



Education and Culture DG

Lifelong Learning Programme

LEONARDO DA VINCI - Transfer of Innovation



# HeLPS Transfer

Helps for High Education and High School

*TOI Project - Agreement No. LLP-LDV/TOI/08/IT/500*

## GUIDE TO THE "HeLPS TRANSFER" PROJECT

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## 1. RELEVANCE TOWARDS THE OBJECTIVES OF THE PROGRAMME AND THE PRIORITIES OF THE CALL FOR PROPOSALS

### 1.1 PROGRAMME GENERAL OBJECTIVES

|   |  |
|---|--|
| ☒ | To support people involved in training activities and continuous training in the acquisition and utilization of knowledge, competences and qualifications for facilitating occupability, development of personnel and participation to the European labour market. |
|---|--|

**HeLPS Transfer Project** includes, within its general aim, the objective to transform the professional figures and the training pathways planned, designed and built by HeLPS project into actual high-level e-Learning professional profiles. This objective has a central value in the process of facilitation of the professional development for occupability and for the participation in the European labour market for the following reasons:

- e-Learning, thanks to many works and researches developed in Europe and all over the world, among which we mention also those implemented by HeLPS project, will tend to be more and more an economic market sector with its own specific productive processes, specific management/control and design/production professional figures. This market will support Education and Training Systems such as publishing industry, educational games and didactic tools and public and private vocational training centres and organisations (that for example operate as outsourcing structure in regional education and vocational training systems, as happens in most of the European countries);
- the access to distant training will become an increasingly diffuse and satisfactory practice for all the professions that need a life-long training;
- the e-Learning training will become increasingly parameterized, according to specific quality and standardization criteria for what concerns systems, processes and products.

In this scenery, the e-Learning market will look for teachers, trainers and tutors who are updated according to "traditional" learning and will also have familiarity with the e-Learning, e-Teaching/e-Training, e-Tutoring and e-Coaching functions. But, above all, the attention will be focused on e-Learning "specialists", that is to say highly-medium specialized professional figures able to cover managerial role (managers and designers) and productive roles (e-Author, e-Editor and e-Publisher). These roles are the roles designed by HeLPS project and that **HeLPS Transfer** intends to transform into actual post-degree training pathways or parts of specialization training pathways of university courses based on e-Learning. These latter have been experimented in Europe for the first time and also in Italy, in the University of Bologna, that is one of the HeLPS Transfer partners.

Moreover, there is another aspect of the **HeLPS Transfer** initiative that the Consortium deems useful for supporting occupability and this aspect is connected with the problem of the intellectual and geographic exclusion of some typologies of graduates with a so-called "weak" degree.

Particularly the "weakness" of some degrees is due to their obsolescence, especially the degrees in economics or classical studies, because of the difficult occupability of this kind of graduates in their territories of origin, particularly in the most depressed areas. Graduates in Humanities, Sociology, Political Sciences, Law, Economics - for mentioning just some of the most critical typologies - are unable to find an occupation concerning the reference disciplinary sector they are specialized in. This condition is one of the complex examples of the exclusion problem that evolves in phenomena such as:

- "intellectual emigration" towards "rich" regions;
- "professional sub-employment" of human capital with a university background (that means "intellectual exclusion").

**HeLPS Transfer** can solve this problem also because it can represent a reference model for offering "weak" graduates an opportunity of professional requalification in the e-Learning sector, transforming them, for example, in "experts in e-Authoring", that is to say in "*development managers in e-Learning contents*", specialized in specific disciplinary sectors (experts in development

## Guide to the "HeLPS Transfer" Project

of e-Learning contents in economical sector, linguistic sector, historical sector, political sector, etc.). This would grant a professional adaptation that does not mortify the basic training and contributes to the solution of problems such as exclusion, and quality intellectual occupability.

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | To support quality improvement and innovation in vocational training institutes and practices. |
|-------------------------------------|--|

From this point of view, we believe that HeLPS project has given an important contribution to e-Learning, having introduced paradigms, models, techniques and systems that deeply innovate the e-Learning foundations, methodologies and practices, among which:

- e-Learning Didactic Paradigm (*e-Didactic Paradigm*);
- new concepts such as: *e-Learningability*, *e-Learning Usability*, *e-Learning Analysis*;
- e-Learning Design and Planning Methodology (*eDD&P Methodology - e-Didactic Design and Planning*);
- e-Stage System, for the realization of distance "stages" (Training-on-the-Job) through the use of Telework;
- a methodology for constructing e-Learning contents (*e-Authoring Methodology*).

All these "products" can improve the quality of the education and vocational training processes and can favour innovation in a direction that does not privilege only tools, but also reference models and methods. For example, one of the most complex didactic practices used for distance training is the *Blended Modality* (that integrates both "in presence" training and e-Learning training). The new HeLPS methods and tools make this process more simple and harmonious.

**HeLPS Transfer Project** intends to create the conditions for transferring these "paradigms, models, methods, tools and systems":

- to the existing university practices, by sustaining and favouring their inclusion in "traditional" disciplines such as: Education Sciences, Communication Sciences, Computer Engineering, Computer Sciences;
- in the knowledge fund of High-School and University Teachers and Vocational Training Operators, through specific training seminars.

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | To support participants in training and further training activities in the acquisition and use of knowledge, skills and qualifications in order to facilitate personal development. |
| <input checked="" type="checkbox"/> | To support improvements in quality and innovation in vocational Education and Training Systems, institutions and practices.   |

## 1.2 PROGRAMME OPERATIONAL OBJECTIVES

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | To improve the quality and increase the volume of the cooperation among institutes and organisations that offer learning opportunities, enterprises, social parts and other relevant organisation all over Europe. |
|-------------------------------------|--|

Each of the partners involved in HeLPS Transfer Project Consortium has specific and significant interests in the e-Learning field. The presence of Italian and other European universities engaged not only in the use of e-Learning but also in its development and of institutes, associations or organisations interested in teacher training, as well as enterprises engaged in the e-Learning research and application and in training in general, makes The HeLPS Transfer Consortium an excellent model of cooperation among subjects who operate in a central way in the field of education and vocational training. An explicit objective of the Consortium is to create an "Opportunity Network" that at the end of the project can favour the professional mobility of the trainees and of the Education and Training System operators, for example creating "stage" initiatives and exchange of professional experiences in several organisations in favour of the people who will be involved, at the end of the project, in the high training initiatives for newly graduates and in seminar training for training operators that will be realized by the single organisations. For example:

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- mobility of young people specialized in new professional profiles in the different countries of the Consortium;
- mobility of teachers and trainers in the universities of the Consortium.

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | To promote the development, in the field of permanent learning, contents, services, pedagogical solutions and innovative practices based on TIC. |
|-------------------------------------|--|

We believe that **HeLPS Transfer Project**, for its aim to concretely transfer all the HeLPS innovations - consisting in contents, services, pedagogical and didactic solutions, procedures and development practices in the e-Learning sector (that represents the most advanced application of TIC in Education and Training) – perfectly matches this operational objective of the programme.

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | To improve the quality and to increase the volume of co-operation between institutions or organisations providing learning opportunities, enterprises, social partners and other relevant bodies throughout Europe. |
| <input checked="" type="checkbox"/> | To support the development of innovative ICT-based content, services, pedagogies and practices for Lifelong Learning.   |

### 1.3 CONTRIBUTION TO EUROPEAN PRIORITIES LDV

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Priority 1: developing the skills and competences of VET teachers, trainers and tutors. |
|-------------------------------------|---|

**HeLPS Transfer** is totally conforming to the Priority 1 of the Call for Proposal 2008 of Leonardo da Vinci Sub-Programme. In fact, its main targets are:

- University Teachers
- High School Teachers

to whom it intends to provide an innovative knowledge represented by HeLPS results and products. And it will do it through specific training seminars that will be constructed and experimented in the course of the TOI project but that then will become a consolidated practice at the end of the project. Moreover, **HeLPS Transfer** intends to improve the skills and competences of "future" teachers, trainers and tutors transferring in the consolidated training pathways of the university courses the process and product innovations developed by HeLPS and orienting some of them towards advanced specializations in the e-Learning sector.



## 2. PROMOTER DATA

### 2.1 REGISTERED ADDRESS AND TYPE OF ORGANISATION

|                      |   |                 |         |
|----------------------|---|-----------------|---------|
| Role                 | Applicant – coordinator (CO-APP)  |                 |         |
| Full legal name      | Technical Industrial Institute "Francesco Giordani"                         |                 |         |
|                      | Technical Industrial Institute "Francesco Giordani"                         |                 |         |
| Type of organisation | EDU-SCHVoc  | Economic Sector | P 85.32 |
| Legal Status         | PRIVATE <input type="checkbox"/> PUBLIC <input checked="" type="checkbox"/> | Scope           | Local   |
| Profit/Non profit    | Non Profit  | Size            | S3      |
| Registered Address   | Via M. da Caravaggio, 184   |                 |         |
| Postcode             | 80126   | City            | Naples  |
| Country              | Italy   |                 |         |

### 2.2 CONTACT PERSON

|                 |                                  |            |             |                          |
|-----------------|----------------------------------|------------|-------------|--------------------------|
| Title           | Prof.                            | First name | Giuseppe    |                          |
| Family name     | D'ANGELO                         |            |             |                          |
| Department      | European project                 |            |             |                          |
| Position        | Coordinator                      |            |             |                          |
| Working address | Via M. da Caravaggio, 184        |            |             |                          |
| Postcode        | 80126                            | City       | Naples      |                          |
| Country         | Italy                            |            | Region      | Campania                 |
| Telephone 1     | 0039-081-644553                  |            | Telephone 2 | 0039-081-7144401         |
| Mobile          | 0039-335-7362516                 |            | Fax         | 0039-081-2472312         |
| email           | giuseppe.dangelo.csi@virgilio.it |            | website     | www.itigiordaniNaples.it |

### 2.3 CONTACT 2

|                 |                           |            |             |                          |
|-----------------|---------------------------|------------|-------------|--------------------------|
| Title           | Prof.                     | First name | Ciro        |                          |
| Family name     | PERNA                     |            |             |                          |
| Department      | Management                |            |             |                          |
| Position        | Vicario                   |            |             |                          |
| Working address | Via M. da Caravaggio, 184 |            |             |                          |
| Postcode        | 80126                     | City       | Naples      |                          |
| Country         | Italy                     |            | Region      | Campania                 |
| Telephone 1     | 0039-081-644553           |            | Telephone 2 | 0039-081-7144401         |
| Mobile          | 0039-328-3785028          |            | Fax         | 0039-081-2472312         |
| email           | ciper@inwind.it           |            | website     | www.itigiordaniNaples.it |

## 2.4 DESCRIPTION OF THE ORGANISATION

### General description of the organisation.

The Technical Industrial Institute "Francesco Giordani" (ITI), specialized in Chemistry and Computer Science, has a long didactic tradition in the Neapolitan territory and an important role at national level. It is one of the most important technical institutes for computer experts in Italy and has taken part in most part of the experimental and innovative initiatives undertaken by the Italian school in the last twenty years. In 1999 it started experimenting its autonomy. The Institute is:

- a training pole for the National Computer Plans 1 and 2, for the project area and the multimedia sector;
- a reference pole for the European projects included in SOCRATES Programme;
- a reference pole for the training of non-teaching personnel;
- a national training pole for teachers;
- a service centre for adults training.

Moreover, the institute carries out numerous initiatives in the field of Didactics and Training, among which design and realization of post-diploma and IFTS courses, regional training courses, research projects, projects financed by the European Union. Since 2006 it has been involved in the CIPE IFTS/Research Initiative for training high technicians in support of research development in Southern Italy.

The resources of the institute are very large. Thanks to its modern internal infrastructures, in expansion phase, all the laboratories can be connected to one another through a multimedia Intranet, in opportunely equipped classrooms, with a wireless network that covers the largest part of its 27.000 covered square metres. Moreover, it manages an e-Learning Teleservices Centre developed through the Leonardo da Vinci Programmes implemented in the last seven years.

Moreover, it is one of the avant-garde Neapolitan technical institutes for training experts in Industrial Chemistry.

### Role of the participant organisation in the proposed project

The Technical Industrial Institute "Francesco Giordani" (ITI) is promoter and coordinator of HeLPS Transfer Project. For this reason it develops all the coordination and transnational management activities of the project and of the Consortium of Partners. Within the project the Institute contributes to the realization of the following specific activities:

- analysis of different application reference contexts for the transfer;
- adaptation of HeLPS training tools and pathways for the transfer;
- linguistic localization of training tools and pathways adapted and publication of the related book entitled *From Didactics to e-Didactics*;
- transfer towards high-training, university curricula and school training;
- design, planning and realization of training seminars for operators;
- adaptation of HeLPS Portal to HeLPS TRANSFER activities;
- dissemination and valorisation of the project's results;
- Quality Management Plan.

## 3. PROJECT DESCRIPTION

### 3.1 DESCRIPTION

"HeLPS Transfer - Helps for High Training and High School" is a project aimed at the transfer of innovation derived from the need of some universities and other Italian and European organisations engaged in the field of Education and Vocational Training to use the results of the project entitled "HeLPS - High e-Learning Professional Skills" (realized by the HeLPS Transfer Promoter-Coordinator and by a Partnership of ten organisations from six European countries, ended in January 2007). The same needs had been expressed by universities and innovation centres of other European countries, together with the reflections of the project's promoter about the value and interest HeLPS project had stimulated in different contexts and sectors after its end, as, for example, the acknowledgements it received.

HeLPS Transfer then originates from the possibility to transform an e-Learning excellence initiative into the drive of an actual transformation and enhancement of knowledge, models, methodologies, school-university didactic-educational systems and professionalization of the e-Learning sector, in Italy and Europe.

#### General aim of the project:

*"To transfer the HeLPS project's results in the framework of High School, University and Post-University High Training through the specialization of the training pathways developed by the project on the basis of the needs of the two reference sectors, the linguistic localization and structural adaptation of the main products and tools realized by HeLPS and the training/orientation of school and university operators".*

#### Needs identified by the Consortium in support of the transfer

The studies and the researches<sup>1</sup> realized in the last years all over the world and, particularly in the European Union (among which those realized by the previous HeLPS project<sup>2</sup>), have consolidated a scenery that considers e-Learning one of the sectors that mostly can drive the markets connected with the Information and Knowledge Society (and among the driving actors: Innovative Communication/e-Government and e-Commerce). In the next years, in fact, e-Learning can represent a context of strong innovation of the European Education and Vocational Training System and this imposes the realization of a series of integrated actions that, on the one hand are aimed at *guaranteeing the production of an increasingly wide range of different contents and materials for distance training*, and, on the other hand, at *favouring the increasingly deep penetration of the new e-Learning methodological and technological competences among the different Education and Training operators (Managers, Designers, Educators, Tutors, Technicians, etc.)*.

The achievement of the first objective can be guaranteed only if new subjects will be created – for example new enterprises or stable networks of different organisations – and these subjects are able to produce low cost but highly quality e-Learning contents and didactic material. In this framework we mention also the initiative promoted by the Ministry of Public Education to commission the construction of the Learning Object for the basic training in Mathematics and Italian. The second

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<sup>1</sup> Among which:

- ANAEE – [e-Learning Observatory 2006](#) E-LEARNING IN ITALY: AN INNOVATION STRATEGY
- Assinform Reports on the Italian Market in the years 2005 and 2006.
- The researches developed by the European Educational Research Association (EERA).
- The works of [elearningeuropa.info](#) on the e-Learning methodologies and practices.
- The researches of EuroPACE.

<sup>2</sup> HeLPS project has developed a one-year desk and field research. The objectives of this research were: to determine the actual state of the art of e-Learning referred to didactic and methodological implications and define the features of the high-level professional figures identified by HeLPS as central figures for sustaining both a horizontal development (enlargement of the sectors of the Education and Training System based on e-Learning) and vertical development (enlargement of the typologies of users and target groups beneficiaries of e-Learning). In the following pages we will further discuss the results of this research.

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objective will require the joined effort of different actors for guaranteeing the application of specific development policies implying massive interventions for the diffused growth of competences among the operators; and, also in this case, the role of the new subjects mentioned above can be very important.

These studies and researches identify among the main obstacles to the development of e-Learning - considered as a strong and autonomous market sector - the strong imbalance existing between the development of e-Learning technologies and methodological-didactic tools in support of the realization of distance teaching-learning processes, with a significant evolution for the first element and the lack of significant solution for the second one. These obstacles, according to these studies, determine:

- a limited penetration of e-Learning in the school world;
- an excessively structured and not much dynamic use of e-Learning in University and in Vocational Training;
- the absence of reference methodological schemes;
- the lack of professional specializations that typify e-Learning as an autonomous sector of research, development and production of specific products and processes;
- the high e-Learning production and realization costs.

Then, the emerging general needs are:

- *to create stable and highly skilled professional figures in the sector of the e-Learning research and production;*
- *to identify new advanced distance training methodologies able to realize a harmonious integration between methods and techniques aimed at an increasingly specialized didactics for on-line learning-teaching processes;*
- *to consolidate a highly methodological and technological specialized professionalism, in order to support all the productive and realization processes of the sector.*

The HeLPS Transfer Consortium, on the basis of these general needs, has identified some specific priorities for the development of e-Learning:

- *professional growth of education and training operators in the e-Learning sector;*
- *need of new highly technological and methodological skilled professional figures;*
- *definition of job opportunities in the e-Learning sector for people excluded or at risk of being excluded from the labour market, with a university degree but at risk of fast obsolescence;*
- *construction of integrated technological-organisational systems able to provide "outsourcing" services in the e-Learning sector;*
- *design and development of new systems for the implementation of advanced e-Teaching/e-Learning environments;*
- *development of new e-Learning production methodologies;*
- *development of e-Learning contents, particularly in disciplinary environments;*
- *training of e-Learning stable operators.*

The satisfaction of these needs could have the further advantage to contribute to solve specific problems encountered in Italy and in other countries of the Consortium for what concerns the development of excellent human capital, among which:

- the tendency of a significant number of students living in depressed or not much evolved areas to move outside their regions of origin and often in other countries, thus impoverishing the patrimony of intelligence of these areas;
- the difficulty of young graduates with "weak" degrees to find an employment suitable to their education that often causes underemployment or acceptance of job position less satisfactory from the professional point of view.

This situation generally determines a real "brain escape", an endemic trend in some Italian regions (particularly in Southern Italy) and in some areas of the other countries of the Consortium (in special way almost in all regions of Romania and some regions of Lithuania). But, generally, this problem

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occurs in most part of the UE countries. The partners of the HeLPS Transfer Consortium believe that this problem can be limited by using the intervention model based on the professional requalification of graduates with obsolescent university diplomas who can be trained for operating in specialized e-Learning sectors. This training must be oriented towards the high level professional figures created by the previous HeLPS project. This way it will be possible to face the "intellectual exclusion" without depressing the intellectual potential of the requalified subjects. Moreover, the expansion of the e-Learning sector will require, in the next years, differentiated expertises for developing a kind of e-Learning specialized in different sectors and disciplinary fields, thus enabling e-Learning designers or authors to be specialized in specific knowledge field: Mathematics, Physics, Economy, Laws, Humanities, Technical Vocational Training, etc.

### General and Specific Objectives of HeLPS Transfer

- *To consolidate the knowledge of HeLPS products within the Consortium.*
- *To analyze the Design and Planning Methodology (e-DD&P) and possibly adapt it to specific procedural, normative and organisational and didactic needs emerging in each of the countries of the Consortium both in School and University sectors.*
- *To adapt the training pathways of the professional figures designed by HeLPS, in order to transform them in High Training Pathways/Post-University Masters to be realized within the countries of the Consortium.*
- *To adapt the e-Stage environment from the technological and organisational point of view.*
- *To implement the linguistic localization (in the languages of the Consortium different from Italian and English) of the following HeLPS contents:*
  - *Book entitled "From Didactics to e-Didactics – e-Learning Paradigms, Models and Techniques";*
  - *CD-ROM annexed to the book;*
  - *Application tools (tables and planning) of the e-Didactic Design & Planning Methodology;*
  - *Application tool of the e-Stage system: e-Stage Path form;*
  - *e-Stage Web Environment.*
- *To operationally plan the High Training Courses/Masters aimed at training the HeLPS professional figures, in order to deploy them in the universities of the Consortium and in other universities, since the end of the HeLPS Transfer Project.*
- *To publish the book entitled "From Didactics to e-Didactics – e-Learning Paradigms, Models and Techniques", with annexed CD-ROM in the localization languages, both in hardcopy and e-Book version.*
- *To publish the book entitled "From Didactics to e-Didactics – e-Learning Paradigms, Models and Techniques", with annexed CD-ROM in English in hardcopy version<sup>3</sup>.*
- *To plan an updating seminar on the HeLPS methodologies and products (adapted by the HeLPS Transfer Project) aimed at Trainers and University Teachers.*
- *To plan an updating seminar on the HeLPS methodologies and products (adapted by the HeLPS Transfer Project) aimed at High School Teachers.*
- *Realize an edition of these two kinds of seminars in each country of the Consortium.*
- *To localize the HeLPS Portal in the languages of the Consortium different from Italian and English (in these two languages it is already a product) and maintain and integrate it with the HeLPS Transfer results.*

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<sup>3</sup> This objective has been included because the book had not been printed in the hardcopy version in English language. It has been published only in e-Book version, with a consequent limitation of the dissemination of HeLPS results.

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### HeLPS Transfer Products

At the end of the project, HeLPS Transfer will realize the following products:

- *Post-University Masters for training HeLPS professional figures, aimed at specific targets of graduates from each country of the Consortium<sup>4</sup>.*
- *e-DD&P Methodology consolidated according to the context of the countries of the Consortium.*
- *e-Stage environment adapted in the languages and in the organisational models of each country of the Consortium.*
- *The book by Giuseppe D'Angelo entitled "From Didactics to e-Didactics – e-Learning Paradigms, Models and Techniques", with annexed CD-ROM published in all partnership languages, both in hardcopy and e-Book version.*
- *The book entitled "From Didactics to e-Didactics – e-Learning Paradigms, Models and Techniques", with annexed CD-ROM in English in hardcopy version.*
- *eDD&P Methodology and e-Stage System application tools, included the e-Stage Web, localized in the languages of the Consortium different from Italian and English.*
- *e-Stage Web localized in the languages of the Consortium different from Italian and English.*
- *Seminars for Trainers and School and University Teachers, with related materials for the realization of the initiatives.*
- *Seminars for Trainers and University Teachers: one for each country of the Consortium.*
- *Seminars for University Teachers: one or two for each country of the Consortium.*
- *Localization of "HeLPS for High Training and High School" Portal in the languages of the Consortium.*

### Target Groups

The direct beneficiaries (in the short term) of the Transfer project are:

- University Teachers and Designers
- School Teachers and Designers

The indirect beneficiaries are:

- University Managers
- School Directors.

After the end of the project, the beneficiaries in the short term will be:

- Graduates (High Training/Post-University Master Courses);
- University Students (University Courses during which the knowledge, products and systems realized by the project will be introduced);
- High School Students who will be involved in e-Learning experiences realized by the teachers who have taken part in the training seminars realized by HeLPS Transfer.

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<sup>4</sup> Each country can choose only some of the professional figures envisaged, according to specific interests and territorial assessments to be made during the phase of analysis of the transfer processes (see next pages).

### Success Indicators

The HeLPS Transfer Project Consortium is formed by: six universities, two enterprises, one advanced research excellence centre, two organisations operating in the field of teacher training. One of these organisations is a public body established by the Ministry of Education that has planned to realize, in 24 months, a rich experimental research that can involve a significant number of high school and university teachers and trainers (see the table included in Paragraph 9.4. Moreover, in the medium term, after the end of the project, the transfer process will be made concrete by continuing seminars (in this case autonomously realized by the partners, separately or together with other partners in the territory of origin) and realizing of High Training Courses/Masters for young graduates.

Of course the realization of these experiences after the end of the project will represent the effective success of the project itself. For this reason the Consortium has established that, in the last six months of work, in the framework of the transnational coordination activities some agreements between the partners and the project promoter will be signed in order to define, for each partner, both the single products - of course chosen among the products realized by HeLPS Transfer after the adaptation and the linguistic localization of the results and products of the previous HeLPS project - and the modalities for using them.

## 3.2 TYPE OF TRANSFER

The transfer realized by HeLPS Transfer is both a sectorial and geographic transfer.

From the sectorial point of view, the project intends to transfer the main methodological and instrumental HeLPS results to the following sectors:

- University Training (High Training included);
- School Training.

The transfer towards university will concern:

- introduction of paradigms, models, methodologies and tools in the didactic practice and, in some cases, in specific university courses (such as: Education Sciences, Engineering, Computer Sciences);
- design of High Training Courses/Post-University Masters aimed at training the professional figures planned by the previous HeLPS project.

The transfer towards the school training will include:

- introduction of paradigms, models, methodologies and didactic tools for High School Teachers;
- planning of e-Learning modalities in the school practice.

Besides the Italian Universities and Schools, from the geographic point of view, the project intends to transfer the main HeLPS results also in:

- the Universities of the following countries: Lithuania, Romania, Sweden, Turkey.
- High School in Romania.

## 3.3 EUROPEAN ADDED VALUE

It is evident that one of the main needs of the education and Vocational Training sector in Europe is to consolidate the access to e-Learning, connected with the origin of a so-called "**European e-Learning Area**", that is to say a new productive sector characterized by:

- a specific reference market, articulated into centres and organisations specialised in the introduction and use of e-Learning in University, High Training, High School and Vocational Training Centres;
- a homogeneous and original product and service production system;

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- a specific view in determining, at level of the single states, a homogeneous combination of actions aimed at: specializing and professionalizing the sector and, more generally, the European Education and Training System as direct user of the products of this market.

Then the transnational Consortium has its own specific value also for allowing that the **HeLPS Transfer** results can contribute to sustain the creation of a European e-Learning Area that represents a basic element of the Community objective to make the European Union the most advanced economy in the world.

Of course, HeLPS Transfer Project, transferring the results and products of the previous HeLPS project in the Italian University and High School, can represent an important datum point for the enrichment of the education and vocational training processes. Italy has a great tradition in the Didactic Science and some of the most important methodologies and strategies for the development of teaching-learning processes saw the light in this country. Now the transfer of paradigms, models, methodologies, systems in support of an e-Learning Didactics in two of the key sectors of the national Education and Training System can significantly influence the didactic practices taught and used at present in Italy. The previous HeLPS project had invented a new language for e-Learning, a language which allows talking, in the e-Learning context, of processes, strategies and didactic knowledge in a direct and effective way. We believe this language can be one of the most significant added values that HeLPS with its transfer processes can provide, at national level. Moreover, the aim of HeLPS Transfer to exploit the results of the previous HeLPS project for favouring the creation of a high specialization area in the e-Learning sector in Italy and the consequent support to the development of market and entrepreneurial initiatives able to catalyze the creation of an e-Learning sector in the economic scenery, both at national and regional level, represents a further added value for Italy and its regions.

Furthermore, the significant transnational composition of the Consortium represents a strong added value for defining a European dimension of the transfer, through the consolidation of a univocal approach of exploitation of HeLPS results and the creation of a network of competences and stakeholding that can favour important mobility initiatives for the direct beneficiaries of the transfer results: graduates trained on the basis of the new e-Learning profiles, High School Teachers, High Training Trainers and University Teachers updated and oriented by the specific initiatives implemented by HeLPS Transfer Project (that have been introduced in the previous paragraphs and that we better examined in Section 9).

### 3.4 QUALITY OF THE CONSORTIUM

The HeLPS Transfer Consortium is represented by organisations that have an excellent competence in the e-Learning sector and operate, in their reference contexts, with innovative actions, for improving the quality of Education and Vocational Training. Each of them has a real interest in using the HeLPS products that are object of the transfer and in diffusing the experiences that will be realized during (in experimental form) and above all after the end of the project. Moreover - as it is possible to infer from the data included at the beginning of this form - all the organisations that are part of the Consortium have a consolidated experience in European cooperation. In this paragraph we will briefly introduce the members of the Consortium, in order to underline its national and transnational high quality able to guarantee the achievement of the HeLPS Transfer objectives and aims.

#### Industrial Technical Institute "Francesco Giordani" (Naples, Italy)

The Industrial Technical Institute Francesco Giordani has a great experience in terms of Education, High Technical Training, Adult Training, e-Learning and European Planning. It has been the promoter and coordinator of HeLPS project and of another successful Leonardo da Vinci Programme entitled "**TES - Telework Education System**", ended in 2003. Moreover it has realized and realizes projects also in the framework of Socrates Programme. The Institute is a Service Centre for the Ministry of Public Education and develops an intense planning activity also within the National Operational Plan and the Regional Operational Plan.

Within the HeLPS Transfer Project, the Industrial Technical Institute Francesco Giordani intends to guarantee the effective transfer of HeLPS results, both in university and school sectors in Italy and in other European countries. Particularly for what concerns the school sector, the Institute aims at transforming the training seminars for teachers that will be planned and developed by the project a consolidated practice and at disseminating in a capillary way the HeLPS transfer results on the territory.

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### HERMES Consortium (Naples, Italy)

It is a Consortium of schools located in Naples and its province. It has a consolidated experience in European projects such as Leonardo da Vinci and EQUAL. For many years it has been working in the e-Learning sector and has developed different distance training contents and systems. It has specific competences in teacher training. It has been one of the HeLPS partners.

Within HeLPS Transfer Project, Hermes Consortium can favour the transfer towards the High School Education through the realization of training seminars for High School Teachers also after the end of the project.

### University of Salerno – Department of Computer Engineering and Applied Mathematics (Italy)

The Department of Computer Engineering and Applied Mathematics of the University of Salerno (DIIMA) carries out a research activity in different fields of Mathematics and Computer Sciences. Over the course of the years it has distinguished itself for the remarkable results obtained in the e-Learning sector, particularly in the realization of innovative didactic models and in the experimentation of intelligent multimedia methodologies and technologies for learning. In this framework some researches have been developed on the following subjects: software architecture and platforms for Technology Enhanced Learning, Adaptive Learning Systems, Methodologies, Technologies, Intelligent Multimedia Platforms for Learning, e-Learning, Mathematics and Computer Algebra Systems. The scientific results obtained in these sectors have then been invested in important national and international projects.

Within the HeLPS Transfer Project, the Department of Computer Engineering and Applied Mathematics of the University of Salerno intends to transfer HeLPS results both through the realization of training seminars for teachers and trainers working in the University of Salerno, and through the use of different HeLPS contents within the traditional curricula and, above all, through the realization of Specialization Courses/Post-University Masters, particularly for the authoring professional figures.

### University of Bologna – Faculty of Training Sciences (Italy)

The Faculty of Training Sciences, through the contribution to the research in the field of Education Sciences, is focused on training in its longitudinal meaning (Lifelong Learning) and transversal meaning (school and extra-school learning).

The Faculty of Training Sciences of the University of Bologna has a great interest in taking part in the project for its methodological articulation both at the application technical level and at the methodological didactic level. In fact, it deems that e-Learning can be developed through a system of high quality micro and macro experimentation implementable starting from the material included in HeLPS project as a transfer object.

### SILabo - Laboratorio per la Società dell'Informazione Srl (Naples, Italy)

It is a company established at the beginning of 2000. It has matured a significant competence in the e-Learning sector and in Computer Research and Development and its applications as well as in the development of innovative solutions in the field of Communication. It has been and still is a partner of more than ten Leonardo da Vinci Programmes, in which it covers, in some case, the role of coordinator. It has been the partner also of two EQUAL projects, in which it has covered the role of coordinator of the transnational activities. Its policy is based on the idea to become a direct user of the results of the European projects it participates in. In this sense it has strongly increased its competences and its market through the positive "exploitation" of the project's results.

At present SILabo is engaged in different e-Learning initiatives and, besides participating to the realization of all the project's activities, it has the double aim to contribute to the establishment of an e-Learning Excellence Centre in Southern Italy where the adapted results of the HeLPS Transfer Project can be transferred and to the creation of job positions for the first specialist professional figures trained through the High Training Courses realized by the DIIMA. Moreover, it aims at autonomously realizing training seminars for High School Teachers and Trainers (through a subsequent adaptation of the training seminars developed by the project).

### Eulearning - Istituto per la Ricerca, la Progettazione e lo Sviluppo del "bene apprendere" (Naples, Italy)

The Association Eulearning<sup>1</sup> has been established for the will of university teachers and operators and experts in training, in order to contribute to the development of learning methodologies that allow making the EU indications about the Knowledge Society effective and based not only on learning but on "good learning". For this reason, the first research realized by Eulearning was focused on the Personal Learning Environment and at present it is carrying out a research on the Social and Civic Learning Environment, in order to propose blended learning modalities consistent with the European training objectives.

The participation in the HeLPS Transfer Project allows deepening the best learning methodologies consistent with the objectives fixed by the Association and assimilating the patrimony of models and methodologies developed by HeLPS for including them in its models of development of "personal" learning contexts developed through both "in presence" and distance learning.

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### **Kaunas University of Technology (Kaunas, Lithuania)**

The Kaunas University of Technology was established in 1920 and has contributed to train the Lithuanian political class: one of the Presidents of the Republic, First Ministers, Ministers and Parliament Members.

It has also had a primary role in training the leading class of the country, producing leaders and top managers. The University shares the best traditions of the classical universities, offering training in almost all sectors relating technological studies and research. Physics and Social Sciences are particularly emphasized in the university training provided. The University has developed particular experiences in Mechanics, Computer Science, Music Engineering and Biomedicine.

It has an important department of foreign languages with a great experience in the field of European planning.

The Department has been partner of SILabo in another Italian Leonardo da Vinci Programme and has taken part in other Italian projects and partnerships.

The aim of the project's partner on the one hand is to guarantee the most correct linguistic localization of the HeLPS Transfer Project in Lithuanian language, on the other hand is to include in its university practice some innovations that HeLPS will adapt to the university sector.

### **Baltic Education Technologies Institute (Vilnius, Lithuania)**

The Baltic Education Technology Institute (BETI) has been established in the second half of the 90's by a group of specialists in IT and training technologies. The Institute works for creating the opportunities for determining learning democratic, accessible and personalized learning conditions and develops learning tools based on new technologies and aimed at increasing the effectiveness and quality of the teaching/learning processes. The implementation of different education and training activities is accompanied by the development of new knowledge, experiences and competences in the learning virtual environments and in the training improved by distant training knowledge, technologies and methodologies. The participation of BETI to European projects has always been deemed an occasion of professional growth and development of exploitable solutions. BETI has a close collaboration relationships with Kaunas University of Technology.

Within HeLPS Transfer Project, BETI will be one of the partners responsible for the adaptation of the HeLPS training tools and pathways with the basic objective of transfer in the field of training for Lithuanian education and training operators, particularly in the university field.

### **University POLITEHNICA of Bucharest - CTANM (Bucharest, Romania)**

The POLITEHNICA University of Bucharest (PUB) is the most important university of Romania. It carries out an intense research and development activity in the e-Learning sector and manages numerous distance training initiatives, besides a specialized centre in the field of Advanced Technologies (CTANM). It has been partner of the Industrial Technical Institute Francesco Giordani both in TES project and HeLPS project. Moreover, it is partner of SILabo in different Leonardo da Vinci Programmes and develops an intense international cooperation in numerous fields of the applied research.

It takes part in the project with great enthusiasm for achieving all the objectives fixed by HeLPS Transfer. At the end of the project, PUB will realize one or two of the high training courses that will be adapted by the project and has fixed the objective to sustain, at the end of the course, the group of specialized people in the creation of an entrepreneurial subject which can operate as service enterprise in the e-Learning sector and connect it to other similar initiatives that some Italian partners of the Consortium wish to develop in Italy.

### **Casa Corpului Didactic (Bucharest, Romania)**

Casa Corpului Didactic (C.C.D.) of Bucharest is an organisation established by the Romanian Ministry of Education with the aim to sustain the personal and professional development of pre-university levels teachers (High School). It has strong collaboration relationships with institutes, companies, libraries, governmental and non-governmental organisations. The C.C.D. central activities in Bucharest are teacher training and didactic updating. Of course it operates in close contact with other similar organisations in the national territory. C.C.D. supports training initiatives in the field of reformation and normative and procedural environments of the Romanian High School and in the field of pedagogy and didactic methodologies, with strong attention to innovations.

The C.C.D. objective is to transfer knowledge and innovations developed by HeLPS in the context of High School, through school and teacher training. On the basis of its mission to train these professional figures, the specific objective of C.C.D. is to systematize the experimental training experiences developed within HeLPS Transfer Project.

### **University of Malmo (Sweden)**

Within the objectives defined by the application of the HeLPS result at university level, the University of Malmo intends to sustain the transfer of HeLPS results in the Scandinavian countries. For this reason, one of the objectives of the University of Malmo in the project is the linguistic localization and adaptation of the project's results and methodologies to the Scandinavian context. Moreover, it aims at identifying application solutions referred to training pathways to be used in the university and post-university practice.

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### POINT project Cons. & Eng. LLC (Ankara, Turkey)

POINT project Cons. & Eng. LLC ([www.pnt-grp.com](http://www.pnt-grp.com)) is a general engineering and management company established in 1977. It develops a wide range of international activities that it has always exploited for developing its knowledge, experiences and product and process innovations. Particularly, POINT project Cons. & Eng. LLC has achieved great objectives in the application of e-Learning and ICT (such as didactic software) and vocational training. With this background, in the last years it has started a strong collaboration with the main universities of Turkey, having as objective the training of small and medium-sized enterprises and has developed a strong competence in the field of “informal training”.

The objective of POINT project Cons. & Eng. LLC – in strong collaboration with Gazi University – is to sustain the transfer of the HeLPS products and results in the context of Post-University High Vocational Training and to use specific HeLPS tools, such as the e-Stage System, in the framework of its training activities.

### Gazi University (Ankara, Turkey)

Gazi University was established in 1926 with the name Teacher Training Institute. In 1929 it became the Gazi Teacher Training Institute. In the academic year 1949-1950 it was renamed Gazi Institute of Education. In 1982 this institute was unified with other institutes and faculties and became Gazi University, including, among other organisations, the Ankara Academy of Economic and Commercial Sciences, the Ankara Technical Teachers' College, the Ankara Government Academy of Engineering and Architecture. Gazi University is leader in Turkey for the Education and Training Faculties.

It takes part in the project with the clear aim to exploit HeLPS results not only within its curricular didactic activities but also for the implementation of post-degree training activities.

## 4. METHODOLOGY AND WORK PLAN

As we have seen in the previous paragraphs 8.1 and 8.4, HeLPS project results that have been object of the transfer are not only professional figures and related training plans, but also paradigms, models, methodologies, tools and systems for supporting an advanced e-Learning from the didactic and application point of view. In the following section we provide a summary list of these products, in order to clarify the structure of the work plan:

- *e-Didactic Paradigm*
- *e-Didactics Design & Planning Methodology (e-DD&P)*
- *HeLPS Portal ([www.helps-net.org](http://www.helps-net.org))*
- *eL-System Technological-Organisational Infrastructure*
- *HeLPS e-Learning Platform*
- *e-Stage System and related e-Stage Web and e-Stage Training Path Sheet*
- *e-Authoring Methodology*
- *4 e-Learning High-Level Professional Profiles*
  - o *e-Learning System Leader*
  - o *e-Learning Project Manager*
  - o *Expert in e-Authoring*
  - o *Expert Developer of Advanced Contents for e-Learning*
- The book entitled *From Didactics to e-Didactics – e-Learning Paradigms, Models and Techniques*

Some of these products require an *analysis* and a *functional and technological adaptation*, in order to specialize them in the fields of interest for the transfer (High Training; School and University Training). Moreover, for being transferred in other countries of the Consortium, they require, after their adaptation, also a process of *linguistic localization*. Furthermore, the effectiveness of the transfer can be guaranteed only by a series of *training actions* - to be addressed to the project's direct targets (who will finally be the actual users of these results) - that shall be repeatable also after the end of the HeLPS Transfer Project.

On the basis of these needs, in order to realize and effective and efficacious transfer, the planning process shall be based on the following macro-actions:

Knowledge → Technical Updating → Functional Adaptation → Linguistic Localization → Transfer → Experimentation

Valorisation (Dissemination and Exploitation)  
Coordination, Management and Quality

Meaning of each macro-action:

#### Knowledge

It concerns the deep analysis, made by the Consortium, of all HeLPS results and products to be transferred, in order to correctly prepare the updating and adaptation actions. This will concern the English version of the HeLPS products and the result of this macro-action is the definition of the process of *technical updating and functional adaptation*.

#### Technical updating

This macro-action will intervene on the following HeLPS Products:

- *e-Didactics Design & Planning Methodology (e-DD&P)*
- *eL-System Technological-Organisational Infrastructure*
- *HeLPS e-Learning Platform*
- *e-Stage System and related e-Stage Web and e-Stage Training Path Sheet*

analyzing the possible technical limits of the reference application contexts. Particularly, this analysis will assess the following aspects of these products:

- their adequacy with reference to the training planning consolidated practices used in the different sectors and countries, for example the e-DD&P Methodology operational tools could need to be integrated in descriptors and indicators, for their applicability at school or university level or for as series of innovative aspects not considered in the development of HeLPS.
- their technological adequacy with reference to the most significant needs of the two reference sectors, for example: technical enhancement of the HeLPS e-Learning Platform and/or integration with other platforms used by the partners of the Consortium; e-Stage System updating, particularly updating of the planning model of the "stage" pathways, for adapting it to the needs expressed by the transfer reference sectors; technical enhancement of the eL-System supporting the management of the e-Learning teaching-learning processes.

#### Functional adaptation

The functional adaptation concerns:

- *HeLPS Portal* ([www.helps-net.org](http://www.helps-net.org)).
  - *4 e-Learning High-Level Professional Profiles*
    - o *e-Learning System Leader*
    - o *e-Learning Project Manager*
    - o *Expert in e-Authoring*
    - o *Expert Developer of Advanced Contents for e-Learning*
- and related training courses

For realizing the functional adaptation of the first product it will be necessary to evaluate: the functions of the HeLPS Portal to be modified for integrating in them also the new needs emerged in terms of communication and services.

The functional adaptation of the training courses is much more complex and concerns a deep analysis of the four pathways, in terms of: modular articulation, duration, time, didactic and structural choices, in order to adapt them to rules, norms, practices, procedures and structures that specifically belong to the university world for what concerns post-degree high training in Italy and in the other countries of the Consortium. For example, we know that the average duration of a university specialization master in Italy is 1.600 hours: this implies a re-examination of the HeLPS training pathways for temporally adapting them to this bond. Of course this only an example but many other examples can emerge during the analysis.

#### Linguistic localization

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The linguistic localization will concern all HeLPS products in English and Italian after the adaptation and localization in all the other languages of the Consortium (Lithuanian, Romanian, Swedish and Turkish). These products are the following:

- *HeLPS Transfer Portal;*
- *HeLPS e-Learning Platform adapted;*
- *e-Stage Web and e-Stage Training Path Sheet;*
- *the planning schedules of all the training courses and modules that are part of the HeLPS training pathways after their functional adaptation in their versions in Italian and English;*
- *the book entitled *From Didactics to e-Didactics - e-Learning Paradigms, Models and Techniques* and the annexed CD-ROM.*

### Transfer

As we have seen before, the transfer will concern: **planning actions, training and orientation actions and dissemination actions:**

- the planning actions are actions that will allow preparing the operational plans that each university involved in HeLPS Transfer will use for realizing, at the end of the project, the chosen high training courses. Of course also the non-university partners can have the possibility to use these programs for autonomously realizing high vocational training courses;
- the training actions are training and orientation actions substantiated by the planning of two different training seminars addressed to two reference targets (High School and University Teachers and Trainers), that will be planned according to a structure easily repeatable after the end of the project. These seminars will be developed with the *blended formula*, with a greater *e-Learning component* (60-70% of the seminars) than the *in presence component* (this aspect guarantees a reduction of the realization costs and an increase in the repeatability of them);
- The dissemination actions are actions substantiated by the systematic use of the HeLPS Transfer Portal and the development of further specific and effective dissemination tools (e-Zines, Net-Letters, etc.) and above all by the publication, both in hardcopy and e-Book version, of the book entitled "From Didactics to e-Didactics - e-Learning Paradigms, Models and Techniques", in the new languages of the Consortium. It is important to underline that within HeLPS Project this book, with the annexed CD-ROM, has been the main tool of valorisation of HeLPS in Italy and Europe (with its e-Book version in English downloadable from the Internet and from the CD-ROM). This was the reason for which the Consortium decided to publish the book, containing all HeLPS results, also in all the other languages of the Consortium. The decision to produce the book in all the other languages also in the hardcopy version was determined by the dissemination experienced by the Promoter-Coordinator since the end of the project that highlighted how the physical distribution of the book has always caught an immediate interest in the people who have received it. Of course this distribution value is even greater through the e-Book version, but the immediacy and the effectiveness of the hardcopy version is irreplaceable. Moreover, the hardcopy version of the book in different languages will allow using it in the different training seminar activities foreseen for the HeLPS Transfer target groups. And this is exactly the reason for which it was decided to publish the hardcopy version of the existing e-Book version in English language. This way the HeLPS Transfer dissemination will be much more extended. We underline that the orientation of the Consortium is to integrate (in the view of the adaptation) the new linguistic versions of the book, at least of two new chapters that illustrates the transfer process implemented by HeLPS and then the experiences of its utilizations in the university and school sectors. Moreover, it has been established that the CD-ROM that will be annexed to the new linguistic versions of the book will practically be an extension of the existing CD-ROM with the possibility to read the book in languages different from Italian and English, even if possibly enriched with transfer products, such as: operational plans and adapted training plans.

Once again we repeat that the transfer process will be not limited to adaptation, localization and subsequent experimentation (see below), included dissemination. An important part of this transfer will be the modalities, subscribed with specific agreements, according to which each partner of the Consortium will use HeLPS Transfer products.

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### Experimentation

The transfer experimentation is a very important project's macro-action. It concerns the realization of at least one seminar for the university target (at least two seminars in Italy, one in Bologna and one in Salerno, the cities where the two universities involved in the HeLPS Transfer Project are located) and at least one seminar in Italy and in Romania, for the school target.

### Valorisation (Dissemination and Exploitation)

This macro-action is transversal to the whole project and concerns the actions of dissemination of HeLPS Transfer results and actions relating the use of these results for what concerns partners and new organisations, such as new schools, new universities and new vocation training centres. A detailed description of this macro-action is provided in its corresponding work package (WP7) and in Paragraph 9.3.

### Coordination, Management and Quality

Also this is a transversal macro-action concerning some basic components of the project: its management and coordination, both at national and transnational level, and the quality of its intermediate and final products. We have well defined the features of this macro-action. For further detail see its reference work packages (WP8 e WP9).

This long but important preamble enabled us to clarify, from the procedural and methodological point of view, the project development and the main steps of the transfer process.

From the point of view of planning, the project is articulated into the following work packages, referred to the above mentioned macro-actions:

- **WP 1 - Analysis of the different transfer reference application contexts;**
- **WP 2 - Adaptation of the different HeLPS training tools and pathways for transfer purposes;**
- **WP 3 - Linguistic localization of adapted training tools and pathways and publication of the book;**
- **WP 4 - Transfer to High Training, University and School;**
- **WP 5 - Design, planning and realization of training seminars for operators;**
- **WP 6 - Adaptation of HeLPS Portal to HeLPS Transfer activities;**
- **WP 7 - Valorisation (transversal phase)**
- **WP 8 - Quality Management Plan (transversal phase)**
- **WP 9 – Management and Coordination of the Partner Consortium (transversal phase)**

These work packages are in their turn articulated into tasks (that we will describe later on). The Gantt is structured as follows (in general and detailed form):

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### General Gantt

| ID | Nome attività  | Duration | 2009 |   |   |   |   |   |   |   |   |   |    |    | 2010 |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|--|----------|------|---|---|---|---|---|---|---|---|---|----|----|------|----|----|----|----|----|----|----|----|----|----|----|----|----|
|    |  |          | -1   | 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 |
| 1  | WP 1 - Analysis of the different reference Application Contexts for the Transfer           | 60 d     |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4  | WP 2 - Adaptation of the HeLPS Tools and Training Paths within the scope of the Transfer   | 80 d     |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 8  | WP 3 - Linguistic localization of the adapted Tools and Training Paths and Book Publishing | 130 d    |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 15 | WP 4 - Transfer toward the High Training, University Curricula and Scholastic Sector       | 75 d     |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 20 | WP 5 - Design, Planning and Realization of the Training Seminars for Operators             | 150 d    |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 26 | WP 6 - Localization and adaptation of the HeLPS Portal to the HeLPS TRANSFER actions       | 120 d    |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 29 | WP 7 - Valorisation (Transversal Phase)  | 522 d    |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 39 | WP 8 - Quality Management Plan (Transversal Phase)   | 496 d    |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 45 | WP 9 - Management e Coordination of the partner Consortium (Transversal Phase)             | 522 d    |      |   |   |   |   |   |   |   |   |   |    |    |      |    |    |    |    |    |    |    |    |    |    |    |    |    |



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Finally, before introducing the different work packages, we show the table illustrating the participation of the partners in the different work packages:

| WP/ACTIVITY |  | PARTNER       |                  |                  |                  |                  |                   |               |                |               |                |                |                  |                |
|-------------|--|---------------|------------------|------------------|------------------|------------------|-------------------|---------------|----------------|---------------|----------------|----------------|------------------|----------------|
|             |  | P0 - ITI (IT) | P1 - HERMES (IT) | P2 - SILABO (IT) | P3 - UNI BO (IT) | P4 - UNI SA (IT) | P5 - EULEARN (IT) | P6 - KTU (LT) | P7 - BETI (LT) | P8 - UPB (RO) | P9 - CASA (RO) | P10 - UOM (SE) | P11 - POINT (TR) | P12 - GUT (TR) |
| WP 1        | Analysis of the different transfer reference application contexts                          | •             | •                | •                | •                | •                | •                 | •             | •              | •             | •              | •              | •                | •              |
| WP 2        | Adaptation of the different HeLPS training tools and pathways for transfer purposes        | •             | •                | •                | •                | •                | •                 |               | •              | •             | •              | •              | •                | •              |
| WP 3        | Linguistic localization of adapted training tools and pathways and publication of the book | •             | •                | •                | •                | •                | •                 | •             |                | •             |                | •              | •                | •              |
| WP 4        | Transfer to High Training, University School   | •             | •                | •                | •                | •                | •                 | •             | •              | •             | •              | •              | •                | •              |
| WP 5        | Design, planning and realization of training seminars for operators                        | •             | •                | •                | •                | •                | •                 | •             | •              | •             | •              | •              | •                | •              |
| WP 6        | Adaptation of HeLPS Portal to HeLPS Transfer activities                                    | •             | •                | •                |                  |                  |                   | •             | •              | •             |                | •              | •                | •              |
| WP 7        | Valorisation (transversal phase)   | •             | •                | •                | •                | •                | •                 | •             | •              | •             |                | •              | •                | •              |
| WP 8        | Quality Management Plan (transversal phase)  | •             |                  |                  |                  |                  | •                 |               |                |               |                |                |                  |                |
| WP 9        | Management and Coordination of the Partner Consortium (transversal phase)                  | •             | •                | •                | •                | •                | •                 | •             | •              | •             | •              | •              | •                | •              |

## 4.1 WORKPACKAGES AND TASKS

| Work package  | Durata WP      |              | WP Leader |          |           |          |          |          |        |         |         |         |       | Costo WP | % su totale |          |                |        |
|---|----------------|--------------|-----------|----------|-----------|----------|----------|----------|--------|---------|---------|---------|-------|----------|-------------|----------|----------------|--------|
|   | Mese di Inizio | Mese di Fine | P0 ITI    | P1 HERME | P2 SILABO | P3 UNISA | P4 NINBO | P5 EULEA | P6 KTU | P7 BETI | P8 CTAN | P9 CASA | P1 UM |          |             | P1 POINT | P1 GAZI        |        |
| WP1 - Analisi dei diversi Contesti Applicativi di riferimento per il trasferimento                | 2              | 5            | X         |          |           |          |          |          |        |         |         |         |       |          |             |          | 12.863         | 3,05%  |
| WP2 - Adattamento degli Strumenti e dei Percorsi Formativi di HeLPS ai fini del trasferimento     | 5              | 8            | X         |          |           |          |          |          |        |         |         |         |       |          |             |          | 23.501         | 5,57%  |
| WP3 - Localizzazione Linguistica di Strumenti e Percorsi Formativi adattati e Pubblicazione Libro | 8              | 14           |           |          |           |          |          |          | X      |         |         |         |       |          |             |          | 54.030         | 12,81% |
| WP4 - Trasferimento verso l'Alta Formazione, i Curricoli Universitari e l'Istruzione scolastica   | 13             | 16           |           |          |           | X        |          |          |        |         |         |         |       |          |             |          | 25.990         | 6,16%  |
| WP5 - Ideazione, pianificazione e realizzazione di Seminari Formativi per gli Operatori           | 16             | 23           |           |          |           |          | X        |          |        |         |         |         |       |          |             |          | 99.103         | 23,49% |
| WP6 - Adattamento del Portale di HeLPS alle attività di HeLPS Transfer                            | 2              | 7            |           | X        |           |          |          |          |        |         |         |         |       |          |             |          | 16.243         | 3,85%  |
| WP7 - Valorizzazione (Fase Trasversale)   | 1              | 24           | X         |          |           |          |          |          |        |         |         |         |       |          |             |          | 134.063        | 31,78% |
| WP8 - Piano di Gestione per la Qualità (Fase Trasversale)   | 1              | 23           |           |          |           |          |          | X        |        |         |         |         |       |          |             |          | 2.128          | 0,50%  |
| WP9 - Gestione e Coordinamento del Consorzio dei Partner (Fase Trasversale)                       | 1              | 24           | X         |          |           |          |          |          |        |         |         |         |       |          |             |          | 53.893         | 12,79% |
|   |                |              |           |          |           |          |          |          |        |         |         |         |       |          |             |          | <b>421.814</b> |        |

### WP1 - Analysis of the different transfer reference application contexts

|                            |   |            |   |
|----------------------------|---|------------|---|
| Start Month:               | 2   | End Month: | 5 |
| Package leader:            | P0 - ITI "F. Giordani" (Italy)  |            |   |
| Work package aims:         | <p>In the introduction to the Chapter 4 we have illustrated the methodological approach that guided the construction of the HeLPS Transfer Project work plan and the articulated group of macro-actions that form it. As we have seen, the first macro-action is "<b>knowledge</b>". It has the task to develop a deep analysis of all HeLPS results and products to be transferred, in order to correctly prepare the updating and adaptation actions. The present work package (WP1) represents the project phase corresponding to this macro-action. Its purpose is to enable the partnership to specifically analyze each product and result to be transferred.</p> <p>From this analysis, for each product, the technical updating and functional adaptation (for the products that need it) will emerge. We have listed these products and their related updating and/or adaptation in the previous general introduction of the work plan.</p>  |            |   |
| Description of activities: | <p>The work package WP1 consists in two activities:</p> <p><b>WP1.1 - Consolidation of knowledge about HeLPS Products</b></p> <p>The task of this activity, within the partnership, is to share the products to be transferred. Particularly, knowledge about the following important and complex results and products will be consolidated:</p> <ul style="list-style-type: none"> <li>- E-Didactic Paradigm;</li> <li>- E-Didactic Design and Planning Methodology;</li> <li>- e-Stage System, e-Stage Web and e-Stage Development Tools;</li> <li>- HeLPS professional figures and related training courses.</li> </ul> <p>It is clear that each partner already knows the features of the products to be transferred, since the interest of each partner within the Consortium is to exploit these results in the field of School and University High Training, but this consolidation is essential because <u>all</u> people involved, in different ways, in the development of HeLPS Transfer Project shall perfectly know the transfer products. Moreover, the objective of this consolidation of knowledge is to prepare the following analysis activity.</p> <p><b>WP1.2 - Analysis of the different transfer contexts</b></p> <p>The task of this second activity is to analyze the different products to be transferred, in function of the different application fields they will be transferred to (High Training, School and University</p> |            |   |

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Training) in the involved countries (Italy and other countries of the Consortium), for identifying the different aspects of these contexts that represent elements useful for the following analysis aimed at the technological updating and/or functional adaptation that will be developed in the following work package (WP2).

### Description of methodological/pedagogical framework (where relevant)

From the methodological point of view, we underline that the adaptation interventions analyzed in WP1 and materially realized in WP2 will affect the products in English language (while, at the same time, the Italian partners will work on the products in Italian language). The reference paradigm for defining the typology and extent of the adaptation interventions is described in the introduction to Section 9.

### Description of outputs:

The output of WP1 is a report entitled "**HeLPS Transfer Process**". This document shall contain the study and analysis of the HeLPS products to be transferred and the operational adaptation procedures that will indicate, for each product, the transformation modalities, the partners involved, the priorities and the work time defined on the basis of WP2, that is the work package operational dedicated to adaptation.

## WP2 - Adaptation of the different helps Training tools and pathways for transfer purposes

|  |                                |                   |          |
|--|--------------------------------|-------------------|----------|
| <b>Start Month:</b>  | <b>5</b>                       | <b>End Month:</b> | <b>8</b> |
| <b>Package leader:</b>   | PO - ITI "F. Giordani" (Italy) |                   |          |
| <b>Work package aims:</b>  |                                |                   |          |
| <p>This work package represents a central phase of the transfer process. It corresponds to the macro-actions that we have respectively named "technological updating" and "functional adaptation" described in detail in the introduction to Section 9.</p> <p>The objective of this work package is then to technically or functionally change HeLPS products, in order to make them usable in the transfer sectors in the countries of the Consortium. Anyhow, these are not extreme changes, since HeLPS has built its products through a scientific process aimed at guaranteeing their completeness and consistency. HeLPS professional profiles have been developed with the contributions of dozens of stakeholders in different European countries. In the same way, the project's systems and methodologies have been developed with great care on the basis of the evolution of existing products or of similar products (even if sometimes this has not been possible because some of HeLPS Products, such as the e-Stage System, are absolutely original. In this case the process chosen was analogy). But, anyhow, for being completely "usable" in the new contexts and then making the transfer process "effective", these products need an updating/adaptation phase.</p> |                                |                   |          |
| <b>Description of activities:</b>  |                                |                   |          |
| The work package WP2 consists in three activities:   |                                |                   |          |

### WP2.1 - Analysis and Adaptation of the e-DD&P Methodology

We try to clarify which kind of adaptation we imagine can be necessary for this kind of product<sup>5</sup>. The e-Didactic Design and Planning Methodology is an operational tool that allows applying the basic principles of the e-Didactic Paradigm. This tool consists in a group of five tables articulated into more work sheets used for designing and planning: a whole course, a traditional training module, an e-Learning training module, a blended training module, a training-on-the-job module). These tables are formed by a wide range of descriptors, each of them often articulated into indicators that guide didactic designers in planning complete training courses or single training modules. For example, it could happen that after the analysis, some of these groups of descriptors or the indicators of a specific descriptor are insufficient (or too many) for the application of the e-DD&P Methodology in the High Training and University Training sectors in Italy and/or in other countries of the Consortium. Or it could happen that, in order to apply the e-DD&P Methodology to the school sector, it is necessary to identify specific time planning criteria for the training units indicated in the tables used for designing and planning traditional training modules.

We can provide many other examples of features of the e-DD&P application tools that, during the analysis can need functional adaptation. The objective of the WP2.1 activities is then to analyze the methodology and implement adaptation whereas it is necessary.

### WP2.2 - Analysis and Organisational and Technological Adaptation of the e-Stage System

Also in this case we wish to clarify what kind of needs can emerge from the analysis of the e-Stage System. For further details, we suggest to read Chapter 4.3 of the book entitled *From Didactics to e-Didactics*). The e-Stage System is a technological-organisational system that allows realizing distance "stage" activities (Training-on-the-Job), according to a Telework modality. The e-Stage System enables the management of the relationship between enterprises and other e-Stage organisations (*Telework Stagers*) in order to make it possible to realize "stages" also in conditions that would not make it possible (for example because of the size of the enterprise/organisation, the distance between trainee and enterprise/organisation, possible temporarily or permanent disability, etc.).

For managing this process the e-Stage System uses three specific tools:

- e-Stage Web, that is the web environment that enables sustaining and coordinating the relationship between organisation and e-Stager;
- e-Stage Development Tools, consisting in a series of tools and procedures useful for designing and planning a new e-Stage Path and to produce material for supporting the e-Stage activities;
- the e-Stage basic Computer System (consisting in a series of integrated databases and repositories);

The Consortium believes that the analysis of the e-Stage System and of its application tools could bring to light some unsatisfied needs that could make the system and its use easier when the reference sectors are the specific HeLPS Transfer sectors. Then, if these organisational-procedural and/or technological needs will emerge from the analysis, the e-Stage System and its components will be updated.

### WP2.3 - Adaptation of the Training Pathways of the HeLPS Professional Figures

It is the largest and most complex part of the whole transfer adaptation process. The training pathways designed by HeLPS on the basis of the related features of the four professional figures identified have been planned on the basis of a series of organisational limits and efforts have been made for making the results sufficiently flexible for the following adaptation. If we analyze the e-DD&P schedules for the four training pathways we will note that, for example, the overall duration of each course is about 800 hours (including the "stage" part). This figure has been identified as an average reference value, taking into account that, within each country, each sector has different rules concerning the duration and structure of a training pathway. For example, the duration of a High Training Master Course in Italy is about 1.600 hours. Similar rules are applied

<sup>5</sup> Si consiglia di leggere il Capitolo III.3 del Libro "Dalla Didattica alla e-Didactics", per una più chiara comprensione del Problema qui illustrato.

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also in other European countries. The duration of an Education and High Technical Training Course in Italy is about 1.200 or 2.400 hours. In some cases, for vocational training, it is essential to combine professionalizing training modules with basic modules that are not included in the HeLPS pathways, such as: foreign languages, work safety, enterprise management. This activity consists then in defining how to adapt the HeLPS training pathways to different contexts in Italy and in the other countries of the Consortium. At the end of this work the e-DD&P schedules of each course will have been adapted to the needs expressed by each university that has chosen that specific training pathway. This means that, of course, each university of the Consortium can choose to analyze and adapt even just one of the HeLPS training courses.

Finally, we observe that each adaptation will imply adapted products and/or other process material integrating the contents of the CD-ROM annexed to the book entitled *From Didactics to e-Didactics*.

### Description of methodological/pedagogical framework (where relevant)

From the methodological point of view, we underline that the adaptation interventions analyzed in WP2 will affect the products in English language (while, at the same time, the Italian partners will work on the products in Italian language).

Then the adaptation will be realized first on the contents of the e-DD&P schedules in English language and then in the corresponding schedules in Italian language. Of course the e-DD&P tables adapted from the previous WP2.1 activity will be used.

### Description of outputs:

The outputs of WP2 are the following:

- e-DD&P Methodology adapted;
- report on "e-Stage System Organisation and Infrastructure" after the adaptation;
- e-Stage Web and e-Stage Tools adapted;
- training pathways for HeLPS professional figures adapted in each country;
- integration contents for the CD-ROM annexed to the Book entitled *From Didactic to e-Didactics* relating HeLPS Transfer (in Italian and English).

We have already described these products when we have described the activities of the present work package.

## WP3 - Linguistic localization of adapted training tools and pathways and publication of the book

|  |  |                   |    |
|--|--|-------------------|----|
| <b>Start Month:</b>  | 8  | <b>End Month:</b> | 14 |
| <b>Package leader:</b>   | P6 - Kaunas Technical University (Lithuania) |                   |    |
| <b>Work package aims:</b>  |  |                   |    |
| <p>The task of this work package is to localize the documental and web products adapted and updated in the previous work package in the languages of the Consortium different from Italian and English that are the languages in which it had previously been realized the adaptation and updating process.</p> <p>The linguistic localization, besides the book <i>From Didactics to e-Didactics</i>, the documental deliverables, the contents of the e-DD&amp;P schedules adapted according to the four training pathways and the e-Stage development tools, will concern also the contents of all the communication parts present in the e-Stage Web and in the HeLPS e-Learning Platform.</p> |  |                   |    |

**Description of activities:**

WP3 consists in six activities:

**WP3.1 - Linguistic localization of the book entitled *From Didactics to e-Didactics* and annexed CD-ROM**

This activity consists in the translation of the book and of all the related images in all languages of the Consortium (Lithuanian, Romanian, Swedish and Turkish).

**WP3.2 - Linguistic localization of the E-DD&P Methodology tools**

The objective of this activity, as we have seen in the introduction to Section 9, is to translate all the e-DD&P operational tools (tables) in the new languages of the Consortium after their functional adaptation.

**WP3.3 - Linguistic localization of the e-Stage Web and of the e-Stage tools**

We have already underlined that the e-Stage Web interface, at present existing only in Italian and English, will be produced also in the other languages of the Consortium. This result will make the e-Stage System more usable for the different HeLPS Transfer target groups and will allow also its experimental use within the training seminars that will be realized during the project, in order to illustrate "on the field" the e-Stage potentialities and effectiveness in the vocational training process.

**WP3.4 - Linguistic localization of the adapted training pathways**

This activity will allow translating the combination of e-DD&P schedules adapted for each of the professional profiles in the new languages of the Consortium. At the end of this activity the design and planning of the adapted HeLPS training pathways will be available in English and in all the other languages of the Consortium.

**WP3.5 - Supervision of the publication of the hardcopy and e-Book versions of the book entitled *From Didactics to e-Didactics* in Lithuanian, Romanian, Swedish and Turkish.**

We have seen that with the activity 3.1, the HeLPS book will be translated from English in the new languages of the partnership. In this publishing phase each country, under the supervision of the book's editor, will include two or three chapters in the book referred to the HeLPS Transfer experience. Moreover, the section relating the partnership, containing also the descriptions of the new partners of the HeLPS Transfer Consortium will be extended and the section concerning authors, for every linguistic version of the book, will contain the authors of the two/three new chapters.

This choice will allow the new HeLPS actors to directly contribute to the contents of the book published in their country and will make even more effective the HeLPS knowledge transfer process in the new HeLPS Transfer sectors and countries. We underline that, thanks to this activity, the book will be published by different publishers in different countries and this will guarantee the protection of its content. All publishers will produce also an e-Book version of the book, downloadable from the website of publisher's website and from the HeLPS Transfer Portal.

**WP3.6 - Supervision of the publication of the hardcopy version of the book entitled *From Didactics to e-Didactics* in English**

This activity will be directly developed by the promoter and consists in producing the hardcopy version of the book (at present existing only in Italian) also in English language. As we already stated, the fact that the book had not been published in English in hardcopy version had considerably reduced its dissemination potentialities abroad, even if the e-Book version in English has been downloaded more than a thousand times from the publisher's website since October 2007.

Then, the HeLPS choice to publish the book in English also in its hardcopy version will make the dissemination of the project's results more effective also in countries different from those of the Consortium. In fact, all the versions of books will include the annexed CD-ROM, containing, besides HeLPS products already existing in Italian and English, also products adapted for HeLPS

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|  |
|--|
| Transfer in all the other languages del Consortium.  |
| <b>Description of methodological/pedagogical framework (where relevant)</b>  |
| In the localization process great attention will be paid to the use of the mother tongue, in order to not change the meaning of contents. For this reason, in each country of the Consortium, the translated contents will undergo a "proofreading" process by experts.  |
| <b>Description of outputs:</b>   |
| <p>The outputs of WP3 are the following:</p> <ul style="list-style-type: none"> <li>• Translation of the book <i>From Didactics to e-Didactics</i> and annexed CD-ROM in Lithuanian, Romanian, Swedish and Turkish;</li> <li>• Translation of the e-DD&amp;P Methodology tools adapted in Lithuanian, Romanian, Swedish and Turkish;</li> <li>• e-Stage Web in English and in all the other languages of the Consortium;</li> <li>• e-Stage Path Sheet in English and in all the other languages of the Consortium;</li> <li>• "e-Learning System Leader" training course adapted and localized;</li> <li>• "e-Learning project Manager" training course adapted and localized;</li> <li>• "Expert in e-Authoring" training course adapted and localized;</li> <li>• "Expert Developer of Advanced Contents for e-Learning" training course adapted and localized;</li> <li>• Hardcopy and e-Book versions of the book entitled <i>From Didactics to e-Didactics</i> in Lithuanian, Romanian, Swedish and Turkish;</li> <li>• Hardcopy version of the book entitled <i>From Didactics to e-Didactics</i> in English;</li> <li>• CD-ROM annexed to the book entitled <i>From Didactics to e-Didactics</i>, integrated with the multilingual results of HeLPS Transfer.</li> </ul> <p>We have already described these products in the description of the activities of the present work package.</p> |

### WP4 - Transfer to high training, university curricula and school education

|  |                                    |                   |    |
|--|------------------------------------|-------------------|----|
| <b>Start Month:</b>  | 13                                 | <b>End Month:</b> | 16 |
| <b>Package leader:</b>   | P3 - University di Bologna (Italy) |                   |    |
| <b>Work package aims:</b>  |                                    |                   |    |
| This work package, together with the following wok package, is the expression of the macro-action that, in the introduction to the present Section, we have defined " <b>Transfer</b> ". In the introduction we have decribed in detail this macro-action, then it is not necessary to repeat these concepts. We just say that WP4 represents the experimentation of the transfer phase concerning the planning of a specific use of the adapted and localized products for High Training/University and the introduction of e-Learning in school. |                                    |                   |    |
| <b>Description of activities:</b>  |                                    |                   |    |
| WP4 consists in four activities:   |                                    |                   |    |
| <b>WP4.1 – Definition of the criteria for planning High Training/Master Courses in the countries of the Consortium</b>   |                                    |                   |    |
| As we have seen in several parts of the project, the transfer of the HeLPS training pathways to Post-University High Training/Master Courses cannot be implemented in an experimental way during the project because this kind of training is not consistent with the duration of a transfer project, considered also all the previous propaedeutical activities that cover least one year of the project. The aim of the project is to completely prepare the intervention programme for each   |                                    |                   |    |

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partner. In this first activity the analysis will be focused on all the matters concerning merit and method that will allow each country to identify the best way for realizing the training pathways of interest (which can vary from the simple training course to High Training/Master Courses, and possibly other training pathways foreseen in each country of the Consortium).

### WP4.2 - Organisational planning of High Training/Master Courses in the countries of the Consortium

In this phase each university, starting from the results of the previous activity and from the training pathways adapted, will plan the detailed and specific intervention programme, analyzing and solving also all the possible bureaucratic issues.

### WP4.3 – Planning of the transfer of HeLPS adapted contents and tools to university curricula

This activity is very important. It envisages the identification knowledge inclusion modalities developed by HeLPS, particularly the methodological, didactic, systemic and instrumental methodologies in the framework of specific reference university teaching matters. The university diplomas included in the project are: Degree in Education and Training Sciences, Degree in Communication Sciences, Degree in Engineering and Information, Degree in Computer Sciences and Technologies. The results of this activity will be also subject of study in the training seminars addressed to the university field that is the object of this work package.

### WP4.4 – Definition of the criteria for using HeLPS adapted contents and tools in school teaching

Also this activity is very interesting for the transfer process. Through it a specific work group will analyze some of the possible e-Learning application strategies in High School, particularly starting from the HeLPS adapted models and tools. The results of this activity will be also subject of study in the training seminars addressed to the school field that is the object of this work package.

#### Description of methodological/pedagogical framework (where relevant)

#### Description of outputs:

The outputs of WP4 are the following:

- planning of High Training/Master Courses for training HeLPS professional figures in the countries of the Consortium;
- report: "Introduction to Contents and Knowledge developed by HeLPS within the Teaching Matters of the Universities of the Consortium";
- strategic plan: "Introduction to e-Learning in School Teaching through the Application of HeLPS Methodologies and Tools".

## WP5 - Design, planning and realization of training seminars for operators

|   |                                    |                   |    |
|---|------------------------------------|-------------------|----|
| <b>Start Month:</b>   | 16                                 | <b>End Month:</b> | 23 |
| <b>Package leader:</b>  | P4 - University of Salerno (Italy) |                   |    |
| <b>Work package aims:</b>   |                                    |                   |    |
| The work package WP5 represents, as we have stated before, the second of the two work packages dedicated to the "transfer" macro-action. But, differently from the previous WP, this work package aims at experimenting training actions on the direct HeLPS Transfer target groups (University Teachers and Trainers, High School Teachers). The training actions developed and implemented in this phase will represent a datum point for making the continued use of HeLPS |                                    |                   |    |

Transfer results sustainable after the end of the project.  
As we have already stated, this experimental phase will be planned and realized as training seminars with a specific formal training activity. For this reason, these seminars will be realized according to the *cooperative blended modality*, that is to say partly in presence and partly distance training, with a significant cooperative learning component. This way all the participants in the seminars will be included in a sort of *community of practice*, one for each country and an integrated community for the whole Consortium, where trainees will exchange knowledge and experiences also online.

#### Description of activities:

WP5 consists in five activities:

##### WP5.1 - Planning of a training seminar for university teachers

##### WP5.2 - Planning of a training seminar for school teachers

These two first activities will allow designing and planning the two seminar pathways for university and school, by programming: duration, subjects, implementation modalities, etc. Of course, for developing these two training projects the e-DD&P Methodology will be used.

##### WP5.3 - Preparation of material for the realization of seminars for university sector

##### WP5.4 - Preparation of material for the realization of seminars for school sector

The objective of these two activities, developed in a parallel way, is to prepare the necessary material for the training phase of the seminars. This material essentially will consist in HeLPS products adapted by HeLPS Transfer (guides, booklets, the book entitled *From Didactics to e-Didactics*, previous HeLPS learning objects, etc.). Of course these contents can be integrated with new material, but in a very limited way.

##### WP5.5 - Realization of training seminars in the countries of the Consortium

This activity will produce the calendar of realization of the seminars planned in the different countries and will include their implementation.

#### Description of methodological/pedagogical framework (where relevant)

It is very important to repeat that the e-DD&P Methodology will be used in the design, planning and realization of seminars and it will be used also for planning both the in presence and distance training component of each seminar.

In order to make the seminar training pathways transferability sustainable after the end of the project, in the seminar time structuring the "e-Learning" part will be preferred to the "in presence" part, not only for economic reasons ("in presence" training is more expensive than e-Learning), but also for a precise training orientation aimed at massively involving training operators in distance training activities for substantiating the training process they take part in.

#### Description of outputs:

The outputs of WP5 are the following:

- Seminars for university sector and related didactic material;
- Seminars for school sector and related didactic material;
- Training seminars for school and university sector in Italy;
- Training seminars for school and university sector in Romania;
- Training seminars Training seminars for university sector in Turkey;
- Training seminars for university sector in Lithuania;
- Training seminars for university sector in Sweden.

## WP6 - Adaptation of the HeLPS Portal to the HeLPS Transfer activities

|  |                                |                   |   |
|--|--------------------------------|-------------------|---|
| <b>Start Month:</b>  | 2                              | <b>End Month:</b> | 7 |
| <b>Package leader:</b>   | P1 – Hermes Consortium (Italy) |                   |   |
| <b>Work package aims:</b>  |                                |                   |   |
| The work package WP6 concerns the adaptation and linguistic localization of the HeLPS Portal for the HeLPS Transfer Project activities and purposes. The general objective of this work package is to create the most suitable context for valorising HeLPS Transfer and for using the transfer products, leaving the communication value of the original HeLPS Portal untouched.  |                                |                   |   |
| <b>Description of activities:</b>  |                                |                   |   |
| WP6 consists in two activities:  |                                |                   |   |
| <b>WP6.1 - Localization of HeLPS Portal in all languages of the Consortium</b>   |                                |                   |   |
| This activity has the merit to implement the linguistic transfer of the whole HeLPS Portal to the new languages of Consortium (Lithuanian, Swedish, Romania and Turkish). This aspect is absolutely central for making HeLPS Portal an effective geographically "transferred" product and then facilitating its use on a larger international scale.   |                                |                   |   |
| <b>WP6.2 - Adaptation of HeLPS multilingual Portal to HeLPS Transfer objectives and activities</b>   |                                |                   |   |
| As we have stated previously, the second activity of WP6 is to adapt HeLPS multilingual Portal to the HeLPS Transfer needs after the first step. These needs are essentially dissemination needs and functional needs related to the services offered by the new Portal, such as: access to the adapted and localized e-Learning Platform and e-Stage System. At present it is not clear whether the HeLPS Transfer website will be an extension of the HeLPS Portal or it will be a new Portal connected with the first one. The Consortium believes that the most effective solution will consist in integrating HeLPS Transfer in HeLPS, creating anyhow a new dominion different from HeLPS ( <a href="http://www.helps-net.org">www.helps-net.org</a> ). The choice to unify the two portals has an undoubted value in HeLPS transfer. Moreover, it better valorises HeLPS results within the specialized context determined by the use of its products and services in specific sectors. |                                |                   |   |
| <b>Description of methodological/pedagogical framework (where relevant)</b>  |                                |                   |   |
|  |                                |                   |   |
| <b>Description of outputs:</b>   |                                |                   |   |
| The output of WP6 is the following: <ul style="list-style-type: none"> <li>• HeLPS Multilingual Portal integrated with HeLPS TRANSFER</li> </ul>   |                                |                   |   |

## WP7 - valorization ( Transversal phase)

|  |                                |                   |           |
|--|--------------------------------|-------------------|-----------|
| <b>Start Month:</b>  | <b>1</b>                       | <b>End Month:</b> | <b>24</b> |
| <b>Package leader:</b>   | P0 - ITI "F. Giordani" (Italy) |                   |           |
| <b>Work package aims:</b>  |                                |                   |           |
| <p>The work package WP7 represents the operational action of the Valorisation Plan based on a series of specific initiatives and products. For its importance throughout the project this phase acquire its transversal dimension. Therefore, the activities related to it will coincide with some specific and topical phases of the project. The specific objectives of this work package are, in detail, the following:</p> <ul style="list-style-type: none"> <li>- develop the valorisation operational plan;</li> <li>- maintain the HeLPS Transfer Portal;</li> <li>- plan and realize public conferences in the countries of the Consortium;</li> </ul> <p>plan and realize intermediate and final valorisation material.</p>  |                                |                   |           |
| <b>Description of activities:</b>  |                                |                   |           |
| <p>WP7 consists in nine activities:</p> <p><b>WP7.1 – Maintenance of the HeLPS Portal adapted</b></p> <p>The "maintenance" activity consists in the technical maintenance of the Portal and above all in the updating of all the dissemination and information material that will be produced, among which e-News and e-Zines. All partners will contribute to the realization of the dissemination and information contents that will be included in the Portal by the webmaster.</p> <p><b>WP7.2 – Development of the dissemination operational plan</b></p> <p>This activity will allow producing the Operational Valorisation Plan in which all the different valorisation products listed in these pages will be described and their layout and production criteria will be defined in detail. Moreover, the partner responsible for each kind of dissemination product will be appointed.</p> <p><b>WP7.3 - Planning, production and use of dissemination material</b></p> <p>This activity, transversal to the whole project, will allow producing:</p> <ul style="list-style-type: none"> <li>- HeLPS Transfer logo;</li> <li>- a general brochure of the project;</li> <li>- the "HeLPS Transfer e-Zine", that will be published every six months and will contain news about the project progress and other interesting information;</li> <li>- the brochures for each public conference that will be realized in Italy (project start-up and ending) and in the other countries of the Consortium</li> </ul> <p><b>WP7.4 – 1st HeLPS TRANSFER Public Conference- Start-up (Naples- ITALY)</b><br/> <b>WP7.5 – 2nd HeLPS TRANSFER Public Conference (Bucharest - ROMANIA)</b><br/> <b>WP7.6 – 3rd HeLPS TRANSFER Public Conference (Ankara - TURKEY)</b><br/> <b>WP7.7 – 4th HeLPS TRANSFER Public Conference (Malmo - SWEDEN)</b><br/> <b>WP7.8 – 5th HeLPS TRANSFER Public Conference (Kaunas - LITHUANIA)</b><br/> <b>WP7.9 – 6th HeLPS TRANSFER Public Conference – Ending (Naples - ITALY)</b></p> <p>The activities from WP7.4 to WP7.9 represent the same number of public conferences that will be realized in Italy and in the other countries of the Consortium. Each conference will be focused on a central subject. A panel or a round table will be developed on this subject with the participation of experts and stakeholders representative of the HeLPS Transfer reference sectors. Moreover, during the conferences, the HeLPS Transfer Project and its intermediate or final results will be presented. The locations where the conferences will be held will include also dissemination tables/points.</p> |                                |                   |           |

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| Description of methodological/pedagogical framework (where relevant)  |
|---|
| <p>Just few methodological notes about the general choices of the Consortium for what concerns the structure of the very important dissemination and valorisation action of HeLPS Transfer Project and its results.</p> <p>First of all, the choice to hold a public conference in each country del Consortium has the basic objective to attract interest about the project's results also in the view of the diffused and constant use of training seminars for Education and Training operators after the end of the project. The experimental realization of seminar sessions in each country del Consortium and the public conferences will make the dissemination of these training initiatives and of their value more concrete. We underline that the project promoter and some partners have successfully used the public conference methodology in other Leonardo da Vinci Programmes. HeLPS has used it with great results in terms of image and growth of external interest.</p> <p>Another important aspect, from the methodological point of view, is the creation of a "coordinated image" of the project through the choice of:</p> <ul style="list-style-type: none"> <li>- a logo;</li> <li>- a series of reference colours.</li> </ul> <p>Of course how to create this coordinate image has been a pondered choice of the Consortium and it has been decided that it has to represent the "continuity" of the project (from HeLPS to HeLPS Transfer).</p> <p>Moreover, even if it has not been explicitly included in the dissemination actions, the Consortium believes that the fact that the book entitled <i>From Didactics to e-Didactics</i> will be published also in the other new languages of the Consortium represents a very effective valorisation tool, besides being a tool for transferring the HeLPS knowledge.</p> <p>In the following Section 9.3 we will describe in detail the <b>HeLPS Transfer Valorisation Plan</b>.</p> |
| Description of outputs:   |
| <p>The output of WP7 are the following:</p> <ul style="list-style-type: none"> <li>• Dissemination Operational Plan;</li> <li>• HeLPS Transfer Project Logo;</li> <li>• HeLPS Transfer Project Brochure;</li> <li>• HeLPS Transfer e-Zines n. 1, n. 2, n. 3 and n. 4;</li> <li>• Brochure for the Start-up and Ending Public Conference in Italy;</li> <li>• Brochure for the HeLPS TRANSFER Public Conferences in Romania, Turkey, Sweden and Lithuania.</li> </ul>  |

### WP8 - Quality management plan ( transversal phase)

|                            |  |            |    |
|----------------------------|--|------------|----|
| Start Month:               | 1  | End Month: | 23 |
| Package leader:            | P5 - Eulearning (Italy)  |            |    |
| Work package aims:         | The general aim of the work package WP8 is to realize the Project Quality Management Plan.   |            |    |
| Description of activities: | Also this work package is transversal. The task of this action is to monitor the whole project life, its processes, products and final results, in order to guarantee the continuous improvement of products and processes. A specific group, formed by some partners of the Consortium, the |            |    |

promoter included, will construct the control processes and tools, in the view of the project quality.

WP8 consists in five activities:

#### **WP8.1 – Development of the Quality Management Plan**

This activity consists in the operational implementation of the **HeLPS Transfer Project Quality Management Plan** already defined during the complete project planning and in the definition and elaboration of the tools necessary for the project monitoring actions. The product of this activity will be the "Quality Management Operational Plan" that will be integrated with the executive plan for the systemic management of the project, thus guaranteeing the quality of its processes and, above all, of its results. It will be a basic tool for the whole partnership and will represent an important reference for the work groups in their management and strategic choices to be elaborated and defined during the project development.

The plan, elaborated in its specificity, including the internal control and monitoring tools will be the object of a specific planning, realization and distribution by the Quality Management Committee and will converge into the Operational Plan.

In the first operational phases of the project, the Quality Management Committee will be established with the task to define the Quality Management Operational Plan based on the guidelines fixed started from the definition of a specific internal policy aimed at guaranteeing the project's quality. This policy will be established according to the indications of the UNI EN ISO 9001:2000 norms and particularly their application to education and training processes. The Quality Management Committee will be responsible for guaranteeing the application of this internal policy aimed at managing the project development through a continuous control of the processes planned and implemented and the results achieved.

#### **WP8.2 - Ex-ante analysis of the effectiveness of the organisational model of the Consortium**

This activity consists in the following specific actions:

- preparation of the methodology for the *ex-ante* analysis of the organisational model of the Partnership;
- elaboration of the tools for the *ex-ante* analysis of the organisational model of the Partnership;
- analysis and distribution of specific tools for the *ex-ante* analysis.

#### **WP8.3 - 1st Monitoring of the project development**

#### **WP8.4 - 2nd Monitoring of the project development**

#### **WP8.5 - 3rd Monitoring of the project development**

The three monitoring actions will allow the project management to receive information about the quality of the processes and products realized and then to define possible corrective actions in case the results are not conforming to the quality level required. The monitoring actions will be distributed during the HeLPS Transfer Project in the 10th, 16th and 22nd month.

#### **Description of methodological/pedagogical framework (where relevant)**

The quality control will intervene starting from the monitoring action and the management action, since the control actions can originate *in itinere* needs (possible discrepancy between what has been planned and what has been realized, preventive or corrective actions, etc.). These changes can be made exclusively by the Project Management Group that is closely integrated with the Quality Management Committee. This is due to the fact that the application of a quality control system implies, within the project, the definition of policies and strategies aimed at guaranteeing a constant improvement of the processes planned and implemented, of the effectiveness of their interconnection (output of a process as input of the following processes) for guaranteeing the consistency of the results obtained with the objectives planned and the features of the target group considered.

### Description of outputs:

The outputs of WP8 are the following:

- Quality Management Plan;
- Report on the *ex-ante* analysis related to the organisational model;
- Report on the 1st HeLPS Transfer monitoring;
- Report on the 2nd HeLPS Transfer monitoring;
- Report on the 3rd HeLPS Transfer monitoring.

### WP9 – management and coordination of the partner consortium (transversal phase)

|  |                                |                   |           |
|--|--------------------------------|-------------------|-----------|
| <b>Start Month:</b>  | <b>1</b>                       | <b>End Month:</b> | <b>24</b> |
| <b>Package leader:</b>   | P1 - ITI "F. Giordani" (Italy) |                   |           |
| <b>Work package aims:</b>  |                                |                   |           |
| <p>The work package WP9 includes all the actions aimed at the "project management". This phase includes the following operational objectives:</p> <ul style="list-style-type: none"> <li>- <i>develop the executive planning;</i></li> <li>- <i>construct the work team;</i></li> <li>- <i>realize the transnational coordination;</i></li> <li>- <i>realize the operational coordination and the project management and administration.</i></li> </ul>  |                                |                   |           |
| <b>Description of activities:</b>  |                                |                   |           |
| <p>As we can infer from the list of objectives, this phase will be focused on the control of the overall development of activities, procedures and results realized, in the view of quality, and in the administration and financial management of the project. All partners will be involved in this phase and each partner will appoint a manager who will be responsible for the development of the activities assigned to the partner and for all the relevant administration and accounting aspects. From the organisational point of view, in the following pages we will provide an organisation hypothesis for the Consortium. Within the drafting of the executive planning, this articulation will be improved and consolidated in the organisational procedures.</p> <p>WP9 consists in seven activities:</p> <p><b>WP9.1 – Executive planning and team construction</b></p> <p>This activity will allow constructing the work groups and the other organisational committees, as described further on. At the end of this activity it the organisational plan will be developed in detail.</p> <p><b>WP9.2 – Operational coordination of the Consortium</b></p> <p>This activity will involve exclusively the project promoter who will perform its task to manage and coordinate the partnership in the two years of project. Moreover, he will manage the relationships with the LLLPP National Agency.</p> <p><b>WP9.3 – 1st Transnational Meeting of the Consortium (Naples - ITALY)</b></p> <p><b>WP9.4 – 2nd Transnational Meeting of the Consortium (Ankara - TURKEY)</b></p> <p><b>WP9.5 – 3rd Transnational Meeting of the Consortium (Malmo - SWEDEN)</b></p> <p><b>WP9.6 - 4th Transnational Meeting of the Consortium (Kaunas - LITHUANIA)</b></p> |                                |                   |           |

These four activities, that are basic for the success of the transfer project, represent the realization of the same number of transnational meetings in some countries of the Consortium. The meetings have the objective to analyze the state of the art of the project in a determined moment, to assess the project's products and to prepare in detail the following activities, also in function of the evaluation of time and of the possible planning modifications.

#### WP9.7 – Project management and administration

This activity involves partners. Each partner will appoint a coordinator. All coordinators will be in their turn coordinated by the HeLPS Transfer Project Manager. The activity consists in implementing the operational management of the project's activities and in the administrative and financial management.

#### Description of methodological/pedagogical framework (where relevant)

The single organisations involved in the Consortium have a consolidated experience in the field of realization and management of complex projects, also at national and EU level. All partners have worked in other Leonardo da Vinci Programmes, sometimes with great success, as in the case of HeLPS that has become a European good practice and has received the maximum final assessment from the Italian National Agency.

Most of the partners have worked together in other projects and some of them have been working together for almost ten years in the framework of EU Programmes. This guarantees a perfect understanding and skills for working in the logic of the Consortium, in order to guarantee the necessary sharing of common work objectives and methods. Moreover, this can guarantee that the organisational structure designed in the present Paragraph is naturally realized and respected.

The cooperation model adopted has been borrowed by the model already experimented by HeLPS and in other recent Leonardo da Vinci Programmes. The HeLPS Transfer Project organisation will be based on the establishment of various COMMITTEES and TEAMS. Committees will be responsible for the decision-making and coordination processes, while teams will be assigned the task to manage the single work packages. They will also be defined "work package teams".

In principle, all HeLPS Transfer partners will contribute to the decision-making and control processes relating the project. This way each partner will be responsible for the realization of the project's objectives and products. The consequence is that all the project's partners are at the same level main actors of the transfer process.

For what concerns specific decision-making processes, there are the following collegial organisms:

- **Steering Committee**, which represents the project's leading organism and is formed by a representative for each partner. The functions of the Steering Committee are the following :
  - ✓ represent the needs of each partner;
  - ✓ lead the project;
  - ✓ preside over the pursuit of the project's aims;
  - ✓ specialize the public events realized in the framework of the transnational meetings;
  - ✓ Define the possible changes in the project, upon proposal of the Project Management.
- **Quality Management Committee**, formed by the project's promoter and the Partner P5 - Eulearning (who is responsible for the Committee). Moreover, it can involve, in the operational phases, representatives of other partners with specific competences in monitoring, evaluation and quality control of the processes started up, for achieving the project's objectives. From a general point of view, the functions of this Committee are the following:
  - ✓ to define the policy for managing and controlling the quality of the HeLPS Transfer Project;
  - ✓ to define the project's quality control tools;
  - ✓ to monitor the project in its start-up (*ex-ante*), *in-itinere* phase and conclusion (*ex-post*) phase;
  - ✓ to monitor the project's products and processes;
  - ✓ to define, in case of need, the preventive or corrective actions according to the Project Management.
- **Administration and Financial Committee** coordinated by the project's promoter and including at least a representative of each partner appointed for his/her specific competences in terms of accounting of complex projects. From a general point of view, the functions of this

Committee are the following:

- ✓ to draft the internal accounting guide according to the provisions of Leonardo da Vinci Official Administrative and Financial Handbook and the guidelines defined by the National Agency;
  - ✓ to follow the accounting activities of all partners and guarantee their correctness and consistency with the rules established by the LLP Programme and by Leonardo da Vinci Sub-Programme;
  - ✓ to monitor the expenditure skills of the whole partnership and implement possible corrective actions;
  - ✓ manage the financial statements of the whole partnership;
  - ✓ develop all the institutional activities required by the European Commission and the National Agency for what concerns the administrative-financial and accounting management;
  - ✓ to manage the transfer of the economic financial resources to the single partners and draft the subcontracts and all the documentation required by the Programme (intermediate and final reports, administrative control tools, etc.).
- **Valorisation Committee**, formed by the project's promoter and the Italian Partner P2 – SILabo and Partner P8 - PUB-CTANM, chosen for their specific competences in terms of communication, dissemination, transfer and exploitation of the project's results. From a general point of view, the functions of this Committee are the following:
    - ✓ to realize the detailed plan of interventions and tools aimed at valorisation;
    - ✓ to realize a standard model for each dissemination product (both hardcopy and innovative electronic material, such as CD-ROM, brochures, e-Zines, News) to be realized;
    - ✓ to realize a standard model for organizing the public events of the transnational meetings planned in the countries of the partnership;
    - ✓ to coordinate the dissemination and exploitation actions;
    - ✓ to coordinate, and in some cases to realize, the dissemination products;
    - ✓ to manage all the public and contact areas included in the HeLPS Portal;
    - ✓ to control the implementation of the Valorisation Plan.We will describe in detail the function of this Committee in the following Section 9.3.
- **Work Groups**, formed by all partners who, on the basis of their specific competences, operate in the single work packages. The **work groups** are divided into the same number of work packages, even if, in the case of more complex work packages - in terms of products to be realized - a work package can be formed by more workgroups. The function of the working group is:
    - ✓ to define the work team protocol;
    - ✓ to control and implement the WP activities;
    - ✓ to integrate the actions of the partners involved in the WP;
    - ✓ to realize the WP results.

The project promoter will preside over the Steering Committee and the Financial Committee. The other Committees and work groups will be coordinated also by representatives of other partner organisations.

In order to guarantee a good functioning of the project and avoiding the typical problems connected with the collegial management of the initiative, two central coordination structures have been foreseen.

- **Project Management**, that will be expression of the project promoter and will have the following functions:
  - ✓ to coordinate the realization of the final project (whose management responsibility is assigned to it through the Project Manager);
  - ✓ to control the project progress in relation to the quality control actions and the intermediate and final reports to be sent to the National Agency;
  - ✓ to supervise the administrative-financial-accounting aspects;
  - ✓ to supervise the good relationship among all national and transnational partners;
  - ✓ to coordinate the realization of the transnational meetings;
  - ✓ to supervise the dissemination, valorisation and mainstreaming actions;

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- ✓ to manage the institutional relationships with the National Agency and European Commission;
  - ✓ to provide the organisational support to the project;
  - ✓ to manage the linguistic localization of all extra-national products and of the English version of the Portal;
  - ✓ to submit possible proposals of changes to the Committee.
- **Coordination Committee**, led by the Project Manager and including the work package team coordinators, will have the following functions:
    - ✓ to supervise the realization of the final project;
    - ✓ to guide and integrate the WP actions;
    - ✓ to assess intermediate actions and results;
    - ✓ to suggest the Project Management possible modifications and/or corrections.
- Moreover, the project promoter has a consolidated experience in the field of management of local, national and EU projects and administration and financial management. Therefore, for the administrative management of the project, the promoter will apply consolidated methodologies together with methodologies acquired by other partners in previous projects. The administrative-financial-accounting system will have specific objectives based on three main reference lines:
- to guarantee the accounting all expenditures observing the accounting deadlines indicated by the National Agency and using, in a correct and methodical way, all the new and existing tools for this purpose;
  - to guarantee that the accounted expenditures are conforming to all the administrative, accounting, fiscal and procedural rules required;
  - to guarantee an expenditure skill according to the Programme's rules.

### Description of outputs:

The outputs of WP9 are:

- executive planning and organisational system of the Consortium;
- programme and material for the transnational meetings of the HeLPS Transfer Consortium in Italy, Turkey, Sweden and Lithuania;
- documents and other products supporting the project's accounting and financial management;
- reports for the LLP National Agency - Leonardo da Vinci;
- other management tools.

## 4.2 EXPECTED RESULTS

| <b>R1</b>                                       | <b>HeLPS Transfer Process</b>   |
|---|---|
| <i>Type of results</i>                          | Report  |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium and Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT - EN   |
| <i>Medium that will be used</i>                 | Paper/PDF   |
| <i>Availability (when?)</i>                     | 5th month   |
| <i>Number of copies foreseen</i>                | N/A   |
| <i>Didactical methodology</i>                   | N/A   |
| <i>Others</i>                                   | This product represents the operational model for transferring HeLPS products and results. For further detail see WP1, Paragraph 9.1.   |

| <b>R2</b>                                       | <b>Adapted e-DD&amp;P Methodology</b>                              |
|---|--|
| <i>Type of results</i>                          | Report   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium   |
| <i>Language of the product</i>                  | IT - EN  |
| <i>Medium that will be used</i>                 | N/A  |
| <i>Availability (when?)</i>                     | 6th month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP2, Paragraph 9.1. |

| <b>R3</b>                                       | <b>Organisational and Infrastructural Adaptation of the e-Stage System</b> |
|---|--|
| <i>Type of results</i>                          | Report   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium   |
| <i>Language of the product</i>                  | N/A  |
| <i>Medium that will be used</i>                 | N/A  |
| <i>Availability (when?)</i>                     | 6th month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP2, Paragraph 9.1.         |

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|   |  |
|---|--|
| <b>R4</b>                                       | <b>Adapted e-Stage Web and e-Stage Tools</b>   |
| <i>Type of results</i>                          | Web Technological Infrastructure and Documental Products   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul>   |
| <i>Language of the product</i>                  | Adapted e-Stage Web Interface -> IT - EN<br>Adapted e-Stage Tools -> IT - EN.  |
| <i>Medium that will be used</i>                 | Web and Paper  |
| <i>Availability (when?)</i>                     | 7th month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP2, Paragraph 9.1.   |
| <b>R5</b>                                       | <b>Adapted HeLPS Training Pathways</b>   |
| <i>Type of results</i>                          | e-DD&P schedules relating adapted training courses and modules   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium and Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- Other Stakeholders</li> </ul>  |
| <i>Language of the product</i>                  | IT - EN  |
| <i>Medium that will be used</i>                 | Paper  |
| <i>Availability (when?)</i>                     | 8th month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP2, Paragraph 9.1.   |
| <b>R6</b>                                       | <b>Contents of the CD-ROM annexed to the book entitled <i>From Didactics to e-Didactics</i>, integrated with HeLPS Transfer adaptation</b>   |
| <i>Type of results</i>                          | Documents and other Multimedia Contents  |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul>   |
| <i>Language of the product</i>                  | IT - EN  |
| <i>Medium that will be used</i>                 | CD-ROM   |
| <i>Availability (when?)</i>                     | 8th month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | These are intermediate products that will lead to the final product that is the the book entitled <i>From Didactics to e-Didactics</i> and the annexed CD-ROM in the different languages of the Consortium. A specific description of these products is provided in WP2, Paragraph 9.1 |

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|   |  |
|---|--|
| <b>R7</b>                                       | <b>Texts and images of the book entitled <i>From Didactics to e-Didactics</i> contained in the CD-ROM localized in the new languages of the Consortium</b>   |
| <i>Type of results</i>                          | Documental and multimedia products   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium   |
| <i>Language of the product</i>                  | LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | Paper/PDF  |
| <i>Availability (when?)</i>                     | 7th month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | These are intermediate products that will lead to the final product that is the the book entitled <i>From Didactics to e-Didactics</i> and the annexed CD-ROM in the different languages of the Consortium. A specific description of these products is provided in WP2, Paragraph 9.1 |

|   |  |
|---|--|
| <b>R8</b>                                       | <b>Multilingual adapted e-DD&amp;P tools</b>   |
| <i>Type of results</i>                          | e-DD&P Schedules   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | Paper/Electronic Form (Excel)  |
| <i>Availability (when?)</i>                     | 10th month   |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | A specific description of these products is provided in Paragraph 9.1 of work package WP3.   |

|   |  |
|---|--|
| <b>R9</b>                                       | <b>Multilingual e-Stage Web</b>  |
| <i>Type of results</i>                          | Web  |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | EN/IT  |
| <i>Medium that will be used</i>                 | Internet   |
| <i>Availability (when?)</i>                     | 11th month   |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1.   |

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|   |  |
|---|--|
| <b>R10</b>                                      | <b>Multilingual e-Stage Path</b>   |
| <i>Type of results</i>                          | Documental product   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | Paper  |
| <i>Availability (when?)</i>                     | 11th month   |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1.   |

|   |  |
|---|--|
| <b>R11-R12-R13-R14</b>                          | <b>Adapted and localized training pathways for HeLPS professional figures</b>  |
| <i>Type of results</i>                          | Instalments/e-DD&P Schedules   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | Paper/PDF/Electronic Form(Excel)   |
| <i>Availability (when?)</i>                     | 12th month   |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1.   |

|   |  |
|---|--|
| <b>R15</b>                                      | <b>Hardcopy and e-Book versions of the book entitled <i>From Didactics to e-Didactics</i> in Lithuanian</b>  |
| <i>Type of results</i>                          | Book   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | LT   |
| <i>Medium that will be used</i>                 | Paper/e-Book/CD-ROM  |
| <i>Availability (when?)</i>                     | 14th month   |
| <i>Number of copies foreseen</i>                | 750  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1.   |

Guide to the "HeLPS Transfer" Project

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| <b>R16</b>                                      | <b>Hardcopy and e-Book versions of the book entitled <i>From Didactics to e-Didactics</i> in Romanian</b>  |
| <i>Type of results</i>                          | book   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | RO   |
| <i>Medium that will be used</i>                 | Paper/e-Book   |
| <i>Availability (when?)</i>                     | 14th month   |
| <i>Number of copies foreseen</i>                | 750  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1  |

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|---|--|
| <b>R17</b>                                      | <b>Hardcopy and e-Book versions of the book entitled <i>From Didactics to e-Didactics</i> in Swedish</b>   |
| <i>Type of results</i>                          | Book   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | SE   |
| <i>Medium that will be used</i>                 | Paper/e-Book   |
| <i>Availability (when?)</i>                     | 14th month   |
| <i>Number of copies foreseen</i>                | 750  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1  |

|   |  |
|---|--|
| <b>R18</b>                                      | <b>Hardcopy and e-Book versions of the book entitled <i>From Didactics to e-Didactics</i> in Turkish</b>   |
| <i>Type of results</i>                          | Book   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | TR   |
| <i>Medium that will be used</i>                 | Paper/e-Book   |
| <i>Availability (when?)</i>                     | 14th month   |
| <i>Number of copies foreseen</i>                | 750  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1  |

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| <b>R19</b>                                      | <b>Hardcopy version of the book entitled <i>From Didactics to e-Didactics</i> in English</b>   |
| <i>Type of results</i>                          | Book   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | EN   |
| <i>Medium that will be used</i>                 | Paper  |
| <i>Availability (when?)</i>                     | 14th month   |
| <i>Number of copies foreseen</i>                | 1250   |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1  |

|   |  |
|---|--|
| <b>R20</b>                                      | <b>CD-ROM integrated to the multilingual adaptation annexed to the hardcopy version of the book entitled <i>From Didactics to e-Didactics</i></b>  |
| <i>Type of results</i>                          | CD-ROM   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul>   |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | CD-ROM   |
| <i>Availability (when?)</i>                     | 14th month   |
| <i>Number of copies foreseen</i>                | 5.500  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | The number of copies is determined on the basis of the following computation:<br>750 copies for the book in the 4 new languages > 3.000 copies.<br>1.250 copies to be annexed to the hardcopy version of the book in English.<br>1.250 copies to be annexed to the hardcopy version of the book in Italian, already available as result of the previous HeLPS project, in order to guarantee the dissemination of the adaptation and transfer results realized by HeLPS Transfer also for the Italian version of the book. |

Guide to the "HeLPS Transfer" Project

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|---|---|
| <b>R21</b>                                      | <b>Development Plan for the High Training/Master Courses in the countries of the Consortium</b> |
| <i>Type of results</i>                          | Report  |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium  |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR   |
| <i>Medium that will be used</i>                 | Paper/PDF   |
| <i>Availability (when?)</i>                     | 16th month  |
| <i>Number of copies foreseen</i>                | N/A   |
| <i>Didactical methodology</i>                   | N/A   |
| <i>Others</i>                                   | A specific description of these products is provided in Paragraph 9.1 work package WP3.         |

|   |  |
|---|--|
| <b>R22</b>                                      | <b>Inclusion of HeLPS contents and tools in university disciplines</b> |
| <i>Type of results</i>                          | Report   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium   |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | Paper/PDF  |
| <i>Availability (when?)</i>                     | 16th month   |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1      |

|   |  |
|---|--|
| <b>R23</b>                                      | <b>introduction of the e-Learning strategic plan in school teaching through HeLPS contents and tools</b>   |
| <i>Type of results</i>                          | Report   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | Paper/PDF  |
| <i>Availability (when?)</i>                     | 16th month   |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For a specific description of this product see WP3, Paragraph 9.1  |

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|---|---|
| <b>R24-R25</b>                                  | <p><b>(R24) Planning of seminars addressed to university sector</b></p> <p><b>(R25) Material for seminars addressed to university sector</b></p>  |
| <i>Type of results</i>                          | Documental products, instalments, handbooks, learning objects   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium and Target Groups:<br>- University Managers and Designers  |
| <i>Language of the product</i>                  | (R24) IT - EN<br>(R25) IT - EN - LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | Paper/e-Learning Platform   |
| <i>Availability (when?)</i>                     | 20th month  |
| <i>Number of copies foreseen</i>                | 30 copies of each documental product for each country where the training seminars addressed to the university sector will be realized   |
| <i>Didactical methodology</i>                   | <p>The design and planning of the training seminars addressed to the university sector will be developed by using the e-Didactic Design and Planning Methodology (e-DD&amp;P) and considering the existing needs and rules of each country of the Consortium.</p> <p>The traditional materials will be developed by using a common layout created by the partner responsible for WP5. These materials will be aimed at sustaining the "in presence" seminar activities.</p> <p>The learning objects will be developed by using the <i>e-Authoring Methodologies</i> developed by HeLPS and will be aimed at sustaining the "distance" seminar activities.</p> |
| <i>Others</i>                                   | For further information on this product see WP3, Paragraph 9.1  |

|   |   |
|---|---|
| <b>R26-R27</b>                                  | <p><b>(R26) Planning of seminars addressed to school sector</b></p> <p><b>(R27) Material for seminars addressed to school sector</b></p>  |
| <i>Type of results</i>                          | Documental products, instalments, manuals, learning objects   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium and Target Groups:<br>- School Directors and Designers<br>- Teachers   |
| <i>Language of the product</i>                  | (R26) IT - EN<br>(R27) IT - EN - RO   |
| <i>Medium that will be used</i>                 | Paper/e-Learning Platform   |
| <i>Availability (when?)</i>                     | 20th month  |
| <i>Number of copies foreseen</i>                | 30 copies of each documental product for each country where the training seminars addressed to the university sector will be realized.  |
| <i>Didactical methodology</i>                   | <p>The design and planning of the training seminars addressed to the university sector will be developed by using the e-Didactic Design and Planning Methodology (e-DD&amp;P) and considering the existing needs and rules of each country of the Consortium.</p> <p>The traditional materials will be developed by using a common layout created by the partner responsible for WP5. These materials will be aimed at sustaining the "in presence" seminar activities.</p> <p>The learning objects will be developed by using the <i>e-Authoring Methodologies</i> developed by HeLPS and will be aimed at sustaining the "distance" seminar activities.</p> |
| <i>Others</i>                                   | For further information on this product see WP3, Paragraph 9.1  |

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| <b>R28</b>                                      | <b>Training seminars for school and university sector in Italy.</b>  |
| <i>Type of results</i>                          | Training Seminars  |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups:<br>- University Teachers and Trainers<br>- Teachers   |
| <i>Language of the product</i>                  | IT   |
| <i>Medium that will be used</i>                 | "In presence" training (Classroom/Laboratory) "Distance" training (e-Learning Platform)  |
| <i>Availability (when?)</i>                     | 22nd month   |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | The training seminars will be realized according to the <i>blended training modality</i> . The duration of the part developed "in presence" will cover the 25%/30% of the whole seminar. This part will be realized in a department of the University of Bologna and in a department of the University of Salerno, in two separate editions. The "in presence" teacher training will be realized in Naples, in the office of the project promoter. |
| <i>Others</i>                                   | For further information on this product see WP5, Paragraph 9.1   |

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|---|--|
| <b>R29</b>                                      | <b>Training seminars addressed to school and university sector in Romania.</b>   |
| <i>Type of results</i>                          | Training Seminars  |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups:<br>- University Teachers and Trainers<br>- Teachers   |
| <i>Language of the product</i>                  | RO   |
| <i>Medium that will be used</i>                 | "In presence" training (Classroom/Laboratory) and "distance" training (e-Learning Platform)  |
| <i>Availability (when?)</i>                     | Between the 18th and the 22nd month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | The training seminars will be realized according to the <i>blended training modality</i> . The duration of the part developed "in presence" will cover the 25%/30% of the whole seminar. This part will be realized in a department of the Polytechnic University of Bucharest. The "in presence" teacher training will be realized in the structure of Casa Corpului Didactic in Bucharest. |
| <i>Others</i>                                   | For further information on this product see WP5, Paragraph 9.1   |

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|---|---|
| <b>R30</b>                                      | <b>Editions of the training seminars addressed to University in Turkey.</b>   |
| <i>Type of results</i>                          | Training Seminars   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups:<br>- University Teachers and Trainers  |
| <i>Language of the product</i>                  | TR  |
| <i>Medium that will be used</i>                 | "In presence" training (Classroom/Laboratory) "Distance" training (e-Learning Platform)   |
| <i>Availability (when?)</i>                     | Between the 18th and the 22nd month   |
| <i>Number of copies foreseen</i>                | N/A   |
| <i>Didactical methodology</i>                   | The training seminars will be realized according to the <i>blended training modality</i> . The duration of the part developed "in presence" will cover the 25%/30% of the whole seminar. This part will be realized in a department of Gazi University in Ankara. |
| <i>Others</i>                                   | For further information on this product see WP5, Paragraph 9.1  |

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|---|---|
| <b>R31</b>                                      | <b>Editions of Training seminars addressed to University in Lithuania.</b>  |
| <i>Type of results</i>                          | Training Seminars   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups:<br>- University Teachers and Trainers  |
| <i>Language of the product</i>                  | LT  |
| <i>Medium that will be used</i>                 | "In presence" training (Classroom/Laboratory) "Distance" training (e-Learning Platform)   |
| <i>Availability (when?)</i>                     | Between the 18th and the 22nd month   |
| <i>Number of copies foreseen</i>                | N/A   |
| <i>Didactical methodology</i>                   | The training seminars will be realized according to the <i>blended training modality</i> . The duration of the part developed "in presence" will cover the 25%/30% of the whole seminar. This part will be realized in a department of Kaunas University of Technology. |
| <i>Others</i>                                   | For further information on this product see WP5, Paragraph 9.1  |

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|---|--|
| <b>R32</b>                                      | <b>Editions of the training seminars addressed to University in Sweden.</b>  |
| <i>Type of results</i>                          | Training Seminars  |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups:<br>- University Teachers and Trainers   |
| <i>Language of the product</i>                  | SE   |
| <i>Medium that will be used</i>                 | "In presence" training (Classroom/Laboratory) "Distance" training (e-Learning Platform)  |
| <i>Availability (when?)</i>                     | Between the 18th and the 22nd month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | The training seminars will be realized according to the <i>blended training modality</i> . The duration of the part developed "in presence" will cover the 25%/30% of the whole seminar. This part will be realized in a department of Malmo University. |

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| <i>Others</i> | For further information on this product see WP5, Paragraph 9.1 |
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|---|--|
| <b>R33</b>                                      | <b>HeLPS Multilingual Portal integrated with HeLPS Transfer</b>  |
| <i>Type of results</i>                          | Web Portal   |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR  |
| <i>Medium that will be used</i>                 | Internet (possible name for the dominion: <a href="http://www.transfer.helps-net.org">www.transfer.helps-net.org</a> )   |
| <i>Availability (when?)</i>                     | 7th month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For further information on this product see WP6, Paragraph 9.1   |

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|---|--|
| <b>R34</b>                                      | <b>Operational Dissemination Plan</b>                                  |
| <i>Type of results</i>                          | Documental product   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium   |
| <i>Language of the product</i>                  | IT/EN  |
| <i>Medium that will be used</i>                 | Paper  |
| <i>Availability (when?)</i>                     | 2nd month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For further information on this product see WP7, Paragraph 9.1 and 9.3 |

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|---|---|
| <b>R35</b>                                      | <b>HeLPS Transfer Project Logo</b>  |
| <i>Type of results</i>                          | Project's logo and coordinated image  |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium and Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT/EN   |
| <i>Medium that will be used</i>                 | Paper/Electronic versions in JPG - GIF - PSD  |
| <i>Availability (when?)</i>                     | 2nd month   |
| <i>Number of copies foreseen</i>                | N/A   |
| <i>Didactical methodology</i>                   | N/A   |
| <i>Others</i>                                   | For further information on this product see WP7, Paragraph 9.1 and 9.3  |

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|---|---|
| <b>R36</b>                                      | <b>HeLPS Transfer Project Brochure</b>  |
| <i>Type of results</i>                          | Documental product  |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium and Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT - EN - LT - RO - SE - TR   |
| <i>Medium that will be used</i>                 | Paper/PDF   |
| <i>Availability (when?)</i>                     | 2nd month   |
| <i>Number of copies foreseen</i>                | At least 200 copies for each language   |
| <i>Didactical methodology</i>                   | N/A   |
| <i>Others</i>                                   | For further information on this product see WP7, Paragraph 9.1 and 9.3  |

|   |  |
|---|--|
| <b>R37-R38-R39-R40</b>                          | <b>HeLPS Transfer e-Zines</b>  |
| <i>Type of results</i>                          | Electronic Magazine  |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul> |
| <i>Language of the product</i>                  | IT/EN  |
| <i>Medium that will be used</i>                 | PDF on the web or by e-mail  |
| <i>Availability (when?)</i>                     | e-Zine n. 1 -> 3rd month<br>e-Zine n. 2 -> 9th month<br>e-Zine n. 3 -> 15th month<br>e-Zine n. 4 -> 23rd month   |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For further information on this product see WP7, Paragraph 9.1 and 9.3   |

|   |   |
|---|---|
| <b>R41- R42- R43- R44- R45- R46</b>             | <b>Brochure for the public conferences in Italy, Romania, Turkey, Lithuania, Sweden</b>   |
| <i>Type of results</i>                          | Documental product  |
| <i>Target group(s)/ potential beneficiaries</i> | Target Groups: <ul style="list-style-type: none"> <li>- University Managers and Designers</li> <li>- School Directors and Designers</li> <li>- University Teachers and Trainers</li> <li>- Teachers</li> <li>- Other Stakeholders</li> </ul>  |
| <i>Language of the product</i>                  | (R41) Public Conference n. 1 in Italy (Project Launch ) -> IT/EN<br>(R42) Public Conference n. 2 in Romania -> RO/EN<br>(R43) Public Conference n. 3 in Turkey -> TR/EN<br>(R44) Public Conference n. 4 in Sweden -> SE/EN<br>(R45) Public Conference n. 5 in Lithuania -> LT/EN<br>(R46) Public Conference n. 6 in Italy (Project Ending) -> IT/EN |
| <i>Medium that will be used</i>                 | Paper/PDF on the Web  |

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|----------------------------------|--|
| <i>Availability (when?)</i>      | (R41) Public Conference n. 1 in Italy (Project Launch) -> 2nd month<br>(R42) Public Conference n. 2 in Romania -> 7th month<br>(R43) Public Conference n. 3 in Turkey -> 12th month<br>(R44) Public Conference n. 4 in Sweden -> 16th month<br>(R45) Public Conference n. 5 in Lithuania -> 20th month<br>(R46) Public Conference n. 6 in Italy (Project Ending) -> 24th month |
| <i>Number of copies foreseen</i> | At least 75 copies for each public conference and for each language  |
| <i>Didactical methodology</i>    | N/A  |
| <i>Others</i>                    | For further information on this product see WP7, Paragraph 9.1 and 9.3   |

|   |  |
|---|--|
| <b>R47</b>                                      | <b>Quality Management Plan</b>                                 |
| <i>Type of results</i>                          | Report   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium   |
| <i>Language of the product</i>                  | IT/EN  |
| <i>Medium that will be used</i>                 | Paper  |
| <i>Availability (when?)</i>                     | 1st month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For further information on this product see WP8, Paragraph 9.1 |

|   |   |
|---|---|
| <b>R48</b>                                      | <b>Report on the ex-ante analysis of the organisational model</b> |
| <i>Type of results</i>                          | Report  |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium  |
| <i>Language of the product</i>                  | IT/EN   |
| <i>Medium that will be used</i>                 | Paper   |
| <i>Availability (when?)</i>                     | 3rd month   |
| <i>Number of copies foreseen</i>                | N/A   |
| <i>Didactical methodology</i>                   | N/A   |
| <i>Others</i>                                   | For further information on this product see WP8, Paragraph 9.1    |

|   |  |
|---|--|
| <b>R49-R50-R51</b>                              | <b>HeLPS Transfer Monitoring</b>   |
| <i>Type of results</i>                          | Report   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium   |
| <i>Language of the product</i>                  | IT - EN  |
| <i>Medium that will be used</i>                 | Paper  |
| <i>Availability (when?)</i>                     | (R49) Report n. 1 -> 9th month<br>(R50) Report n. 2 -> 16th month<br>(R51) Report n. 3 -> 23rd month |
| <i>Number of copies foreseen</i>                | N/A  |

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|                               |  |
|-------------------------------|--|
| <i>Didactical methodology</i> | N/A  |
| <i>Others</i>                 | For further information on this product see WP8, Paragraph 9.1 |

|   |  |
|---|--|
| <b>R52</b>                                      | <b>Consortium Executive Planning and Organisational System</b>         |
| <i>Type of results</i>                          | Documental product   |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium   |
| <i>Language of the product</i>                  | IT/EN  |
| <i>Medium that will be used</i>                 | Paper  |
| <i>Availability (when?)</i>                     | 1 <sup>st</sup> month  |
| <i>Number of copies foreseen</i>                | N/A  |
| <i>Didactical methodology</i>                   | N/A  |
| <i>Others</i>                                   | For further information on this product see WP9, Paragraph 9.1 and 9.3 |

|   |   |
|---|---|
| <b>R53- R54- R55-R56</b>                        | <b>Programmes and material for the transnational meetings</b>   |
| <i>Type of results</i>                          | Documental product  |
| <i>Target group(s)/ potential beneficiaries</i> | Consortium  |
| <i>Language of the product</i>                  | IT - EN   |
| <i>Medium that will be used</i>                 | Paper/PDF   |
| <i>Availability (when?)</i>                     | (R53) Programme and material for the 1st TM in Italy -> 2nd month<br>(R54) Programme and material for the 2nd TM in Turkey -> 12th month<br>(R55) Programme and material for the 3rd TM in Sweden -> 16th month<br>(R56) Programme and material for the 4th TM in Lithuania -> 20th month |
| <i>Number of copies foreseen</i>                | N/A   |
| <i>Didactical methodology</i>                   | N/A   |
| <i>Others</i>                                   | For further information on this product see WP8, Paragraph 9.1 and 9.3  |

### 4.3 DISSEMINATION AND EXPLOITATION PLAN

The HeLPS Transfer Consortium is formed by partners with a great competence in the field of valorisation of results of national and European projects. We have already illustrated this aspect in the first sections of this document. Moreover, we underline the attitude of the HeLPS Transfer partners in developing the present proposal (see also Paragraph 9.4).

All the partners of the Consortium have taken part in HeLPS Transfer Project with the will to fully exploit the project's results and products on the basis of the specificity of their organisational interests.

The following are some examples of the actions of "exploitation" of the results of national and European projects previously realized by some HeLPS partners: the Industrial Technical Institute "Francesco Giordani" of Naples (Italy) has realized - with the results of TES project - an e-Learning Teleservices Centre, subsequently extended thanks to HeLPS results. Hermes Consortium has developed numerous e-Learning contents, by using the e-Authoring Methodology developed by TES Project subsequently improved by HeLPS. This methodology has been applied also to the development of the e-Learning module of the Polytechnic University of Bucharest.

SILabo has launched on the market numerous e-Learning Training Modules developed within Leonardo da Vinci Programmes.

Moreover, we wish to underline that, within HeLPS project, it has been possible to develop a very particular valorisation model, based on the synergy among Leonardo da Vinci Programmes. Moreover, in 2003 this model has been submitted to Alice Copette, responsible for the valorisation within Leonardo da Vinci Programme. This document illustrates this valorisation model (that has been applied by HeLPS project and by another Leonardo da Vinci Programme entitled "eGov - e-Government Village, [www.egov-net.org](http://www.egov-net.org)), downloadable from the following website: [http://www.helps-net.org/images/other/HELPS\\_eGov\\_TES\\_Strategia\\_di\\_valorization.PDF](http://www.helps-net.org/images/other/HELPS_eGov_TES_Strategia_di_valorization.PDF).

These are just few examples of the exploitation skills of the Consortium that has shown also significant competences in the dissemination field, also thanks to the participation of its partners in Community initiatives and programmes.

The value that the Consortium assigns to valorisation is implied also in the plan at the basis of the work to be developed in the framework of the work package 7, dedicated to valorisation. In the following pages we will describe the general aspects of the **HeLPS Transfer Valorisation Plan**, borrowed from the HeLPS Valorisation Plan – that had an extraordinary success – and adapted to the HeLPS Transfer needs.

#### HeLPS Transfer Valorisation Plan

##### Introduction

The valorisation plan of an innovation transfer project has advantages that other projects developed within other LLP programmes and sub-programmes do not have: the dissemination and exploitation of its products and results are effectively and immediately usable in the target reference sectors. This aspect has been largely considered by the Consortium that has made it the focus of the valorisation plan that – according to the new EU policy started up in 2004 - means not only to "disseminate" the results of a project, but also to define the conditions for "exploiting" these results. Valorisation is then described as a process for deriving the best benefits from the project's results (products, training processes and methodologies, course materials, etc.) in order to optimize their value and impact in existing and new contexts (beneficiary categories, companies, sectors, institutes, training systems, etc.). According to official documents, for being effective this process requires:

- *a strong attention to the needs of the final users and of the beneficiary categories since the beginning of the project;*
- *the dissemination of innovative training products and results;*

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- *the selection and analysis of their adequacy to transfer, for satisfying the new needs identified;*
- *translation and adaptation to new contexts specifically identified;*
- *exploration and experimentation;*
- *a full integration outlet in the new context.*

The HeLPS Transfer Valorisation Plan is included in the work plan of the project and has to be considered its integrant part since it represents a specific operational phase that, for its nature and its specific aim, goes through the whole project life cycle.

The privileged view is "sustainability", that can be translated into the partnership skills in producing actions, material and immaterial results and final products to be disseminated and used in the reference contexts also at the end of the project and includes actions transferable also to other contexts. In the case of HeLPS Transfer this has been favoured by the fact that the realizers of the HeLPS Transfer products will also be the first users of them. In this sense they perfectly represent the project reference stakeholders.

The "**usability**" of the HeLPS Transfer products in the field of vocational training is then guaranteed by this feature of the Consortium and by the typicalness of the transfer of innovation projects.

An important aspect of this action is the experimentation of products or of part of them, during the project. This experimentation will be implemented also by HeLPS Transfer through the realization of training seminars addressed to reference targets.

On the other hand, the nature of HeLPS Transfer products guarantees their easy dissemination in all the organisations (universities, public bodies, vocational training centres, associations of teachers, schools, institutional education and vocational training organisations) that are the privileged users of the project results.

### Valorisation Committee

The complexity of the valorisation actions imposes the organisations who actually want to realize an effective and sustainable process of dissemination and exploitation of results to plan a specific organisation group responsible for this action.

For this reason, in the HeLPS Transfer Project flow chart a specific **Valorisation Committee** has been included (see Paragraph 9.1).

This Committee shall be formed by the project promoter-coordinator, who will be responsible for its coordination and the partners SILabo Srl and PUB-CTANM. Moreover, all the other partners of the project have to identify at least a human resource that will have the task to produce all the necessary valorisation material (information, news, documents) for the Committee.

The **functions of the Valorisation Committee** are the following:

- *to realize the detailed plan of intervention and the tools aimed at valorisation;*
- *to realize a standard model for each dissemination product, both in hardcopy or electronic version (for example CD-ROM, brochures, e-Zines, News);,*
- *to realize a standard organisation model for the public conferences that will be held in the different countries of the Consortium;*
- *to coordinate the dissemination and exploitation actions;*
- *to coordinate the realization of all the dissemination products, and sometimes to directly take part in it;*
- *to manage all the public contact and relationship areas included in the project Portal;*
- *to control the implementation of the valorisation plan.*

### General Aspects of the Valorisation Plan

The HeLPS Transfer Project Valorisation Plan, through the actions that will be planned, will allow:

- optimizing the project value;
- to enhance its effect;
- to integrate its results in the education and vocational training practices diffused both in Italy and Europe, and particularly in the partnership countries;
- to create the conditions for allowing also other organisations in Italy and Europe to exploit the project's results.

The Valorisation Plan will include, for each valorisation product described in the following paragraph:

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- the product planning;
- the product structure definition;
- the production methodologies.

Of course these aspects may considerably vary from a product to another. For example, the e-Zine (Electronic Magazine) planning will be different from the planning of the "format" for the public conferences.

### Valorisation Products

The HeLPS Transfer Project Valorisation Plan foresees, first of all, an articulated and integrated **dissemination action** constructed through the production of specific dissemination products:

- **HeLPS Transfer Logo** that will be a constant and effective graphical reference constructed together with the HeLPS logo. The logo will be used on all internal, external, intermediate and final products of the project;
- **HeLPS Transfer Portal** supporting the HeLPS Transfer System which will be not only an access to the adapted and localized project's products but also a virtual area for confrontation and dissemination. It will be developed after the adaptation of the HeLPS Portal;
- **6 Public Conferences** to be realized during the project focused on the subjects faced by HeLPS Transfer and on its intermediate and final results. The aim of the public conferences will be to gather the project direct and indirect beneficiaries for confronting themselves on specific subjects and disseminating the results achieved from time to time. The public conferences allow favouring a direct and wide-range communication about results. Moreover, this kind of dissemination represents an added value for the project actions themselves, since they offer opportunities of new spurs and knowledge useful for the production of results.  
Of course the first public conference will have also the aim to launch the HeLPS Transfer Project, while the objective of the last one will be to present the final results of the project;
- **2 Press Conferences** to be held on the occasion of the first and last Public Conference;
- **6 Press Releases**, one for each Public Conference;
- **Specific Training and Dissemination Material:**
  - o *1 brochure for the project launch;*
  - o *6 brochures for the presentation of the Public Conferences;*
- **4 e-Zines** (Electronic Magazines), starting from the 3rd project month, for informing the participants of the project's results and face subjects connected with the related issues. The e-Zines will be sent to all people who will require them, though specific mailing-list, but they will also be downloadable from the Portal. The e-Zines will have a specific layout including at least six pages and will contain: articles of interest, specific results of the project, contributions of the participants to the discussion forums, dissemination initiatives (or meeting initiatives defined by the partnership), information about meetings and other events concerning HeLPS Transfer Project subjects of interest.

But, one of the main valorisation products is the book entitled ***From Didactics to e-Didactics*** that will be published in hardcopy and e-book versions in all languages of the Consortium. This product - as we have already underlined - will have a central role in the activity of dissemination and exploitation of HeLPS Transfer results.