

WP5 – Pilot testing

Date	Activity	Notes
Phase 1 – Evaluate the personalization		
I. Selection of 36 BTMs		
<i>January, 13-24</i>	I.1. Contact the 70 BTMs who responded at the Baseline Audit questionnaire in order to recruit them for the Pilot Testing;	<ul style="list-style-type: none"> • See the list of BTMs who have participated at ITP survey (WP2).
<i>January, 27-31</i>	I.2. If the minimum number of 36 BTMs is not reached, then ask friends, colleagues, business partners etc.	<ul style="list-style-type: none"> • It's not necessary to distribute evenly the number of BTMs/country, but at least 2 BTM/country is required; • Every partner must communicate the number of BTMs that confirms participation from his jurisdiction, so as to reach at least 36 BTMs per total; • In order to motivate BTMs to participate in pilot testing, we can insert in the products delivered at the end of project (online & DVD resource pack) a text like: "This material was produced with the participation of: ... (here we put the list of BTMs involved in pilot testing and training). In this way, the BTMs can add this activity to their CV.
II. Modules evaluation		
<i>February, 3-7</i>	II.1. Face-to-face meeting with the BTMs attending the pilot testing;	<ul style="list-style-type: none"> • The meeting can be "one day" or just few hours.
	II.2. The project partner presents the PPTs of the 4 modules.	<ul style="list-style-type: none"> • Maybe it's a good idea to send the PPTs to the BTMs before the meeting, so they go through the material in order to form a first impression;
	II.3. BTMs evaluate the course content and the teaching methodology;	<ul style="list-style-type: none"> • Results of the evaluation will be used to personalise the modules; • The personalization will be made by each country separately, keeping the base of the module

		<p>content but adding/adapting the examples, exercises etc.;</p> <ul style="list-style-type: none"> • The 36 BTMs will receive a certificate of participation in the development of the course support;
III. Trainers selection		
<i>February, 3-7</i>	III.1. The best 10 BTMs (2 for each country) will be selected to become trainers.	<ul style="list-style-type: none"> • Selection will be made in accordance with the involvement in the modules personalization activity, professional background, CV etc. of the BTMs.
IV. Modules update		
<i>February, 10-21</i>	IV.1. The modules will be adapted according to the BTMs suggestions	<ul style="list-style-type: none"> • Based on the BTMs feedback, the modules content will be updated; this final version of the course will be delivered to the trainees; • Details can be discussed at the Paris meeting.
Phase 2 – Evaluate the delivery to a group of 60 un/under-employed		
V. Trainees selection		
<i>February, 24- March, 7</i>	V.1. From each country, 12 trainees will be selected by project partner and/or trainer.	<ul style="list-style-type: none"> • Selection will be made from: <ul style="list-style-type: none"> - Un/under-employed people from their area of interest; - Un/under-employed former students (in the case of partner universities); - People who respond to an ad posted in local newspapers or specialized sites. • The trainees must have at least secondary education, in order to assimilate the knowledge contained in learning modules.
VI. Train the trainees		
<i>March, 10-28</i>	VI.1. Pre-evaluation of the trainees	<ul style="list-style-type: none"> • Before starting the course (in the same day), the initial knowledge of the trainees will be evaluated (by a thick-box type form).
	VI.2. In the one day face-to-face meeting, the trainers will present the 4 modules to	<ul style="list-style-type: none"> • After setting the trainees target group, the two trainers (from each country) will set the date of face-

	trainees.	to-face meeting; <ul style="list-style-type: none"> • The two BTMs from each country will receive a certificate of the participation in the pilot testing.
VII. Evaluation of the trainees pilot testing		
<i>March, 10-28</i>	VII.1. Short-term evaluation.	<ul style="list-style-type: none"> • Trainees will complete at the end of the training day an evaluation form, which will contain: <ul style="list-style-type: none"> - Evaluation of the knowledge acquired; - Evaluation of the course content; - Evaluation of the teaching methodology. • Evaluation results will be used to write the “Pilot test report”.
<i>July, 21-25 (4 months after the course completion)</i>	VII.2. Medium-term evaluation. – not included in the final report	<ul style="list-style-type: none"> • 4 months after the course, the trainees will complete a second questionnaire to measure how many new businesses have been established, how many jobs created etc. • The trainees will receive a certificate of the participation in the pilot testing.

Notes:

- **Period of the pilot test: January-May 2014**
- **Pilot test report: June 13, 2014**