Output O3

Guidelines for consultants/enterprises

Activity leader: PRO-MED sp. z o. o.

Date of delivery: 2.04.2016

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1. Executive summary

This deliverable is the guideline dedicated to consultants from enterprises who are users of the SP4CE portal. The guideline is available in English, Greek, Hungarian, Polish and Slovak languages. It contains general information about the SP4CE project, portal idea and functionality, as well as a set of instructions how to use it. Portal and Learning Rooms usage scenarios approach is used in order to explain how to navigate, how to gather ideas for problems to be solved, how to register as a consultant, how to communicate with students, etc.

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2. About SP4CE project

SP4CE project addresses directly aims and needs identified in Bruges Communiqué on enhanced European cooperation in vocational education and training, especially defined there:

- "improving the quality and efficiency of vocational education and training and enhancing its attractiveness and relevance", and
- "Enhancing creativity, innovation and entrepreneurship".

The project activities are connected also with career-oriented continuing VET (C-VET) principles. All project results and project actions are connected with promoting take-up of innovative practices in education, training by supporting personalised learning approaches, collaborative learning and critical thinking, strategic use of Information and Communication Technologies (ICT), Open Educational Resources (OER), open and flexible learning, virtual mobility and other innovative learning methods.

SP4CE project has been implemented by the consortium composed from different institutions dealing with different educational projects and it has included the partners with different experience and competences. All partners have experience from different European Union educational projects:

- PIAP - Przemysłowy Instytut Automatyki i Pomiarów , Poland (project leader, www.piap.pl) is a research institute and has rich experience from coordination and participation in several different vocational education and research projects, additionally PIAP has experience from collaboration with industry enterprises and educational institutions.
- Technical University Kosice, Slovakia (www.tuke.sk) as technical university dealing with university teaching and international cooperation in the area of research and education, fostering links with institutions in private and public sectors and thus responding to their needs and to the needs of society in general.
- PRO-MED sp. z o. o., Poland (http://pro-med.com.pl)has experience from developing an innovative approach to teaching and learning based on e-learning and blended leaning methodology, building the common vision for LifeLong Learning in European countries, collecting and implementing different methods used for educating the staff and learners, discovering methods of promoting access and increasing participation in Lifelong Learning for the staff and learners, gathering flexible education and training methods and approaches for creation a culture of learning.
- ASTRA - Zduzenie pre inovacie a rozvoj (http://www.astra-ngo.sk) has significant experience in conducting trainings for managers, has good contacts with other training institutions and already participated in several international research and educational projects.
- TREBAG - Property and Project management Ltd, Hungary (www.trebag.hu) has rich experience from development of innovative training materials and methodologies including e-learning (e.g. related to vocational training) and implementation of

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technology transfer and innovation chain management as well as technology transfers.

- IDEC - Aintek Symvouloi Epicheiriseon Efarmoges Ypsilis Technologias Ekpaidefsi Anonymi Etaireia, Greece (http://www.idec.gr) has extensive experience in European projects, either as coordinator or as partner from different European programs and Initiatives. IDEC has consulting experience in developing quality management systems in Greek training centres.

SP4CE project partners and Bruges Communiqué identify problems with lack of trainings increasing competence of students in areas needed by enterprises and lack of innovative solutions for student-teacher-enterprises collaboration in vocational and high education trainings.

Our answer is multi-user platform for common approach – SP4CE portal which provides the space for:

- Problems to be solved, questions to be answered: these can be published by anybody; within the project the consultants from enterprises published them
- Creation of the teams which want to work towards the problem solution
- Work for teams or individuals to develop the solution
- Mentoring & coaching: support provided by mentors (from among pedagogical staff from various educational institutions) and coaches (from among the enterprises staff) & communication with them
- Presentation of developed solutions
- Publishing of the chosen solution

Project consortium used experiences and approach from two LLP projects:

- OpenInn project (511583-LLP-1-2010-1-SK-KA3-K3MP) was coordinated by TUKE
- HIG - The High Growth Coach (UK/10/LLP-LdV/TOI-333) - project bases on UK development programme for coaches working with high growth companies to enable the development of effective and competent specialist high growth coaches.

The main benefits of the SP4CE portal usage:

- Enabling repository of the accepted and implemented solutions to the various problems available to general public.
- Supporting an international cooperation towards the solutions to various problems in 5 languages, including English.
- Encouraging young people to work as designers, inventors, and creators.
- Supporting of sense of initiative and entrepreneurship.
- Improving levels of skills for employability of students.
- Introducing new learning and cooperation methods implemented into daily activities of enterprises.
- Increasing opportunities for professional development of all target groups.

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- Increasing labour market relevance of learning provision and qualifications and reinforcing links between education, training or the youth fields with the world of work.
- Promoting take-up of innovative practices in education, training and youth by supporting personalised learning approaches, collaborative learning and critical thinking, strategic use of Information and CT, Open Educational Resources (OER), open and flexible learning, virtual mobility and other innovative learning methods.
- Enhancing the professional development of those working or active in the education, training and youth fields by innovating and increasing the quality and range of initial and continuing training, including new pedagogies, ICT-based methodologies and use of OER.

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3. How to use SP4CE portal

The portal menu consists of seven options (Fig. 1, Fig. 2, Fig. 3, Fig. 4, Fig. 5, Fig. 6, Fig. 7):

1. Send us your project proposal
2. Welcome to SP4CE
3. Guides
4. Learning Rooms
5. Learning Materials
6. Conference
7. Contact us

The portal developed by PRO-MED is available in 5 languages: English, Greek, Hungarian, Polish, Slovak. The original input for each menu option was developed in English by the project consortium. The co-ordinator (PIAP) was responsible for downloading English and Polish versions. The content in partners' languages was downloaded by local administrators (Table 1).

Name	Institution	Country	Status
Anna Czaja	PRO-MED	Poland	Main ADM
Jacek Zieliński	PIAP	Poland	Local ADM
Olga Anagnostaki	IDEC	Greece	Local ADM
Gabriella Kengyel	TREBAG	Hungary	Local ADM
Dana Palova	TUKE, ASTRA	Slovakia	Local ADM

Table 1. Local administrators of SP4CE portal

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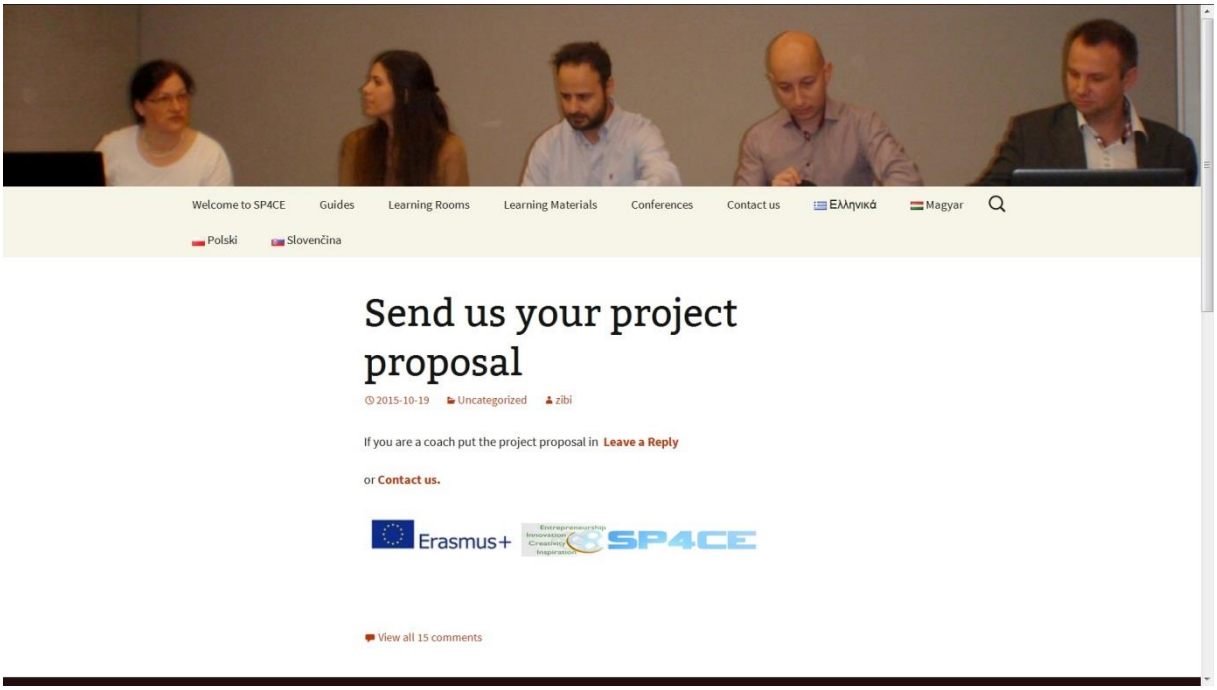

Fig. 1. Send us your project proposal

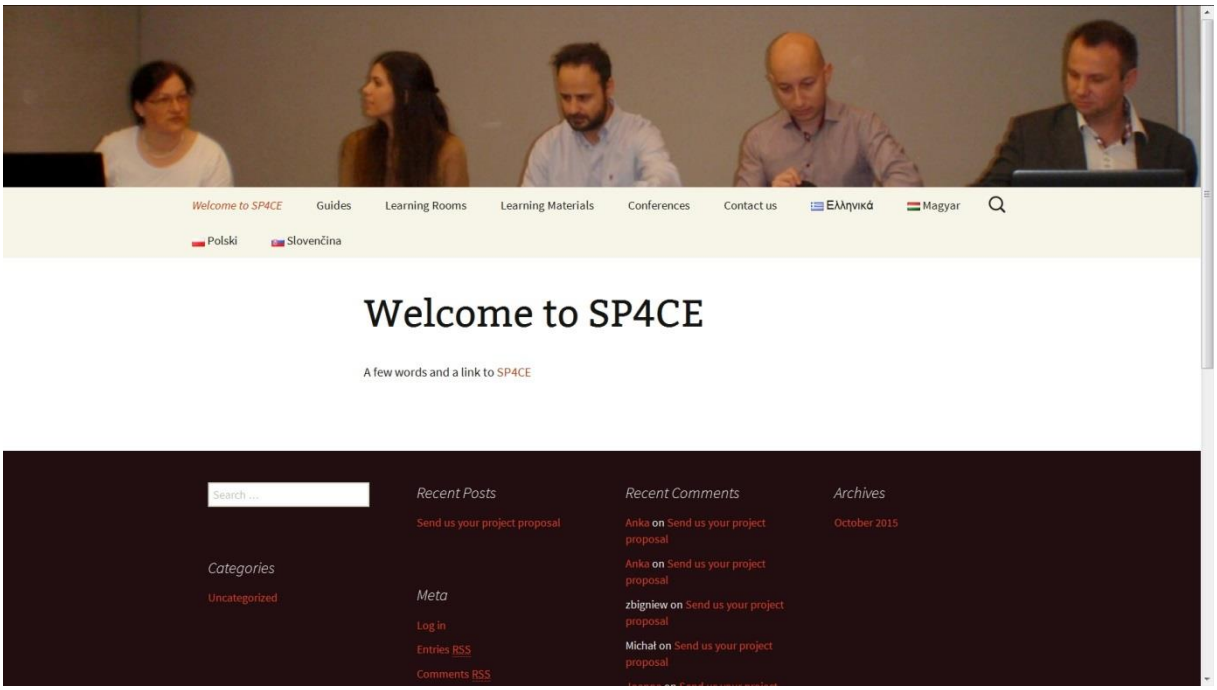

Fig. 2. Welcome to SP4CE

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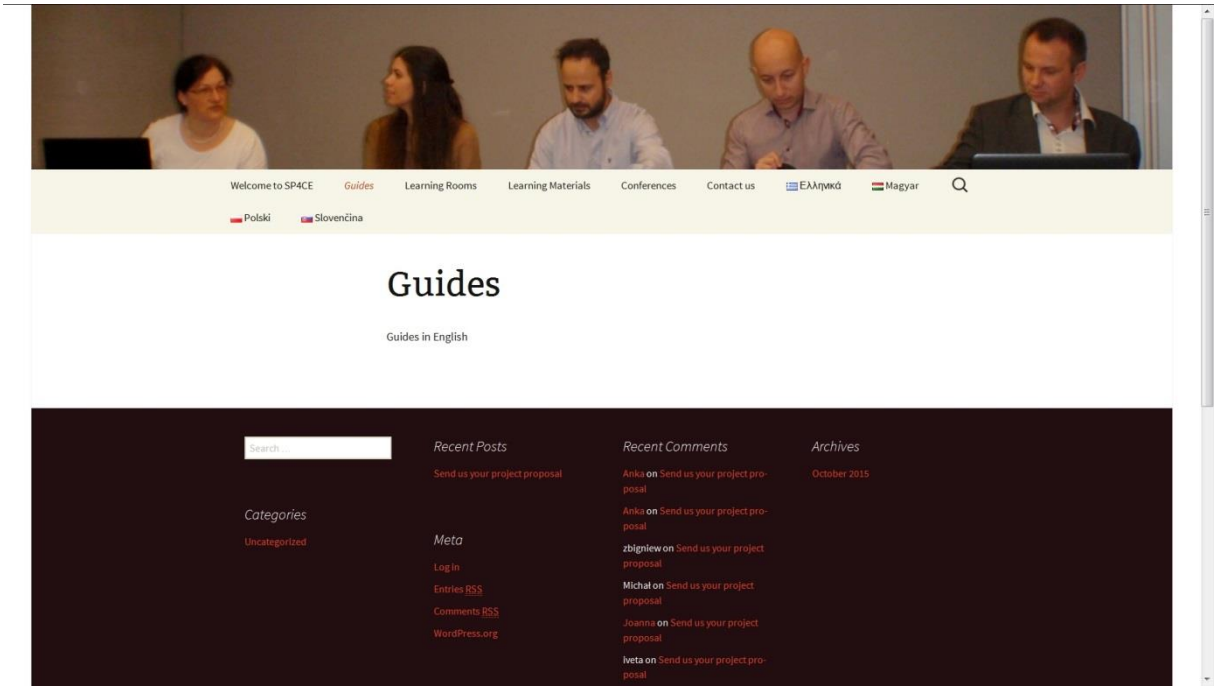

Fig. 3. Guides

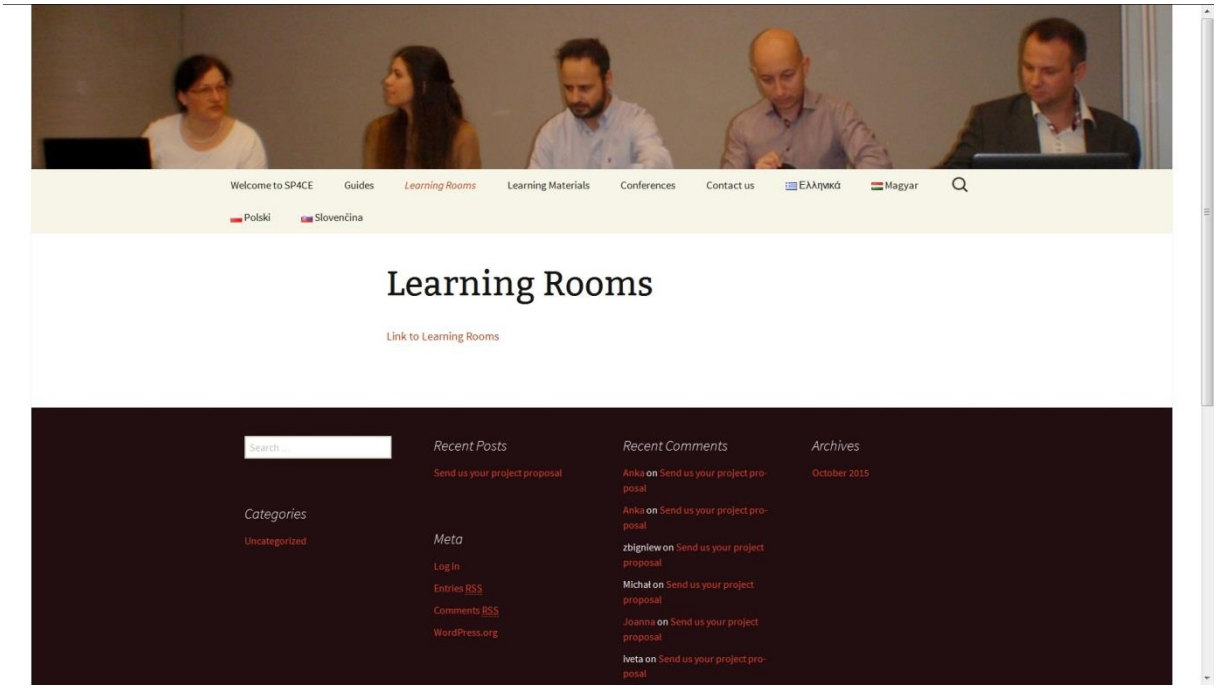

Fig. 4. Learning Rooms

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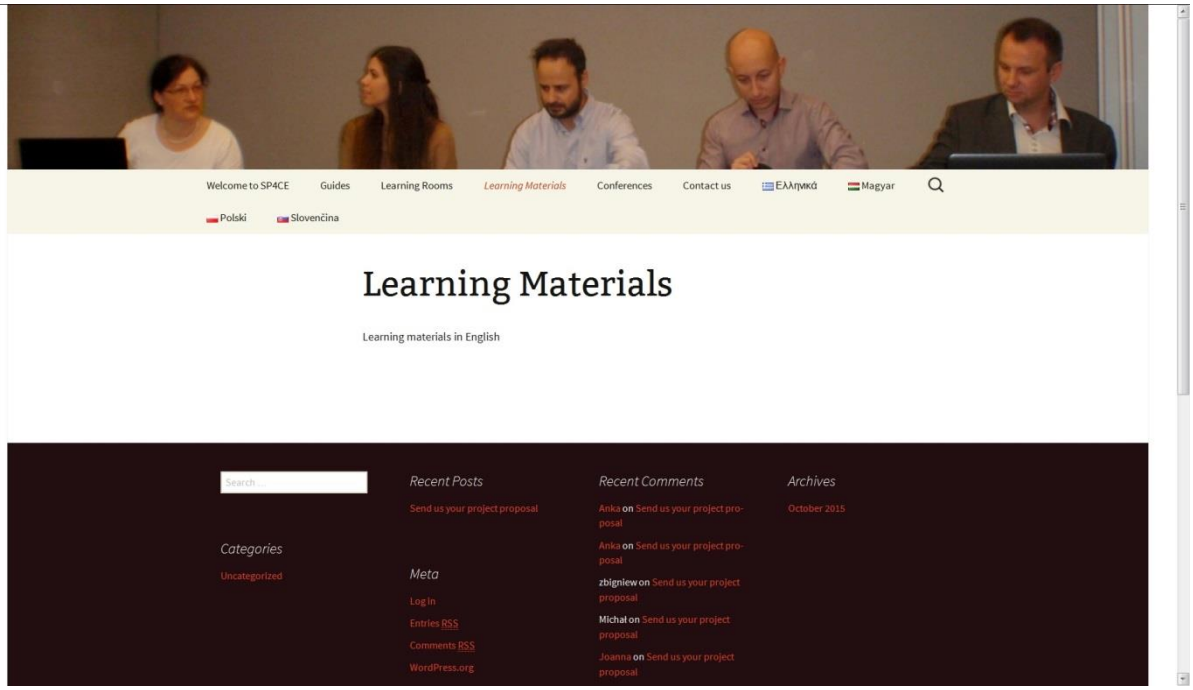

Fig. 5. Learning Materials

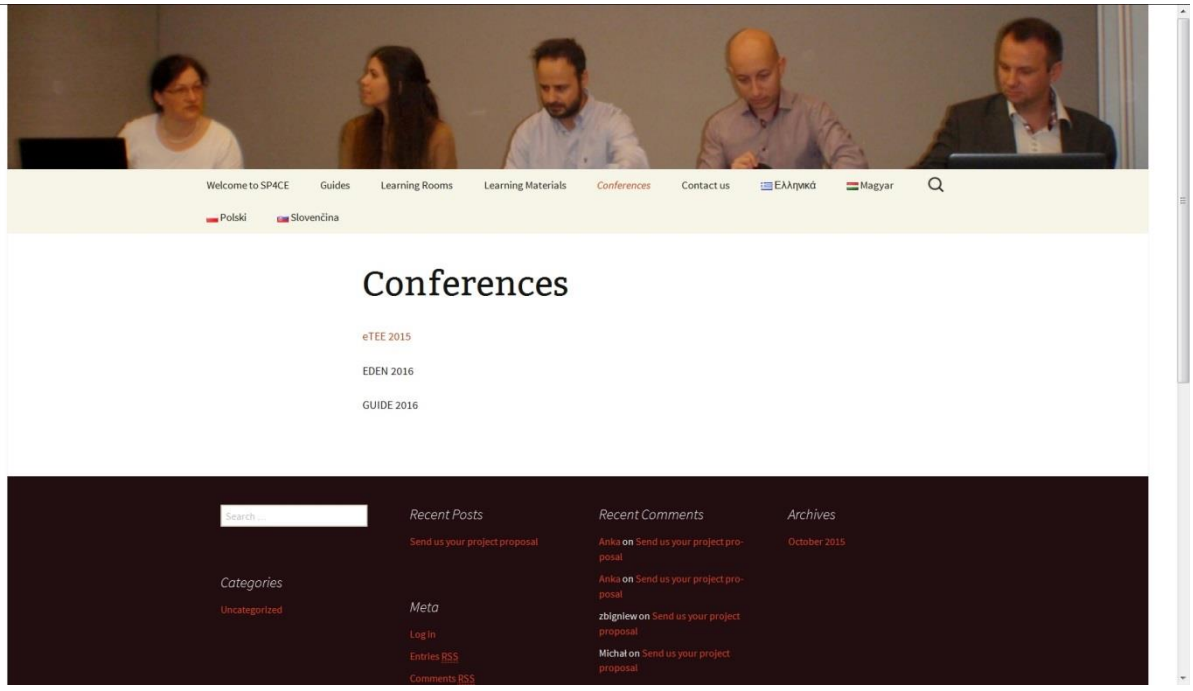

Fig. 6. Conferences

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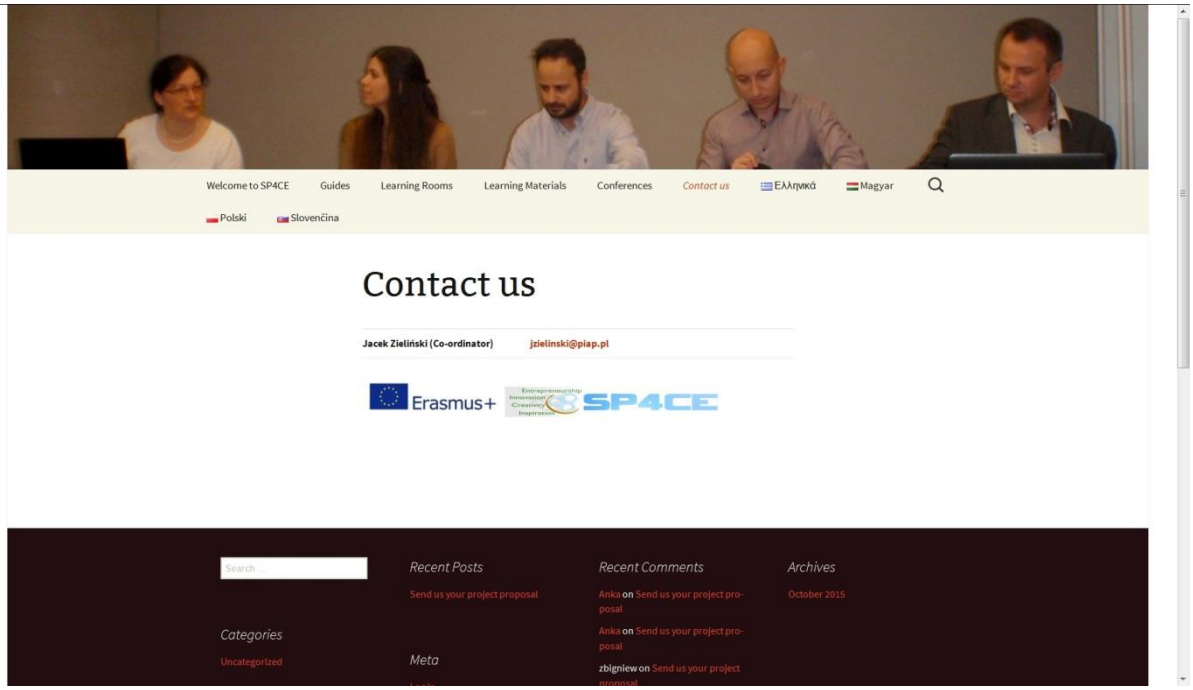

Fig. 7. Contact us

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4. Portal usage scenarios

If you are a coach you can put the project proposal in Leave a Reply (Fig. 8).

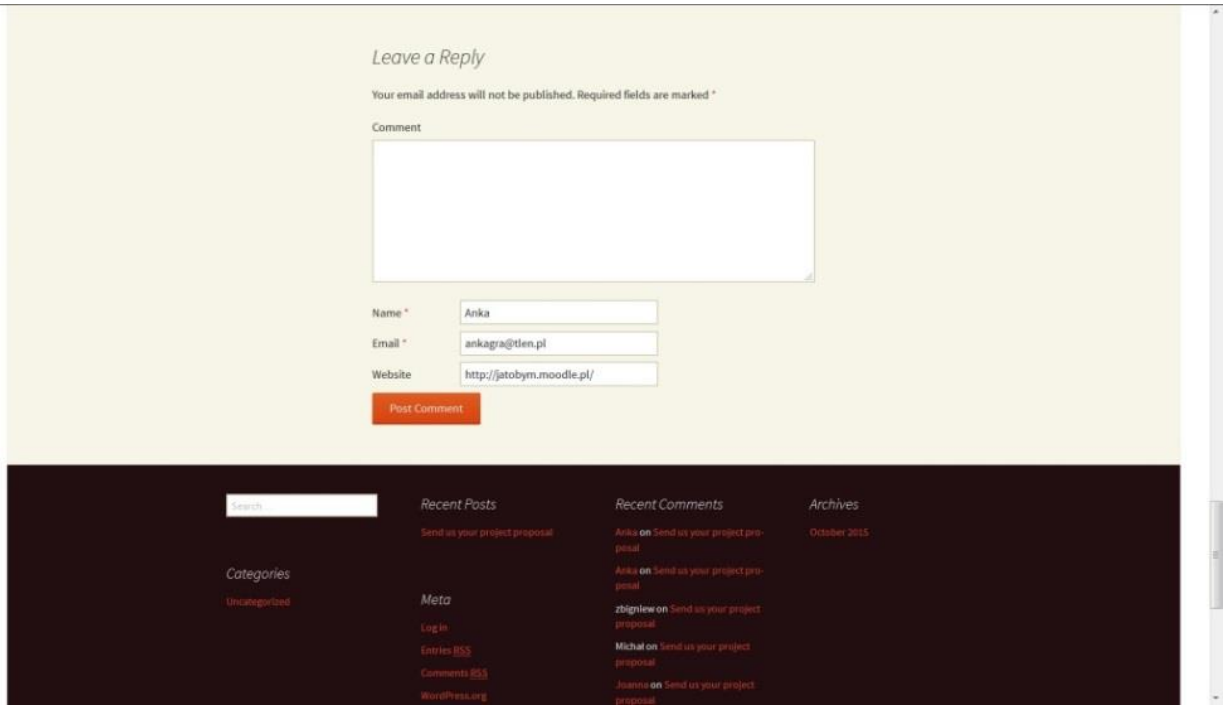

Fig. 8. Leave a Reply

It is also possible to send a project proposal to a local administrator (Fig. 7).
All project proposals should be allocated in Learning Rooms (Fig. 9).

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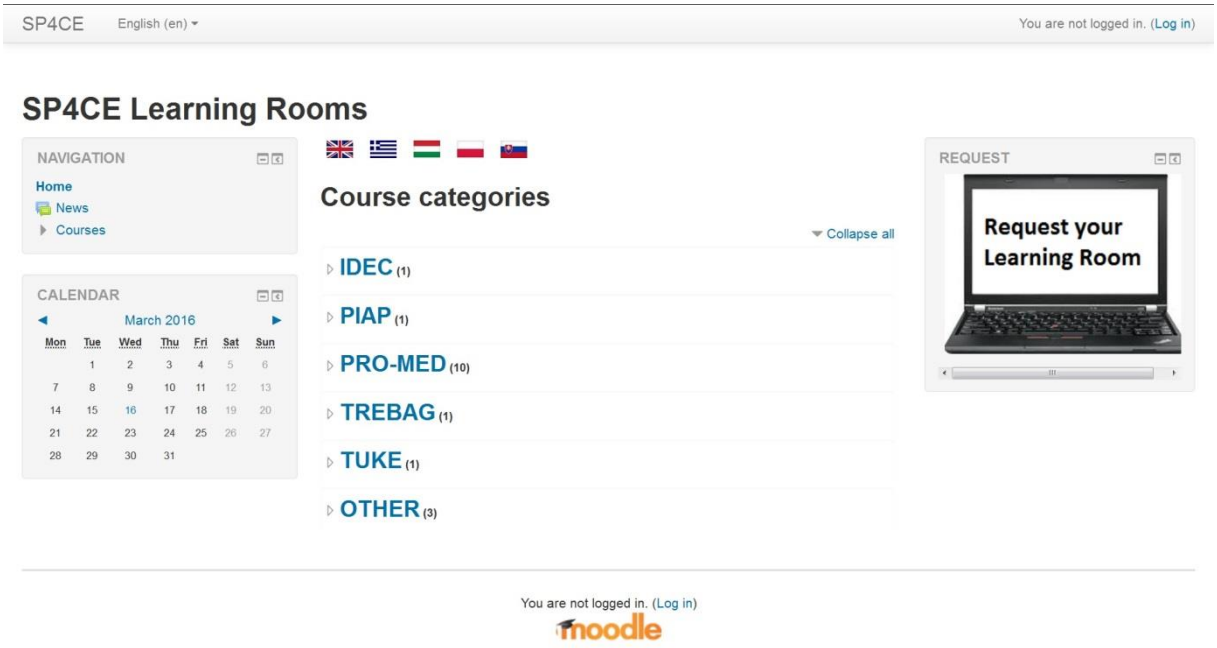
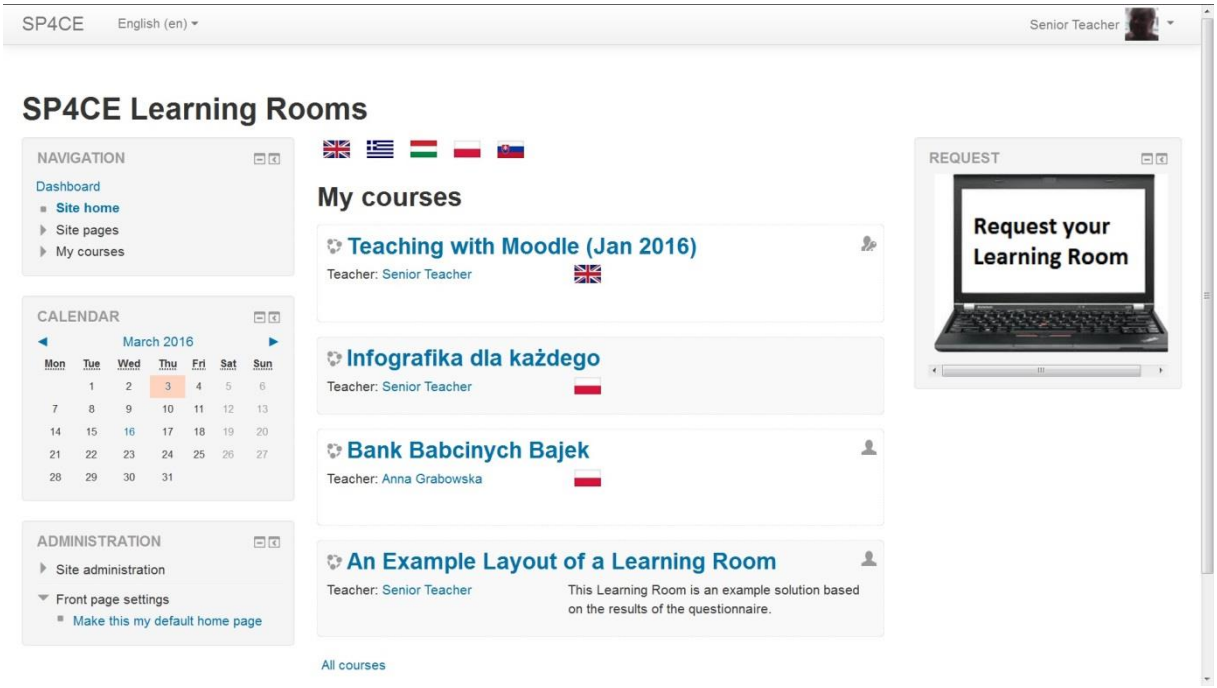
5. Learning Rooms usage scenarios





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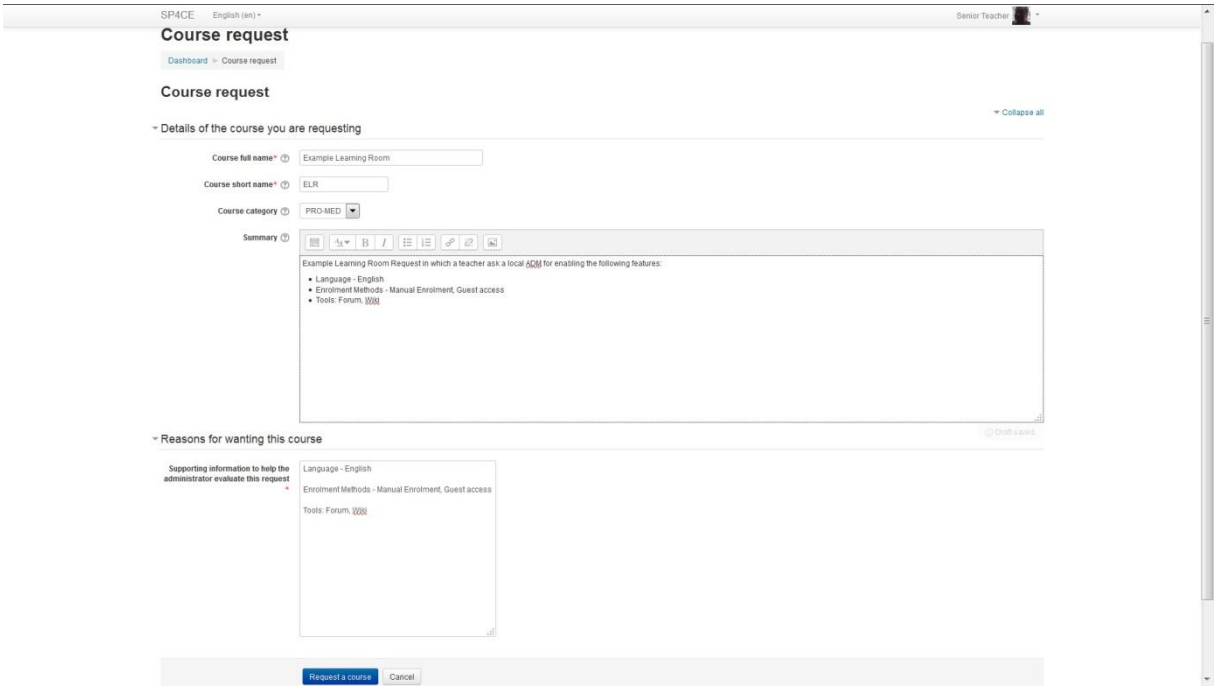

from: Senior Teacher <senior.ev@gmail.com>

to: Anna Grabowska <anka.grabowska@gmail.com>

date: 16 March 2016 at 13:10

subject: Course request

User Senior Teacher requested a new course at:

http://sp4ce.moodle.pl/course/pending.php

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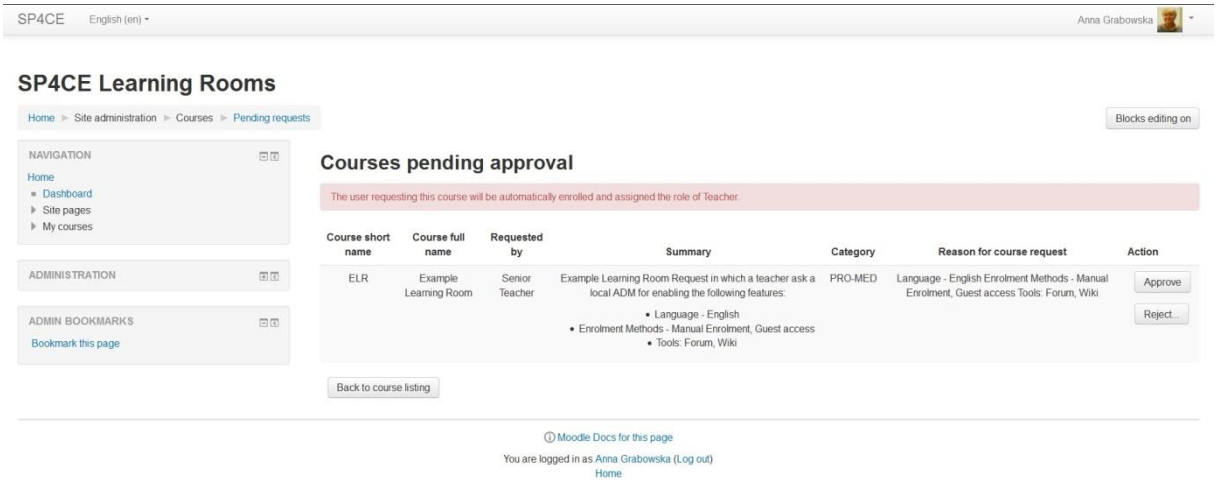

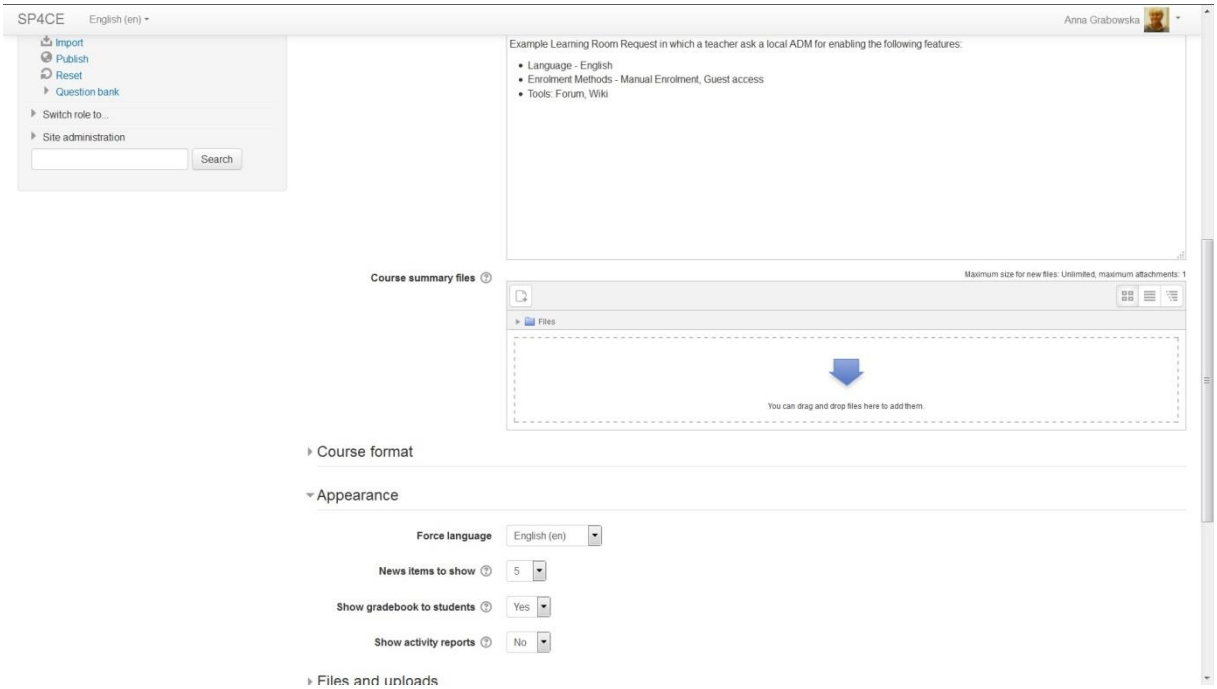

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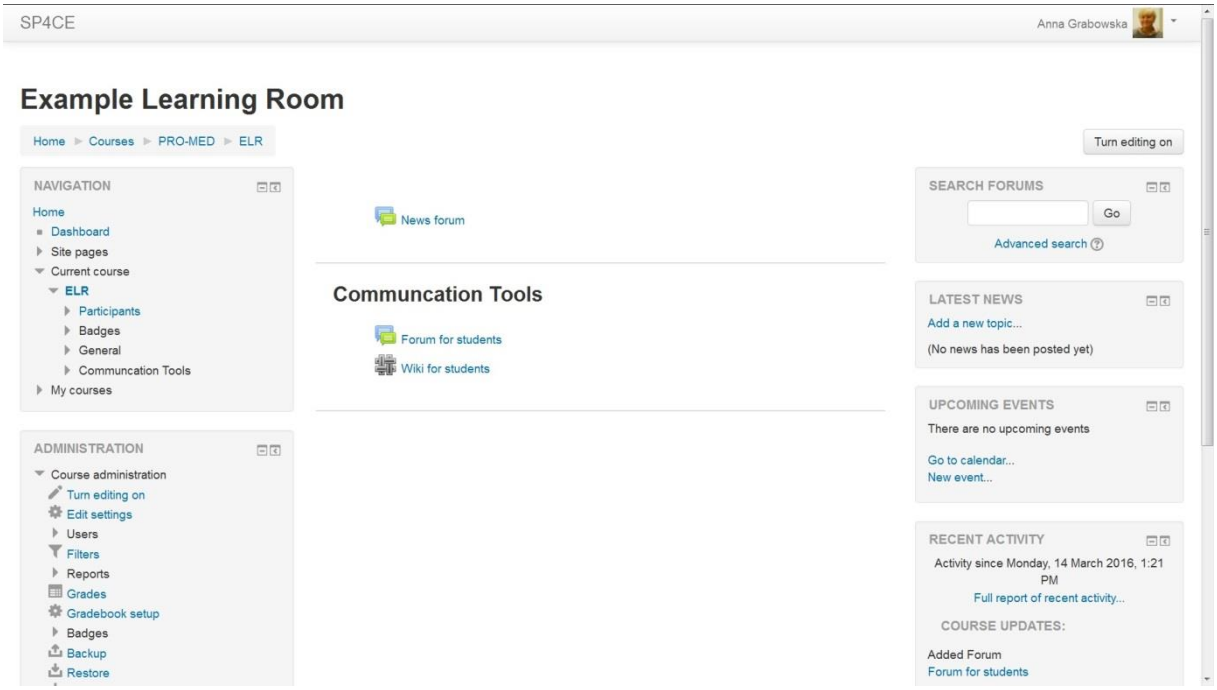

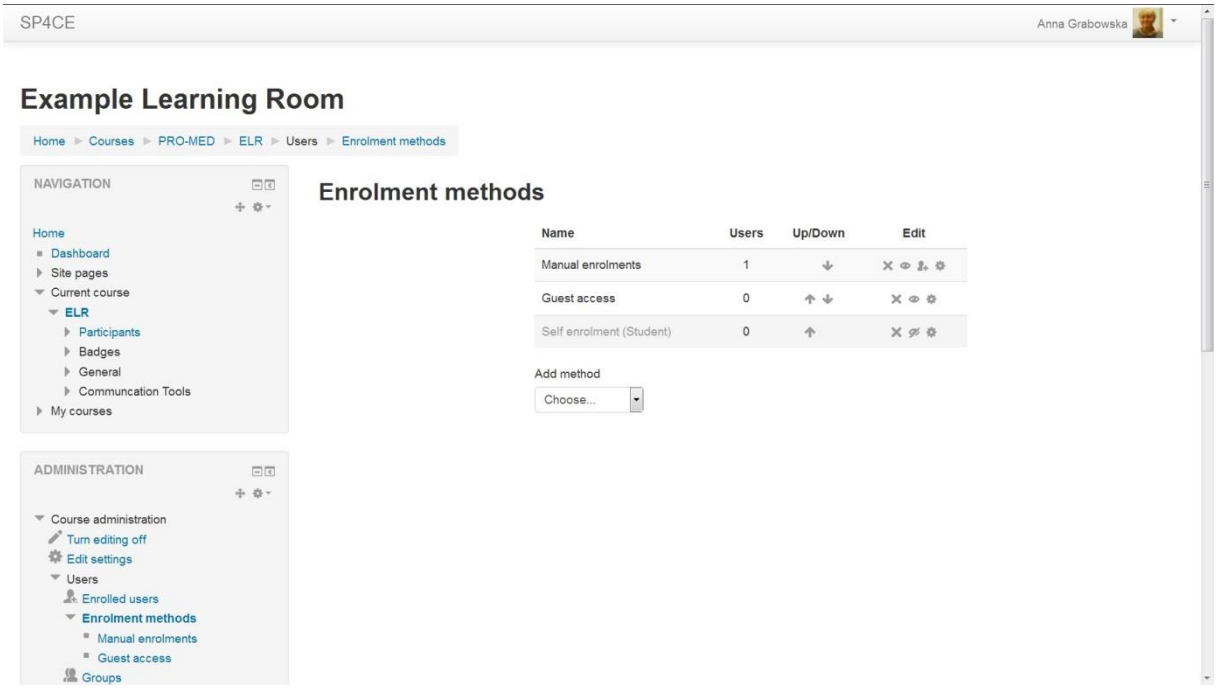

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from: Anna Grabowska <anka.grabowska@gmail.com>
to: Senior Teacher <senior.eu@gmail.com>
date: Wed, Mar 16, 2016 at 1:16 PM
subject:Your course has been approved!

Your requested course, Example Learning Room, has been approved. To access your new course, go to
http://sp4ce.moodle.pl/course/view.php?id=22

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