



Output 03

Guidelines for consultants/enterprises

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

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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.

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 learning 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 - Zdzenie 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

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.

- 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.

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

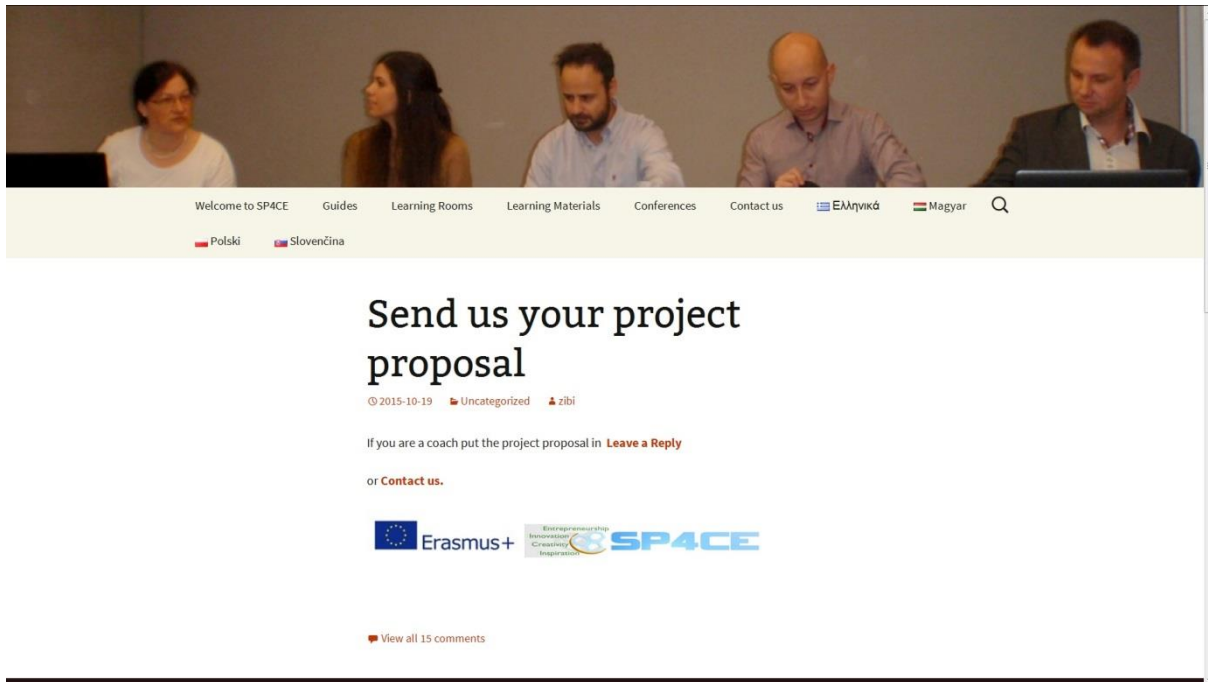


Fig. 1. Send us your project proposal

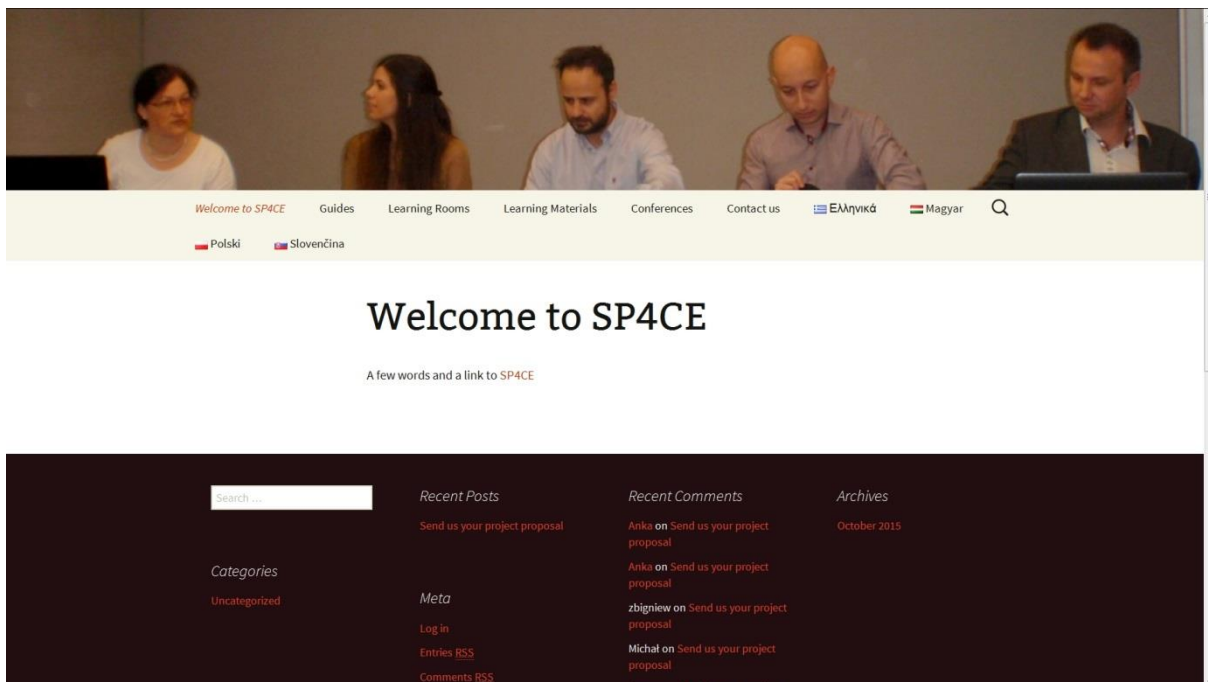


Fig. 2. Welcome to SP4CE

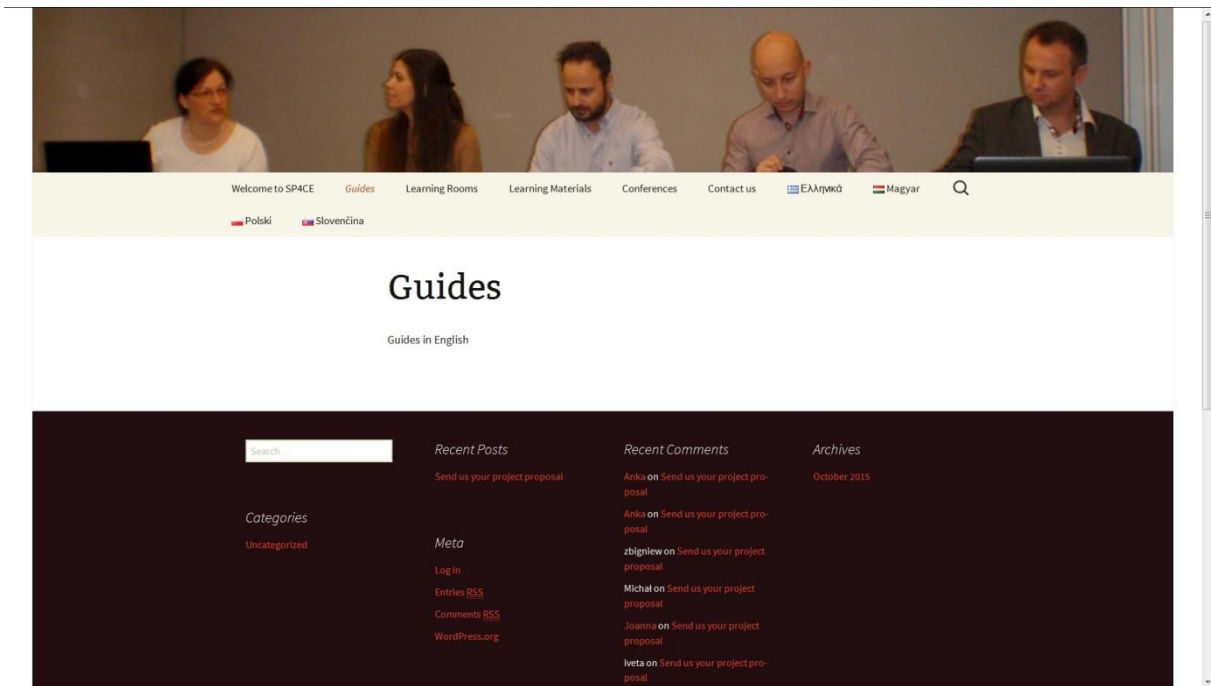


Fig. 3. Guides

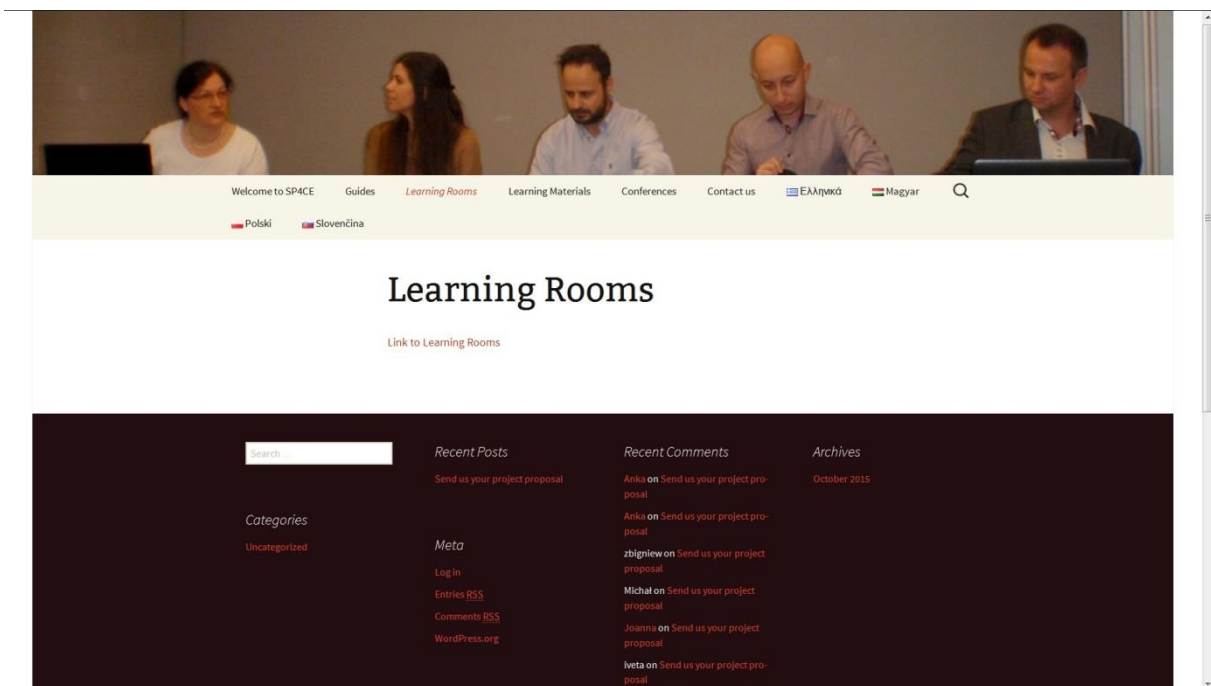


Fig. 4. Learning Rooms

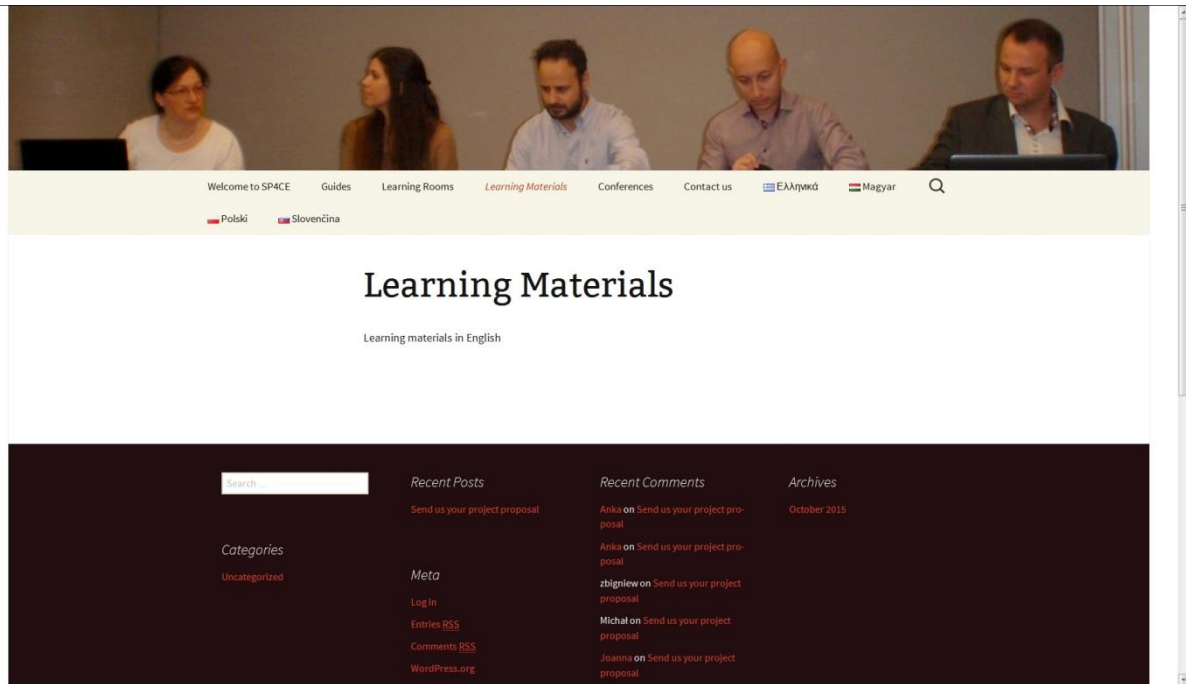


Fig. 5. Learning Materials

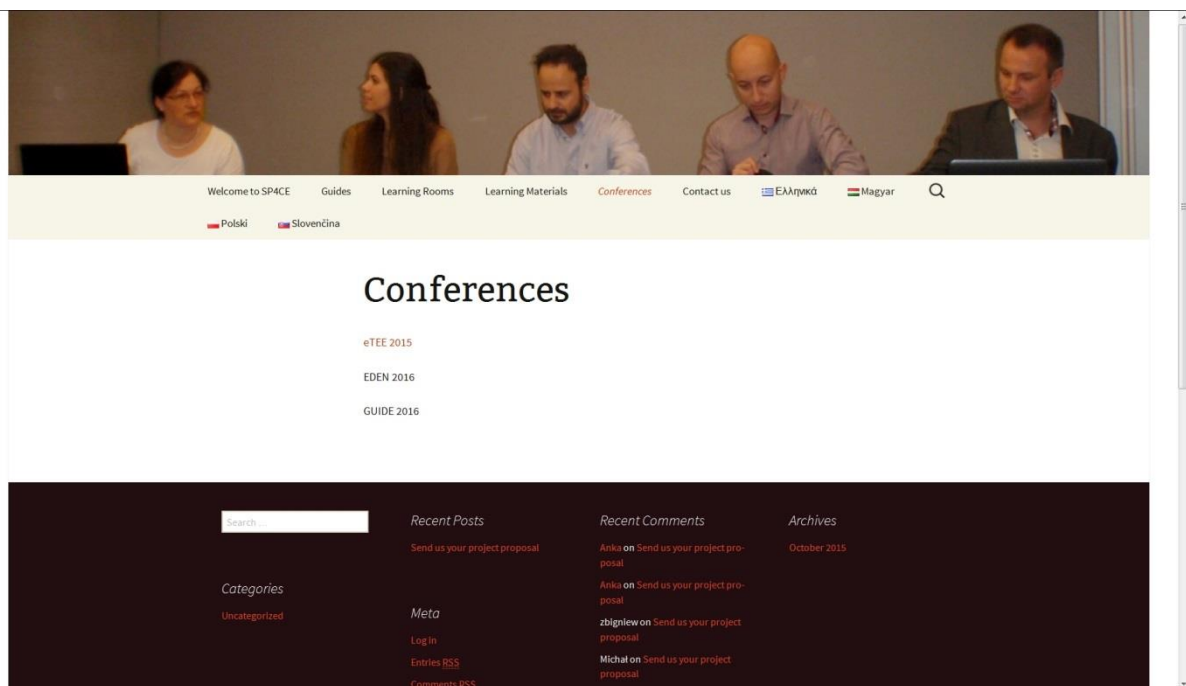


Fig. 6. Conferences

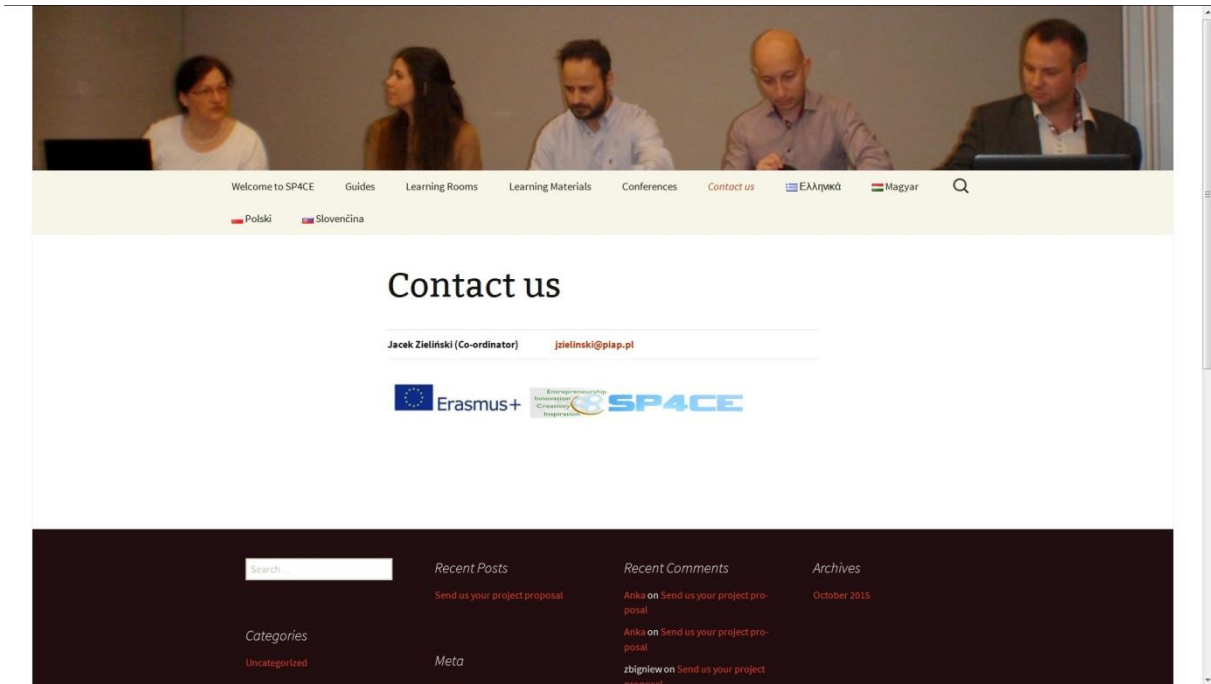


Fig. 7. Contact us

4. Portal usage scenarios

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

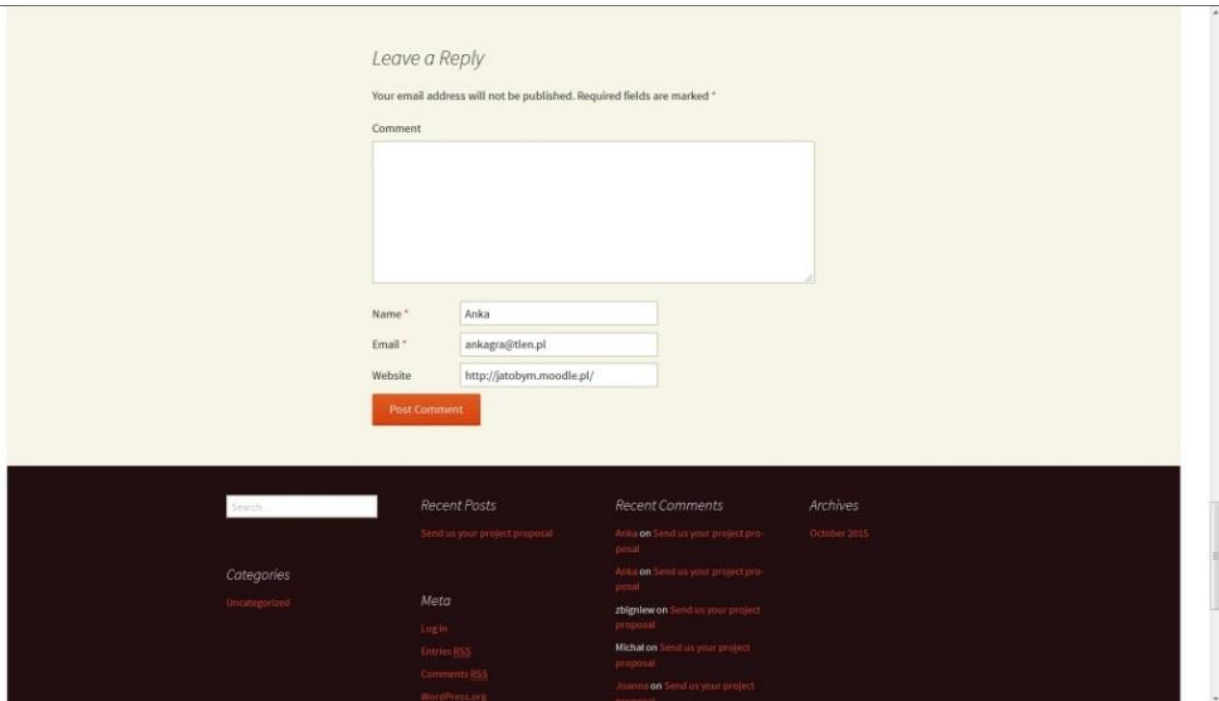


Fig. 8. Leave a Reply

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).

5. Learning Rooms usage scenarios

SP4CE English (en) You are not logged in. (Log in)

SP4CE Learning Rooms

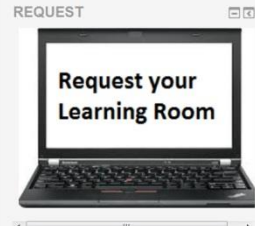
NAVIGATION

- Home
- News
- Courses

Course categories Collapse all

- ▶ IDEC (1)
- ▶ PIAP (1)
- ▶ PRO-MED (10)
- ▶ TREBAG (1)
- ▶ TUKE (1)
- ▶ OTHER (3)

REQUEST




CALENDAR

March 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

You are not logged in. (Log in)



SP4CE English (en) Senior Teacher 


SP4CE Learning Rooms


NAVIGATION


- Dashboard
- Site home
- Site pages
- My courses

My courses

- Teaching with Moodle (Jan 2016)**

Teacher: Senior Teacher 
- Infografika dla każdego**

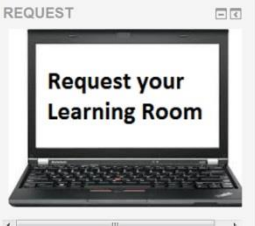
Teacher: Senior Teacher 
- Bank Babczyń Bajek**

Teacher: Anna Grabowska 
- An Example Layout of a Learning Room**

Teacher: Senior Teacher This Learning Room is an example solution based on the results of the questionnaire.

All courses

REQUEST



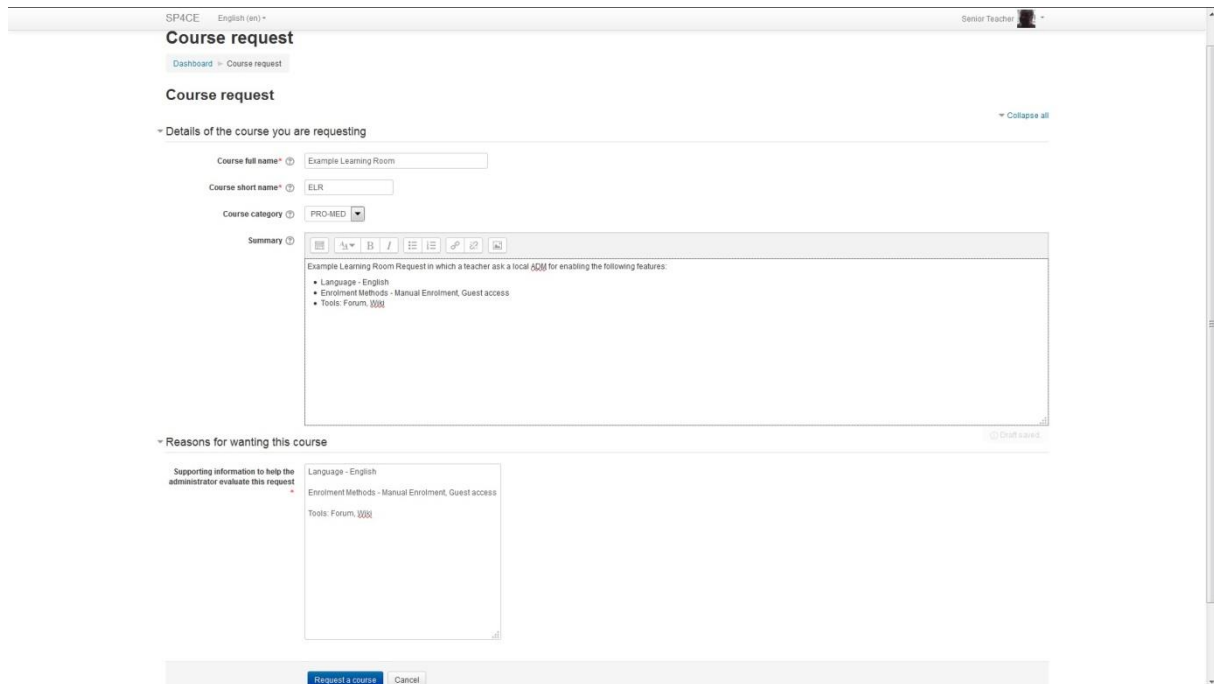
CALENDAR

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ADMINISTRATION

- Site administration
- Front page settings
 - Make this my default home page



SPACE English (en) Senior Teacher

Course request

Dashboard > Course request

Course request

Details of the course you are requesting

Course full name* Example Learning Room

Course short name* ELR

Course category* PRO-MED

Summary

Example Learning Room Request in which a teacher ask a local Moodle for enabling the following features:

- Language - English
- Enrolment Methods - Manual Enrolment, Guest access
- Tools: Forum, Moodle

Reasons for wanting this course


Supporting information to help the administrator evaluate this request:

- Language - English
- Enrolment Methods - Manual Enrolment, Guest access
- Tools: Forum, Moodle

Request a course Cancel

from: Senior Teacher <senior.eu@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>

SP4CE English (en) - Anna Grabowska 

SP4CE Learning Rooms

Home > Site administration > Courses > Pending requests Blocks editing on

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses

ADMINISTRATION


ADMIN BOOKMARKS
Bookmark this page

Courses pending approval

The user requesting this course will be automatically enrolled and assigned the role of Teacher.

Course short name	Course full name	Requested by	Summary	Category	Reason for course request	Action
ELR	Example Learning Room	Senior Teacher	Example Learning Room Request in which a teacher ask a local ADM for enabling the following features: <ul style="list-style-type: none"> Language - English Enrolment Methods - Manual Enrolment, Guest access Tools: Forum, Wiki 	PRO-MED	Language - English Enrolment Methods - Manual Enrolment, Guest access Tools: Forum, Wiki	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Moodle Docs for this page
You are logged in as Anna Grabowska (Log out) Home

SP4CE English (en) - Anna Grabowska 

Import

- Import
- Publish
- Reset
- Question bank

Switch role to...


Site administration

Example Learning Room Request in which a teacher ask a local ADM for enabling the following features:

- Language - English
- Enrolment Methods - Manual Enrolment, Guest access
- Tools: Forum, Wiki

Course summary files

Files



You can drag and drop files here to add them.

Maximum size for new files: Unlimited, maximum attachments: 1

Course format

Appearance


Force language: English (en)

News items to show: 5

Show gradebook to students: Yes

Show activity reports: No

Files and uploads


SP4CE Anna Grabowska 

Example Learning Room


Home > Courses > PRO-MED > ELR Turn editing on


NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - ELR
 - Participants
 - Badges
 - General
 - Communication Tools
- My courses

 News forum

Communication Tools

 Forum for students

 Wiki for students

SEARCH FORUMS

 Advanced search

LATEST NEWS

Add a new topic...

(No news has been posted yet)

UPCOMING EVENTS

There are no upcoming events

Go to calendar...

New event...

RECENT ACTIVITY

Activity since Monday, 14 March 2016, 1:21 PM


[Full report of recent activity...](#)

COURSE UPDATES:

Added Forum
Forum for students

ADMINISTRATION

- Course administration
 - Turn editing on
 - Edit settings
- Users
 - Filters
 - Reports
 - Grades
 - Gradebook setup
 - Badges
 - Backup
 - Restore

SP4CE Anna Grabowska 

Example Learning Room

Home > Courses > PRO-MED > ELR > Users > Enrolment methods

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - ELR
 - Participants
 - Badges
 - General
 - Communication Tools
- My courses

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✕ ⚙
Guest access	0	↑ ↓	✕ ⚙
Self enrolment (Student)	0	↑	✕ ⚙

Add method

Choose...

ADMINISTRATION

- Course administration
 - Turn editing off
 - Edit settings
- Users
 - Enrolled users
 - Enrolment methods
 - Manual enrolments
 - Guest access
 - Groups

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>