This project is funded by the European Union

REPORT ON ACTIVITIES CONCERNING THE INTELLECTUAL WORK OF THE PROJECT "INTERNATIONAL PARTNERSHIP FOR IMPROVING THE QUALITY OF TEACHING AT VOCATIONAL SCHOOLS"

According to the programme of works of the project and a timetable on long-term action plan for the improving the quality of teaching at vocational schools and dissemination of the project activities among the EU, the intellectual task team worked on implementation of the tasks defined in the partnership agreement:

1) Complex of Schools of Economics and General Education no. 6 in Łomża shall be responsible for achieving the following results as identified in the Project:

a) Identification and analysis of innovative tools with which to assess vocational skills and qualifications with the use of on-line tools, mobile technologies and cross-sectoral and creative approaches;

b) Development of an innovative tool with which to assess vocational skills and qualifications created with the use of on-line tools, mobile technologies and cross-sectoral and creative approaches;

c) Implementation of a strategic system of four mutually complementary (with respect to each other) results.

2) Vilnius School of Technology, Business and Agriculture shall be responsible for implementing the following tasks as identified in the Project:

a) Development of teaching and training materials in the context of innovative materials for teaching generic and horizontal skills, in particular those related to entrepreneurship, ICT, multilingualism with elements of multimedia, an e-learning module and other innovative methods of education;

b) Development of innovative materials for teaching generic and horizontal skills, in particular those related to entrepreneurship, ICT, multilingualism with elements of multimedia, an e-learning module and other available methods of education;

c) Implementation of a strategic system of four mutually complementary (with respect to each other) results.

3) Vocational School of Commerce in Daugavpils shall be responsible for implementing the following tasks as identified in the Project:

a) Development of materials for work with young people in the context of an innovative teaching method in a vocational school supported by innovative multimedia technologies and ICT, focusing on teaching with the use of mobile technology (d-learning and m-learning);

Project Office: School of Economic and General Education № 6 in Lomza
ul. M. Kopernika 16, 18-400 Lomza, POLAND
phone/fax +48 (86) 216-62-63, e- mail: erasmus2014@interia.eu Website: www.perfect-project.eu/en/

b) Development of an innovative teaching method in a vocational school created with the support of innovative multimedia technologies and ICT, and focusing on teaching with the use of mobile technology (d-learning and m-learning);

c) Implementation of a strategic system of four mutually complementary (with respect to each other) results.

4) Perfect Project limited liability company shall be responsible for implementing the following tasks as identified in the Project:

a) Development of a course and curriculum in the context of 3 innovative training courses on increasing the learning mobility and cooperation with employers, developed on the basis of a tool for assessment of skills and qualifications and with the use of a teaching method and learning materials;

b) Development of a programme of 3 innovative training courses on increasing the learning mobility and cooperation with employers, developed on the basis of a tool for assessment of skills and qualifications and with the use of a teaching method and learning materials;

c) Implementation of a strategic system of four mutually complementary (with respect to each other) results.

1. Introduction - main assumptions, purposes of the work.

The main aim of the program is creating 3 innovative trainings in ICT, business ethics and communications in order to increase the educational mobility and the cooperation with employers. The program of 3 trainings was created on the basis of diagnosis and research conducted among entrepreneurs; the tool for the assessment of skills and qualifications; and usage of teaching methods and materials during the learning process. The package of three trainings aims for facilitating the cooperation between upper secondary schools and employers in terms of practical education.

Training programmes are supposed to improve crucial competences and increase the educational mobility level, as well as increase willingness to leave hometowns and take the initiative in increasing your own mobility (e.g. study visits). Moreover, individually fitted to the needs of the target group training programmes should change pupils' attitudes, and also make the pupils interested in potential opportunities coming from environment and their real benefits. In addition they are an answer to the proper form of teacher's approach towards the pupil.

Moreover, innovative trainings are used for making pupils aware of areas, in which employers have their influence on education at school. Additionally, it is supposed to enable students to indicate determinants of domestic, regional and local economic development. Training programmes are constructed in order to build the pupil's knowledge about: the benefits of the cooperation with employers; the extent of cooperation between school and companies; and the

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context of adapting the process of the vocational training to the domestic, regional and local strategy of the economic development.

2. The works schedule.

April 2016
Planning the research activities and interviews with Latvian and Lithuanian entrepreneurs in the terms of preparing result 4. Consultation with Lithuanian, Latvian and Polish enterprises cooperating with vocational schools in order to determine competence gaps of pupils and teachers. Developing the template of the syllabus of trainings and preliminary content-related areas. Technical and content-related preparation of the questionnaire for entrepreneurs evaluating the competence gaps.
Establishing, in cooperation with Leader and the Partner, technical and content-related specifications of trainings which will be placed on the platform.

May 2015
Preparing and discussing the diagnosis of pupils' competence gaps based on conducted analyses, consultations and questionnaires from project partners. Preparing the diagnostic tool and the report of the diagnosis of analysed content-related areas on the basis of conducted surveys and consultations among Polish, Lithuanian and Latvian enterprises cooperating with schools participating in the project in the field of competence needs of students and teachers. One of research findings (resulting from the market and enterprise's needs) resulted in a change of the training from Business Marketing to Communication. Developing the template of the syllabus of trainings and preliminary content-related areas along with corrections including remarks made by Leader and Partners. Establishing technical and content-related specifications of trainings which will be put on platform. Conducting dissemination activities of the project and result 4 among enterprises and schools.

June 2016
Supporting on the basis of content the international meeting in Latvia concerning mainly the preparation of result 4 of project. Presenting topics of chosen courses. Art of the presentation. Creating the presentation in Prezi - training in ICT. Work on the Platform with chosen courses. Business ethics Training - Module 1 (2 topics) - Discussion, technical remarks concerning included activities. Drawing conclusions and the recommendations from the international meeting at the Latvian partner.
Preparing the report of the diagnosis of analysed content-related areas on the basis of conducted surveys and consultations among Polish, Lithuanian and Latvian enterprises cooperating with schools participating in the project in the field of competence needs of students and teachers. Developing the final version of the template of the syllabus of trainings and final content-related areas along with corrections including remarks made by Leader and Partners. Solving the technical and content-related problems together with Partners concerning the topics of the trainings in the context of using them in the school reality.

July 2016
Analysis of the content-related areas on the basis of questionnaire and consultation conducted among Polish enterprises cooperating with the Perfect Project company in terms of pupils' and

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teachers' competence needs. Preparing trainings topics under result 4 in the field of Business Ethics, ICT and Communication. Translating themes of trainings under result 4 in the field of Business Ethics, ICT and Communication. Explaining the technical and content-related specifications of trainings which will be placed on the platform.

August 2016

Analysis of the content-related materials in terms of entrepreneurs' needs and the possibilities of carrying out the proposed topics in partner schools. Contact with teachers with the objective of explaining the content-related issues of particular trainings. Working on the platform that aims for preparing classes as a part of trainings for result 4 in the field of Business Ethics, ICT and Communication. Translating topics and technically preparing the trainings under result 4 in the field of Business Ethics, ICT and Communication. Verifying the content-related and technical specification of developed trainings which were placed on the platform.

September 2016
Preparing and presenting the trainings during the international meeting at project Leader's place.
Verifying the trainings on the basis of technical and content-related requirements by the Leader and the project partner. Working on the platform in order to prepare classes as part of trainings under result 4 in the field of Business Ethics, ICT and Communication. Translating the topics and technically preparing the trainings under result 4 in the field of Business Ethics, ICT and Communication. Verifying technical and content-related specifications of developed trainings which will be put on platform. Implementing the activities disseminating the project. Preparing documentation regarding the realization of result 4 of the project.

3. Description of the team members (skills, qualifications)

Grzegorz Orłowski - the project working group coordinator, responsible for the preparation of materials for the development of diagnosis in the analyzed content-related areas on the basis of conducted surveys and consultations among Polish, Lithuanian and Latvian companies cooperating with schools participating in the project in the field of competence needs of students and teachers, technical support for preparing materials in the field of Business Ethics.

Aneta Brzostek - business coach, graphic designer running a business for many years, including foreign markets, responsible for the preparation of Communication training.

Justyna Fidrocka - expert with years of experience in the field of projects of vocational training, responsible for the dissemination of project work, preparation of materials and their translation in the field of Communication training.

Joanna Michałowska - a teacher with over 20 years of experience, expert in the implementation of many projects in the field of education using Moodle, responsible for preparing Business Ethics training.

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Cezary Michałowski - teacher of computer science, physics, with over 20 years of experience, the implementation of projects for pupils and teachers in the field of eLearning education (including Moodle), responsible for the preparation of Business Ethics training.

Anna Krawczuk - Deputy Director of CEN Bialystok, ICT specialist with years of experience implementing Platform of Education in the Podlasie Province, responsible for the preparation of ICT training.

Katarzyna Gagan – Informatics consultant of CEN Bialystok implementing Platform of Education in the Podlasie Province, participatating in a number of IT projects, responsible for preparing ICT training.

Michał Średziński - an expert in the implementation of projects in the field of vocational training, responsible for the preparation of materials for the development of diagnosis in the analyzed content-related areas on the basis of conducted surveys and consultations among Polish, Lithuanian and Latvian companies cooperating with schools participating in the project in the field of competence needs of students and teachers, technical support and translation of materials in the field of ICT.

Anna Iwacewicz-Orłowska - university teacher. Supervision over the preparation and development of diagnosis. Preparation of the diagnostic tool and the report of the diagnosis in the content-related areas analyzed on the basis of conducted surveys and consultations among the Polish, Latvian and Lithuanian entrepreneurs.

Adrianna Kołosowska - responsible for the translation of materials for the training in the field of all 3 areas analyzed.

4. Working time in the project. The period for the development of the next (third) result includes the time from 1 April 2016 to 30 September 2016.

		April		May		June		July	
		Hours	Days	Hours	Days	Hours	Days	Hours	Days
1.	Anna Iwacewicz - Orłowska	8	1	24	3	160	20	160	20
2.	Aneta Brzostek	66,5	8,31	80	10	72	9	80	10
3.	Justyna Fidrocka	72	9	80	10	72	9	80	10
4.	Joanna Michałowska	64	8	64	8	80	10	80	10
5.	Cezary Michałowski	64	8	64	8	80	10	80	10
6.	Grzegorz Orłowski	128	16	128	16	128	16	144	18

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7.	Katarzyna Gagan	64	8	64	8	80	10	80	10
8.	Anna Krawczuk	64	8	64	8	80	10	80	10
9.	Michał Średziński	128	16	128	16	128	16	144	18
10.	Adrianna Kołosowska	0	0	10	1,25	31	3,875	42	5,25
		658,5	82,31	706	88,25	911	113,88	970	121,25

	August		September		Altogether	
	Hours	Days	Hours	Days	Hours	Days
1.	160	20	160	20	672	84
2.	88	11	48	6	434,5	54,31
3.	88	11	80	10	472	59
4.	80	10	80	10	448	56
5.	80	10	80	10	448	56
6.	144	18	144	18	816	102
7.	80	10	80	10	448	56
8.	80	10	80	10	448	56
9.	146	18,25	144	18	818	102,25
10.	34	4,25	10	1,25	127	15,88
	980	122,5	906	113,25	5131,5	641,44

5. Conclusions

The developed trainings are addressed to secondary school students from the three partner schools that participate in the project "International partnership to improve the quality of teaching in vocational schools." Each training is conducted in the form of 30 hours online courses. Each module of training will include instruction of "next steps". Participate in all marked activities is required in order to complete the training. Participant of e-course is to get acquainted with the information contained in modules, answer audit and final questions, solve quizzes. In case of open tasks, student sends his work to the server in order to get it check by a teacher. If desired, the participant contacts the training teacher. There is a possibility to speak at the forum. The content of every module is a part of a whole and should be carried out in order. The tasks will be evaluated on a point scale according to the correctness of the task. Participation in training involves logging on to the e-learning platform and contacting the teacher - mentor of the course, who is a guide on the course modules.

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The training will include learning materials: e-books, multimedia sources, links to websites, dictionaries of terms. Trainings give the opportunity to present views in forum discussions, conversations on chat, email correspondence, participation in the webinar. In each module there will be materials consolidating the knowledge on specific topics (e.g. A multimedia presentation, instructional video) and test materials, e.g.: open tasks (carried out individually or in groups), closed tasks (True / False tests, select the answer, give short answer, complete the sentence).

The training will include the following sources and activities:

− communication tools (chat, forum, e-mail, voting, webinars)

− educational materials (e-books, dictionaries of terms, multimedia presentations, instructional videos)

− exercises / practical tasks (occur in the form of an open tasks and will require uploading a file)

− learning and verifying tests.

The content of every module is a part of a whole and should be carried out in order. Practical tasks will enable the acquisition of the ability to use tools. Compulsory tasks will be evaluated on a point scale according to the correctness of the task.

Participation in the training is to raise the competence in the field of ICT, Communication and Business Ethics. Training in ICT includes 4 thematic modules: resources and applications "in the cloud", creating business documents in a text editor, calculations and statistics, tools for the presentation and promotion of professional achievements.

Training in Business Ethics includes 6 thematic modules: Scope and purpose of business ethics and basic concepts related to it, Manager, Employer, Employee, Gaining fair profits, Codes of ethics.

Training in Communication consists of 3 modules: Introduction to interpersonal communication, Professional customer service, How do social media work?

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