

Minutes

Developing e-Learning Tools for Trade Union Education Project Management Committee Meeting

Vienna, 28-29 November 2011.

1. Welcome

Craig Hawkins from TUC welcomed participants.

2. Apologies

Anna Kalsi and Steve Walker (Skyped)

3. Introductions

Round-table introductions.

4. Work packages update

Reference was made to the fact that the project had been due to finish in November 2011 however the Commission has granted a six month extension. The extension has been given in order to finalise products and to test and evaluate their use.

WP1.1-1.4 - Now complete

WP 2.5 - Exists in draft format, needs translating

WP 3.6 - www.eutinet.org is now live, serves as a learning platform for learners to access course material.

WP 4.8- 4.10 - Video Content- more is required from non UK sources; Commission will want to see how many people have accessed the material. A guide will be produced.

WP 5.11-5.16 - Now complete.

WP 6.17- Cancer in the workplace course will be transferred onto the moodle site

WP 6.18 - A rapid e-learning module has now been created based on the topic of EWC's; this is available on the eutinet site.

WP7.19 – Course to be trialed at the tutor training group in December 2011

WP8.20- 8.21 The Guides exist in draft format- need to be sent to partners for translation

WP9.22-10.23 Covered by Steve Walkers work- Steve to contact partners.

WP11.24-26 Dissemination is ongoing and evidence should be continually gathered

WP11.27-11.30 Dissemination Conference went really well, photos and presentations will be made available on www.etuinet.org. Mainstreaming plan to still be agreed with ETUI

5. Exploitation Plan

- a) EWCs module
- b) Online Course

The idea is to make the EWC module available for use in Greece and Bulgaria.

Doug Gowan will act as a support for the next phase.

A new online short course will be produced in Greek and Bulgarian based on the topic of 'Organising'

15 is the minimum number of people in the partner countries to access the course. Each person must be willing to answer Steve's evaluation questions

Ina raised the point that in Bulgaria it will be hard to find 15 people willing to commit 18 hours to trial the short course. Craig promised to cut down the Organising material to make it shorter and Ina will try to find as many people as possible to commit at least 3 hours a week over 3 weeks, failing this it may be that the EWC module is trialed in Bulgaria and the short course just in Greece.

Panos raised the point that whilst he is able to gather the right number of learners to trial the course they do not all have access to individual computers. Craig proposed to tackle this problem by asking Educators (VET's) to trail the course and compare this online learning method with the EWC module. Evaluation could then ask 'What were the advantages and disadvantages of each approach?'. This will need to be confirmed with Steve Walker.

6. Toolkit – manuals and guidance

Craig explained that the guidance manuals are nearly complete; they exist in draft format and will soon be professionally printed. Once finished, the guides will be used as 'tools' for the overall strategy and approach to online learning, the drafts will also be made available online.

The online course management manual will cover:

1. Why online learning?
2. Creating online materials
3. The role of the online tutor
4. Getting started
5. Using Video content
6. Accreditation
7. Quality Standards

The content is very practical, offering step by step instructions to start developing online courses.

The guides will need translating by the Greek and Bulgarian partners.

Craig explained that The EWC modules have been created using Articulate, software which can be purchased in order to create future courses. Anna Kalsi can be made available to the partners to explain how articulate works and demonstrate its use. By building on the capacity for e-learning in this way, future funding opportunities could be secured. The guidance manuals are designed to help with this.

Mainstreaming and strategy are Key.

7. Evaluation- Steve Walker

Steve Walker joined the meeting via Skype conference call from the UK. Steve started by apologising for not being present in person- this was due to other work commitments.

Steve agreed that he was happy that there are sufficient numbers for the evaluation to take place, he will use a different method to account for the small group that will be trialing the material in Bulgaria and will use surveys and questionnaires to reach the larger numbers proposed in Greece and available in the UK.

Steve will arrange a visit to Athens in the first half of February 2012.

Steve agreed dates for evaluating the rapid e-learning EWC modules by mid January and the pilot taster course by early February 2012. In his evaluation Steve will be looking at the consequences for educators and the consequences for learners.

8. Online learning strategies

Doug will work with Greeks and Bulgarians to develop action plans to enable them to mainstream the work of DeLTTUE.

Doug will visit each of the partner countries early in the New Year.

9. Dissemination plan

It was emphasised that that the dissemination activity capture plans must be completed and matching evidence to be sent for each activity. This is key for presenting to the commission.

10. Project reporting and finance

Gerassimos expressed concern regarding the lack of funds for the translation costs that are required. KANEP have no funds left in the 'other' part of the budget. Stephen explained that if the partners send us a weekly update and contact us with an estimate of costs then we can assess how much can be transferred from the TUC's other budget.