the pilot implementing experiences with students and teachers from January 2012.

About the appreciation of KPE by the first users up to the moment, that are principally VET teachers, MAI said that in the first time KPE impacts because are different environment that usual folder systems. But, after understanding the concept, the appreciate it very much. But the great problem is the readiness to use it. It is necessary to change the mind and it is needed a previous training, because it is a complete different tool.



Related to this pilot experiences, MAI have reflected about the complexity to use KPE with enterprises. It have realized that KPE requires a previous training, because the tool presents a new concept for e-collaborative work and it is not so simple to use.

As professional people of enterprises involved in the stages of VET students have not a lot of time and willing to be trained in a tool that is not directly related with their daily work or function, MAI has decided to check previously the new PBL/PjL method and KPE tool with VET students and teachers, in mechanical projects to be developed in collaboration with other VET schools, and related to the curricular studies program.

Then, a group of 20 MAI students and 6 VET teachers – belonging to 2nd year of VET / mechanical branch - will participate in a mechanical project that will be developed with other 3 VET schools of Basque Country. To develop their part of project, they will use the toolkit and KPE between them and with teachers, and MAI will offer the other schools to use too in order to complete the whole mechanical project. It will be reported.

This mechanical collaborative project is part of N Applied Innovation Program supported by the Spanish Ministry of Science and Education. Then, the results will have more possibilities to be disseminated and transferred in the future.

Like this, the pilot implementation experiences will acquire both a complementary social learning approach, and will cover a demonstrative and a dissemination aim. Once finished, the results of the experiences and the KPE will be presented to enterprises collaborating in apprentice stages, in order to interest them.

MAI is participating to in another project related to Learning Scenarios (Tknika), where product and results of Coop PBL in VET will be presented too to other VET centers of the Basque Country.

BLVSs estimated that in Hungary, the first requirement is not only to learn use KPE, but to learn about to work in teamgroups and to collaborate in common. Then, behavioural training will be needed too.

In Germany, due the strict VET system, it seems to be very difficult to use the toolkit and KPE to work in new project and practices, but it is possible to adapt past developed projects, to have samples about the use of KPE, and to show this practical demonstration to schools and enterprises. Pekka will write a report about what are de difficulties to implement in German VET System.



Iturbrok propose to organize evaluations or this samples with VET teachers, students and enterprises, as pilot experiences. The same could be applied in Hungary.

Presentation of the works done by BLVSS related to the development of the resources of the Pedagogical PJBL Toolkit

BLVSS have collected all the documents used in its VET Schools to develop mechanical projects, and presented a sample of a developed project by using this methodology, that includes self-evaluation methods for students. The main goal of its activity is to provide to students soft competences related to the team work collaboration. Normally, this kind of project are developed by 12 students y 3 months.

One of the problems in Hungary is that they are not many people with good level in English. Then, for them is necessary to have all the KPE, manual and toolkit in Hungarian, previously to start the implementation.

Another problem is that they will need to train students in the use of other kind of tools and extra resources, and to change the disposal of VET teachers to be involved in the project.

Concerning the pilot implementation of KPE, will be oriented more to develop in students soft skills: social competences like communication and collaborative team work, because VET trainers are reluctant to develop complete project due it is needed previously to planify the competences to be acquired.

Presentation of adaptations and works made on KPE

Metropolia presented the changes and adaptations made in KPE according the requirements proposed by the partners:

Basically, they are:

- Delete certain functionalities



- Changes in Gantt chart in order to have the time or percentage accomplishment of tasks to control. A new change has been proposed by MAI in order to have graphical comparative about projected/completed tasks.
- Copy / Paste function
- Translations of interface are being developed, but not finished.

As was agreed, all these changes will be considered an evolution of KPE (not as new version), as open source projects.

Presentation of advancements done in the Methodological Trainer's Guide

ITB presented the advancement made in Methodological Trainer's Guide about BBI/PjL, supported on ITB's Moodle ([Coop-PBL in VET \(European resource base\)](#)).

After analysing the contents, all the partners evaluated positively the work done. It was agreed to complete it with a chapter describing the application of PBL/PjL with KPE in this case, explaining the pedagogical method implemented and given orientation how could be implemented in other VET branches.

It will be added too information about other European project using shared spaces.

Proposal of methodology to monitoring and evaluating the pilot experiences and elaborate the common report

BLVSS made a presentation about basic aspects to be considered in the evaluation methodology. It should evaluate both technical aspects and pedagogical aspects, and involve VET teachers and students. It should contain the common criteria and consider what is evaluable at transnational level.

Iturbrok remembered that in the proposal of the project, evaluation was described as "common monitoring and evaluation methodology within the trainers and trainees, and with the participation of experts (from partners or third



entities) o and other agents related to vocational training institutions and training centres”.

And suggested that, even if Hungary and Germany the pilot experience will be more demonstrative actions, it would be possible to present them in workshops with VET teachers, experts of students and ask for their feedback as evaluation activity.

Dissemination

MAI presented the advancements related to the brochure and website, and commented the pending works. Remember that Virtual Community need to be fulfilled and animated.

Some agreements where adopted, that are collected in the following work plan.

Work plan agreements to finish pending works

Tasks	Responsible	Deadline	Comments
R1: include Merja corrections	ITURBROK		Will be edited according corporate image of the project.
R2 _send information about German VET System adaptation to European framework	ITB		Will be edited according corporate image of the project.
R1 and R2 definitive graphical edition	MAI		Will be edited according corporate image of the project.
R3_ Toolkit : MAI will revise, complete and send to Agnes and Pekka	MAI	15 th December	
R3_ Toolkit: It will be produced following the same KPE model system and forms of MAI in German and Hungarian.	BLVSS ITB	30 th January	Up to the moment, it is needed to translate 5 word documents, 1 power point presentation and

			1 KPE shared space.
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Tasks	Responsible	Deadline	Comments
To finish KPE translations and update User's Manuals according last changes	Metropolia	15 th December	
National versions of KPE, with toolkit elements inside	MAI BLVSS ITB	30th January	
Completing Moodle Chapters of the Methodological Trainer's Guide	ITB	28th February	
Write a Methodological Trainer's Guide Including last chapter about PJI and KPE in moodle	ITB	28th February	
Translating of Methodological Trainer's Guide to Hungarian.	BLVSS	?	
Adapting developed projects to KPE as demonstrative experience	BLVSS ITB	28 th February	
Evaluation of Pilot Experiences: 2 draft model of questionnaires to be used with VET teachers and VET students, including technical and pedagogical issues. Could be too used a scripts to make interviews or videos collecting the feedback of presentations made in workshops where the project products will be presented.	BLVSS	15 th February (draft) 28 th February definitive	ITB will send to BLVSS some models. All will make comments and suggestions
Dissemination: Translation of the brochure to German	ITB	30 th January	
Dissemination: presentation in the frameworks of DEAFI Project	BLVSS	4 th week of October	
Dissemination: presentation in the framework of MEC Projects	MAI	2012	

Tasks	Responsible	Deadline	Comments
Dissemination/valorization: Iturbrok will include KPE in the toolbox of NetKnowing 2.0 Project and Coop PblinVET will presented in NetKnowing 2.0 workshop oriented to SMEs	Iturbrok	From February 2012	
Dissemination: development of a Internet Campaing	Iturbrok	1 st March 2012	
Dissemination: animating the Virtual Community	Iturbrok	1 st March 2012	
Dissemination: To write and publish 3 articles in the own language	ALL	1 st March 2012	
Dissemination: National versions of the Website	MAI BLVSS ITB	28 th February 2012	

Next meetings

4th meeting: to be organized by BLVSS and held 6 and 7th March 2012 (Travelling days: 5th and 8th)

5th meeting, including public presentation, to be organized by MAI, in June in Basque Country.

