

„MobilityExcellence – European Bridge for Competence Recognition“

Minutes of 2nd Project Meeting

Londonderry 28th and 29th April 2011



Participants:

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Germany,
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Education Manager
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John Murphy

Business Development Manager
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Conor Page

Sales Manager / Work Placement Tower Hotel / (UK)

Laura March

Vocational schola Valencia (Spain)

Discussion / Confirmation minutes of the last meeting

Website

- The Joomla based website is already online, managed by Massimo www.mobilityexcellence.eu is online!
- Topic for Friday during the meeting: details of how it is going to look like are being explained

ADAM (online database for ECVET projects)

- National agency requires that the information on the project has to be put into Adam database in order to receive money for the project (interim report!)
- Our Project is now a member of NetECVET
<http://www.adam-europe.eu/adam/thematicgroup/ECVET>
NetECVET presents projects which are in one way or another relevant for the implementation of ECVET. These projects do not necessarily represent good practice in all aspects.
- ADAM is recommendable for search of new partners and inspirations for new projects
Deadline: 8th of June: IHK-Projektgesellschaft will update the Adam database



Finances

- After the interim report (which is due 31st October) the next rate of EU funding is going to be paid, therefore it has to be proved that 70 % of the money of the first margin has been used
- Deadline financial reporting 2nd Quarter 2011: 7th of July
– invoices, payrolls (since Oct. 2010), timesheets, overview list (filled in for each section)
! It's important to be in time - otherwise it will be very stressful for all of us in October!
- Further documents to be delivered: staff contracts (for each staff involved)

Competence appraisal:

Discussion about a "new" Grading system used for the validation

- Different systems of evaluating students are being used, i.e. on a scale or with marks
- We presented our appraisal sheet in a ECVET Workshop 2010 in Bonn
in this discussion our National Agency preferred a scale or percentage

Conclusion: we will update our competence appraisal with a rating scale Deadline: 30.06.2011

The rating scale method offers a high degree of structure for appraisals. Each employee trait or characteristic is rated on a bipolar scale that usually has several points ranging from "poor" to "excellent" (or some similar arrangement). The traits assessed on these scales include employee attributes such as cooperation, communications ability, initiative, punctuality and technical (work skills) competence.

<http://www.performance-appraisal.com/ratings.htm>

National report

- Malta, France, Germany mostly finished (UK is open)
- Conclusion: National report as basis for our web-site
a comparison from all different reports is not an objective in our project
! our project goal: validation method for vocational K/S/C (learning outcome) in mobility

Units of learning outcome (Hartmut)

Points of discussion:

- Definition Units of learning outcome (EU commission)
- Some skills form part of many different professions, it is therefore more interesting to take them into account instead of the professions only: we need a listing of which competencies may be suitable for which professions in which country
- Social competences are important from a British point of view;
Germany (CCI) is more focussing on professional skills/outcome/competences:
In the ECVET system professional competences are at the focus, but are completed by the appraisal of the company: social competences need to be evaluated in a more complex way (suggestion: social competences assessed in company > competence appraisal
and with cemes our partner assessed more professional tasks/skills)
Summary of both > MobExCertificate, EUROPASS_Mobility
- National differences in testing: an important part of German exams are written (both open and MC questions) whereas in the UK there are less written tests, more practical tests
- Hartmut presents the typical German standard for an Office clerk
he explained us relevant Knowledge, Skills, Competences from the National Training Act in Germany. He explained the intermediate and final examination...and typical MC_Questions

Presentation of the CEMES tool

Discussion on how many questions:

Conclusion: 30 questions for all 6 units should be sufficient

Questions and answers concerning the tool:

- Who is responsible for the login?
Everybody logs in on his/her own and completes the test in a given timeframe: no possibility to repeat the test at home without the permission of the assessor
 - How to handle it when students pass the answers on to their friends?
Creating more than one test (three or more), since a random choice of questions is not possible
 - How to avoid that students take the test in their mother tongue?
If they chose the exam centre of the host country, the language of the test is going to be in the Foreign language, unless the assessor allows the student to take the mother tongue version
 - How to address country specific aspects?
1. Possibility: we chose a certain number of general multiple-choice questions suitable for all countries and leave one or more questions open for the national specific aspects (for

example: What is characteristic for a business correspondence in Germany? Name three characteristics and describe it!

- Do the questions have to be exactly the same in every language?
Principally yes, but with slight differentiations, for example if some terms are different
- Is it possible to fail?
Yes, it is possible to retake the exam as often as the assessor allows it, but new questions need to be designed for every new test

Possible procedure for the implementation of the CEMES tool

- Hartmut publishes the template for the Cemes_MC_Questions in moodle
- Every partner creates 2 MC questions per unit of learning outcome and 1 open one and publishes it on moodle using the template (in English)
Deadline: May 15th
- Every partner gives a feedback with suggestions on how to adapt the questions
- An agreement is found on a common number of MC questions
(Deadline: First week of June)
- The questions are translated into German and French
- Hans will put the questions into the CEMES platform
- The first test needs to start in July in order to have the first experiences until the Malta meeting
- Every partner observes problems and makes suggestions on improvements, if for example there are discrepancies between the appraisal and the CEMES assessment

First (possible) procedures for our internal work / for our planned MoU

1. Before the mobility, the student is informed by the sending institution that he/she is going to be assessed in the end of the placement both on language and practical knowledge
2. Then he/she receives a “working plan” with a number of tasks concerning the learning outcome of the placement: these questions have to be solved during the placement on the initiative of the student
3. During the placement, the student tries to find the answers to the questions and tries to improve its knowledge on the country and its language
4. In the end he/she takes a language and a CEMES test
5. The employer/mentor gives his/her opinion on the competence appraisal

6. The results of the CEMES assessment and the competence appraisal are combined in the MobEx certificate and the Europass
- Adaptation of the timeframe is possible: only applicable for placements more than x weeks (MoU)
 - Memorandum of Understanding is going to be arranged step by step

Experience up to now with testing:

France: the last day of Mobility

> there is an "evaluation day" that could be combined with the cemes assessment

Malta: at the end of the language course there is a test, but later there is none right now

UK: no special evaluation in the end > only "document management" (completion of the Europass)

Possible open questions:

Structure of the business (which kind of positions do you have in the business?)

General questions on for example security standards

Duration of the test

45 minutes for 20 questions (incl. 3 open ones) per student,
no matter which units they have chosen

Web-site (presentation by Massimo)

- Logo

It has been agreed on the first version of the logo

- Layout

The head banner is going to be made thinner

- Pictures

new pictures from all partners are put on moodle, some are chosen for the head banner.

Deadline: 31st of May We choose together some typical picture for our web_site

The marketing text will be put on the front-page, direct link from the marketing text to the partner homepages. (Hartmut and Massimo will check the marketing text finally)

Below the marketing text of the front page there is going to be a picture of all partners

Deadline : suggestion for our "partnership picture" in moodle until the 20th of May

- Deadline: Massimo will update our front_page until 31st of May!



- Navigation

Main menu

Project info>

better:

About us

Objectives >

Products >

Partner> *name of the partners (5) > short description and link partner homepage*

Associates> *countries (4) > short description of partners and link*

All Partner will think about the Main_Menu and the different titles for the sub_menu

New: Students mobility's or Internships (responsible for submenu: Florence)

- Success stories, promoting mobilities

(MobilityExcellence assumed Mobility)

New: VET/Education section: (term/headline?)

Framework of qualification/Units of learning outcome (Hartmut)

New: Quality assurance; MoU and explaining why this project is promoting quality

(Bronagh)

Toolbox (*forms, login CEMES etc.*) (Massimo)

Contact us

Imprint (maybe at the bottom)

- How/Who will publish...? Individual access is possible... but it's better to have one "writer"

Everybody will put his/her proposition for the content of the main topics on the moodle platform (using the national reports as a reference for subtitles to the different top_navigation):

Hartmut will open a special forum in moodle for our discussion

Deadline 15th of July : before the skype meeting on the 18th of July
When the menu is ready (→ Massimo), everybody will put in the content on his own
Deadline: latest October

- Target group of the website !?!

Partners who should see the results of our work
Students that are interested in the program (feedback area possible)
Added value of our “MobilityExcellence” – our Mobility is better ...

Next meeting: Malta 26th – 29th October