

## **5<sup>th</sup> transnational project meeting minutes**

### **Developing Apprenticeship: In-Company Trainer Training and Apprenticeship Promotion**

**No. 2015-1-LT01-KA202-013415**

**Date:** 27<sup>th</sup> -28<sup>th</sup> February 2017

**Venue:** Employers' House, Kiriku 6, 10130 Tallinn, Estonia

**Participating partners:** see the list of participants

**Head of meeting:** Rasa Lužytė, Project Manager

**Minute taker:** Anneli Entson, Project Manager

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## 1. Agenda

### International Partner Meeting 27<sup>th</sup> -28<sup>th</sup> February 2017

Meeting place - Employers' House

Address: Kiriku 6, 10130 Tallinn, Estonia

27<sup>th</sup> February (Monday) 2017

8.45 am – 9.00 am	<b>Warming up</b>
9.00 am – 9.10 am	<b>WELCOMING WORD</b> Anneli Entson
9.10 am – 12 pm	<b>Presentations of training material (Part 1)</b> Partners present the final versions of the In-Company Trainer training material which is followed by analysis and discussion.
12 pm – 1 pm	<b>LUNCH</b>
1 pm – 2.30 pm	<b>Presentations of training material (Part 2)</b> Partners present the final versions of the In-Company Trainer material which is followed by discussion and analysis.
2.30 pm – 4.30 pm	<b>In-Company Trainer training Piloting:</b> Translation of training material and adaptation of material for national piloting A list of web page addresses Formation of piloting groups Training documentation The role of the moderator Tasks for In-Company Trainers at home and presentations in classrooms A learning progress test (prior and after pilot training) A certificate of pilot training Piloting quality questionnaires for the In-Company Trainers
7 pm	<b>DINNER. Restaurant MEKK, Suur-Karja 17</b>

28<sup>th</sup> February (Tuesday) 2017

9 am – 9.30 am	<b>GATHERING</b>
9.30 am – 10.30 am	<b>Apprenticeship promotion concept</b>
10.30 am – 12 pm	<b>Miscellaneous:</b> Dissemination events – how everyone is preparing? Quality questionnaires The leaflets and posters The In-Company Trainers' toolkit Project impact evaluation Intellectual property License Agreement  The action plan – what has left to do?
12 pm – 1 pm	<b>LUNCH</b>

## 2. Minutes

### **Presentations of training material**

The project manager of Estonian Employers' Confederation Anneli Entson welcomed the participants. Project manager of VJDRMC Rasa Lužytė led a meeting in both days.

### **Presentations of training material**

Partners presented their versions of the In-Company Trainer training material. The presentation was followed by analysis and discussion. Partners agreed to think through if the training material is appropriate for a short and flexible training and make their corrections considering that English version will be like a guide and the other versions will be adapted to their country's needs. The needed corrections should be done by 10<sup>th</sup> of March.

Rasa Lužytė suggested to merge some units and simplify slides:

- Unit 8 doesn't follow a description of competences. The aim is to teach how to achieve described competences.
- Unit 10 is too wide. Rasa suggested to find a video suitable for teaching Kolbs learning styles.
- To merge Units 5 and 8
- To merge units 9 and 10
- To leave out questions about dressing etc. in Unit 6

**Definition of apprenticeship.** Definitions in each country are different, we use basic definition – essence of all definitions. In-Company trainer is the one who is helping an apprentice. As In-Company trainer has lot of work to do, the training (material) should explain how to plan a work.

### **In-Company Trainer training Piloting**

#### **Translation of training material and adaptation of material for national piloting**

Translation of training material and adaptation of material for national piloting should be done by 21<sup>st</sup> of March. Before translating a study-material make sure that text is understandable and necessary.

Rasa Lužytė asked from Finnish partners (the experts of the programme) if the programme should be translated into Finnish language. Rasa explained that in a country's version of a training material some material can be added or left out. Anu Ahtela said that only the final version will be translated into Finnish language.

#### **Formation of piloting groups**

Partners pilot a training program from the 1<sup>st</sup> of April to the 14<sup>th</sup> of April. In the beginning of the program partners made a list of companies who participated in the Company's Needs Inquiry, now the same companies should be invited to participate in the training program. Partners will send out the invitation letters and suggest 2 or 3 times for the training. There can be added people from the other companies to the piloting group as well. The name list of the people who will be trained must be sent to the Rasa Lužytė by the 24<sup>th</sup> of April.

#### **Training documentation**

By 24<sup>th</sup> of April the following should be sent to Rasa:

- 1) Training Schedule
- 2) Names of people being trained
- 3) Names of Trainers

### **The role of the moderator**

Moderator must know all materials on slides very well. If the person doesn't know about some methods well, he/she can find out some additional material. Rasa asked partners to focus on a project and piloting of the training program during the next 2 months. Topics must be structured, training schedule made. There should be 1-3 people organizing the training. The trainer can be hired from outside of partner's organization if there is money in the budget.

### **Tasks for In-Company Trainers at home and presentations in classrooms**

Training will take 2 days. Rasa has drawn up a questionnaire that needs to be followed up by other partners. Rasa will send a file to the partners. Moderator observes a pilot-training closely, amends if needed or answers to the questions. On the second day of training they will repeat the topics, ask questions, think aloud/discuss. Moderator should know the material and her/his audience.

**Piloting quality questionnaires for the In-Company Trainers.**

For feedback, there should be carried out a short inquiry. Feedback questions should be the same in all project-countries.

**Multiplier event.** Rasa Lužytė explained how to organize a multiplier event: f.e in Estonia sum for the multiplier event is 2000 euros, number of participants is 20 or more. Before organizing the event there must be a prepared Information letter, which we send out before the meeting; leaflets and poster. Partners discussed how many posters and leaflets they need. Partners should also take care of Quality evaluation, schedule, signature list, short report and taking photos.

**In-Company Trainer Guide.** Rasa Lužytė introduced the partner In-Company Trainer Guide in Belgium. Anu Ahtela promised to send the Finnish version of the In-Company Trainer Guide (translated into English).

**Project Impact Evaluation.** Rasa Lužytė pointed out that to measure the project's impact evaluation, a measuring tool is needed. Rasa asked if the partners have such tool to send it to her as an example. Apprenticeship Promotion Conception -to add target groups.

**Intellectual agreement.** Partners agreed that each Partner has the right to use the Intellectual Products.

**Budget.** Rasa Lužytė and Gabrielė Šiurkuvienė gave an overview of use of the budget and explained some topics. Financial report needs to be submitted on 10<sup>th</sup> of April. Rasa explained that partners cannot use the estimated money for the international partner meetings for their other activities. There is max grant (norm) per participant 575 EUR. In total, there are 10 norms unused. Rasa explained that partners should give remained norms back to the Project and from those 5750 EUR (10 x 575 Eur) AID, LDDK, TTS, EKT will each get back 1 norm (575 EUR) for coming to the the final conference and the partner meeting in May-June 2017 and 3450 EUR will be given to LINPRA, LSA and KPMPC for the promotion of the project results.

### 3. Decisions

- 3.1 Partners finalize units and send to Rasa Lužytė by 10<sup>th</sup> of March, 2017.
- 3.2 Translation of training material and start to adjust by every partner country by 21<sup>st</sup> of March, 2017.
- 3.3 Piloting in period of 1<sup>st</sup> of April to 14<sup>th</sup> of April, 2017.
- 3.4 Partners make a Training Schedule, Name List of people being trained and Name List of trainers and send to Rasa by 24<sup>th</sup> of March.
- 3.5 Rasa prepares the list of questions for the Progress Evaluation Test and sends to the partners.
- 3.6 Partners send the 3 answer options (or the new questions) for the Progress Evaluation Test
- 3.7 Rasa sends by post the printed leaflets and posters to the partners.
- 3.8 Anu Lahtela translates the In-Company Trainers' toolkit and sends it to Rasa Lužytė in March, 2017
- 3.9 Budget chances. Remained sum 5750 EUR for the International partner meetings will be divided:
  - 2300 EUR will be equally divided between AID, LDDK, TTS, EKT for coming to the the final conference and the partner meeting in May-June 2017. Each will get 575 EUR.
  - 3450 EUR will be given to LINPRA, LSA and KPMPC for the promotion of the project results.

## Tasks for March – April following the meeting in Tallinn:

**3<sup>rd</sup> March** – Anu/Erkki send the In-Company toolkit to Rasa (2 pages)

**3<sup>rd</sup> March** – partners start public procurement procedures for buying translation services (if these procedures are mandatory for your organisation)

**10<sup>th</sup> March** – EE, LT and LV partners start forming the piloting groups

**10<sup>th</sup> March** – EE, LT and LV partners must start putting together the piloting agenda, arranging the moderators, deciding the home tasks for the in company trainers, venues, dates for piloting, catering.

*We need to complete this process by 24<sup>th</sup> March. The agenda must foresee not just the training modules but also practical exercises, discussions. The moderator must be available for contact for the whole of 2 week period of self-study. The home tasks can be as follows (but not limited to it):*

- Give all trainees to write a paragraph at home on the following topic - „What is most important for the In-Company trainer“. They must send it before the second meeting.
- Give each trainee an individual topic to write a paragraph at home. They must present this in front of the class- it will also be an exercise of “playing” a trainer
- Ask the trainees to describe in which situations for which work processes they can film video and use it as an instrument of demonstration for their trainees.

**10<sup>th</sup> March** – Rasa sends the partners the Online Letter design (for sending invitations to the trainees and later for the dissemination attendees)

**10<sup>th</sup> March** – Rasa sends to partners an example of a CERTIFICATE

**10<sup>th</sup> March** – partners complete slide corrections (and place them in Dropbox or send to Rasa)

**10<sup>th</sup> March** – partners send a Project Impact Evaluation form (if they manage to find it with the help of their partners and colleagues. It would be great).

**10<sup>th</sup> March** – Rasa gives 2 possible training dates to LBA and Linpra (for calling the companies and gathering the piloting groups)

**10<sup>th</sup> March** – QVETDC updates on their development for O2 (you can contact me any time)

**24<sup>th</sup> March** – translation of training material is done and started to adjust by every partner country. The corrections in your own languages should be done no later than by 7<sup>th</sup> April

**24<sup>th</sup> March** – partners send the 3 answer options for the Progress Evaluation Test (also questions, if you want to ask different from the suggested ones). – the list of questions is attached “Progress Evaluation Test”

## 4. List of participants

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## 5<sup>th</sup> INTERNATIONAL PROJECT MEETIG

### LIST OF PARTICIPANTS

DATE: 27.02.2017

PLACE: Tallinn

No	Name, surname	Organisation	Job title	e-mail	Signature
1.	Anu Ahtela	TTS	expert	anu.ahtela@tts.fi	[Signature]
2.	Arita Ošiņa	LOOK	Expert	arita.osina@gmail.com	[Signature]
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5<sup>th</sup> TRANSNATIONAL PROJECT MEETING

LIST OF PARTICIPANTS

DATE: 28.02.2017

PLACE: Tallinn

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1.	Anu Ahtela	TTS	Expert	anu.ahela@tts.fi	
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## 5. Pictures











