SolTec – Detailed work plan:

The following colours describe the level of responsibility or participation of each partner in each project task:

WP-leader/ main responsibility	
Active participation/ own contribution to main tasks	
Supporting the partner	
No inolvement	

		Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
		Country										
		Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP1- Project management	When? Nov09-Okt11	What?	Who ? Partner leader: bfw (together with CGIL)									
	Months	Tasks	Level of Responsibility/ Involvement									
	Nov 09	Establishing the project steering group										
	Nov 09 – Oct 11	Management and coordination of the transnational teamwork between the partner consortium and with the EU										
	Nov 09 – Jan 10	Defining and design of the project management and documentation tools for the project										
	Nov 09 – Oct 11	Developing and implementation of the detailed project plan (tasks, responsibilities) /Development of project plan: Nov09										
	Nov 09 – Jan 10	Defining and implementing the project communication structure										
	Organisation, preparation and moderation of 4 steering-group-meetings with all partners:											
	11/2009	1st meeting: Frankfurt										
	06/2010	2nd meeting: Madrid										
	11/2010	3rd meeting: Lisbon										
	09/2011	4th meeting: Germany										
	Financial monitoring and preparing the reports (2 internal reports, 1 interim report, 1 final report):											
	05/2010	1st internal report										
	11/2010	Interim report										
	05/2011	2nd internal report										
	11/2011	Final report										
	Products:	- Detailed project plan - Reports (2 internal, 1 interim and 1 final report										
	Monitoring:	GLPM with Solidarnosc										

			Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
			Country										
			Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP 2: Needs Analysis and development of competence profile	When? Jan10-Apr10	What?		Who ? Partner leader: SREP									
	Months	Tasks		Level of Responsibility/ Involvement									
	Jan10	Each partner develop a draft competence profile of the service technicians of photovoltaic installations, based on their national experiences.											
	Jan10	Development of questionnaire (SREP with the partners)											
	Feb10-March10	Interviewing at least 5 solar companies and trade unions (in each partner country) about the staff and qualification requirements (verification of the draft profile of the partners)											
	March10	Summaries and short reports of needs analysis by every partner country in English (publishing on project-website)											
	April10	A common final version of job assignments and competence profile will be developed (in English, based on the summaries of the partners)											
	Nov09 – Apr10	Creating a „Skills-Network Solarenergy“ with at least 3 companies per partner country, (signing network-agreements)											
	Products:	- Short reports of needs analysis - Final version of job assignments and competence profile - Creating the “Skills network solarenergy” (signing network agreements)											
	Monitoring:	bfw; Evaluation of products: GLPM											

			Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
			Country										
			Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP 3- Development of the structure of the module	When? May-July10	What?		Who ? Partner leader: ISQ									
	Months	Tasks		Level of Responsibility/ Involvement									
	May10	All partners research and analyse existing national certificates (NQF-relevance) in their partner countries which are relevant for service and maintenance competences for photovoltaic installations, according to the requests of ISQ											
	May10	Preparing a brief summary about the national certificates (per partner country) in English											
	June10	Summary of the research of the partners by ISQ and development of a first draft											
	End of June10	Common workshop (with support of experts) in Madrid: • to develop the final version of the competence frame (detailed definition of expected knowledge, skills, competences and learning outcomes) • subsuming the learning outcomes into the EQF-level, • designing the structure of the module (in terms of learning units) • Assigning the learning units to national references (NQF) by using the findings about nationally existing relevant certificates. • Suggestion of credit points to the learning units.											
	July10	Final version of the competence frame/ Structure of Module in English (ISQ)											
	July10	Translation of the English document in Spanish, Italian, Portuguese and German and pusblishing on the website											
	Products:	• Summaries about the national certificates (per partner countries) • Final Version of the competence frame											
	Monitoring:	bfw; Evaluation of products: GLPM											

			Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
			Country										
			Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP 4- Development of Curriculum	When? Aug10-Nov10	What?		Who ? Partner leader: FIA-UGT									
	Months	Tasks		Level of Responsibility/ Involvement									
	Aug10	Collect and structure the relevant topics and contents, on the basis of WP 2 and 3											
	Sept10	Developing the training units for a common European Curriculum: In total: 400 training hours in total: - 350 as a distance learning course - 50 training hours in two common seminars, one at the beginning of the course, one at the end (each 25 hours); ca. 10 participants from the 4 main partner countries, the seminars are in English											
	Oct10	Translation of the curriculum in Italian, Spanish, Portuguese and German											
	Oct10-Nov10	Development of a training guide (handbook), translated in Italian, Spanish, Portuguese and German; together with the curriculum: publishing on the website and printed brochures (100 brochures in of the 4 languages; 250 in English)											
	Products:	• European Curriculum • Training Guide											
	Monitoring:	bfw; Evaluation of products: GLPM											

			Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
			Country										
			Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP 5- Development of Training Material and Glossary	When? Nov10-March11	What?		Who ? Partner leader: IAL-Service									
	Months	Tasks		Level of Responsibility/ Involvement									
	Nov10-Feb11	Development of the detailed training material on the basis of WP 4, in English: e. g. technical themes, practical tasks, units concerning language or intercultural competences											
	March11	Translation of the material in Italian, Spanish, Portuguese and German language (as online-material for the participants)											
	Feb11	Collecting technical terms in order to establish a multinational glossary, as part of the training material, (published on the website)											
	Products:	• Training Material • Multinational Glossary											
	Monitoring:	bfw; Evaluation of products: GLPM											

			Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
			Country										
			Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP 6- Piloting/ Testing the Course	When? March11-July11	What?		Who ? Partner leader: bfw									
	Months	Tasks		Level of Responsibility/ Involvement									
	March11	Development of an assessment tool to test knowledge and experience of interested participants (formal and informal knowledge: by written tests, ability test, self-assessment, expert discussion);											
	March11	Selection of 2 participants of the 4 main partner countries by using the assessment tool											
	Apr11	Piloting the developed training course: two seminars of presence training (each 25 hours): 1. seminar in Erkrath/ Germany											
	July11	2. seminar in Mérida/ Spain											
	Apr11-July11	Motivating, supporting and tutoring the participants during the distance learning units, mainly by Spanish/ German contact persons											
	Apr11-July11	Testing the curriculum and training material (internal evaluation)											
	Products:	• Assessment Tool • Piloted training course											
	Monitoring:	Feedback questionnaire from the participants: bfw; monitoring of the WP: Solidarnosc; Evaluation of the module: GLPM											

			Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
			Country										
			Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP 7- Evaluation	When? 11/09-10/11	What?		Who ? Partner leader: bfw									
	Months	Tasks		Level of Responsibility/ Involvement									
	Nov09-Dec09	Development of an evaluation plan by GLPM											
	Nov09-Oct11	Formal evaluation of the project process											
	Nov09-Oct11	Evaluation of the project results and products (trainers guide, qualification module, training material, piloting, website, conference, etc.)											
	Nov-Dec09	GLPM: development of criteria, indicators, instruments and tools for the ongoing process evaluation. Will attend at least 3 meetings. Solidarnosc will carry out the ongoing process evaluation according to the developed criteria and tools of GLPM											
	Sept10	Interim evaluation report: GLPM											
	Oct11	Final evaluation report: GLPM											
	Products:	• Evaluation plan • 2 evaluation reports											
	Monitoring:	monitoring of the WP: bfw											

			Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
			Country										
			Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP 8- Dissemination	When? 11/09-10/11	What?		Who ? Partner leader: bfw									
	Months	Tasks		Level of Responsibility/ Involvement									
	Nov09-Oct11	Development of the dissemination materials (flyers, 4 newsletters (every 6 months) in all partner languages)											
	Apr10	Development of a project-website											
	Sept11	Organisation of the final conference in Germany											
	Nov09-Oct11	Tasks of each partners: • Planning/ Implementation of national and European dissemination activities • Translation and developing dissemination materials in national languages and spread the information according to their dissemination plans • Publish project information on the website (project-webiste and website of partners) • Spread information by newsletter and member networks • Present the project within networks and cooperation partners dealing with education • Promote the project by means of European networks: EWNE, AECEO, Eunetz, Euroreso, EAEA network, E.N.T.E.R • Promoting and strengthen the network of solar energy companies • Promote the European module											
	Products:	• Dissemination material (flyers, 4 newsletters) • Project-website • Final Conference											
	Monitoring:	Solidarnosc (develops a tool for planning and documentation of the dissemination activities)											

			Partner	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
			Country										
			Partner name	CGIL	bfw	Cluster	UGT-FIA	SREP	Solidar-nosc	FIRE	FIRE/ AECEO	ISQ	Sindel
WP 9- Consultation meetings/ Exploitation	When? Apr11-Oct11	What?		Who ? Partner leader: CGIL									
	Months	Tasks		Level of Responsibility/ Involvement									
	Apr11-Oct11	Consultation meetings (protocolled in English) with the competent institutions by the partners in their country (present the project, „lobbying“ to integrate the innovation into the national VET-systems) and other stakeholders (branch associations, VET-institutions, ministeries, scientific institutions, etc.), at least 3 visits per partner, writing meeting protocols											
	Apr11-Oct11	Connection of the contacts with the „Skills-Network Solar-energy“											
	Sept11-Oct11	Further enlargement and coordination will be managed by the East-West-Network Europe (EWNE) after the end of the project											
	Products:	• Consultation meetings											
	Monitoring:	Solidarnosc and GLPM; Providing a feedback questionnaire of the visits in order to evaluate the exploitation progress and results											