



**ERASMUS+ KA2 - CONCERNING THE ERASMUS + STRATEGIC PARTNERSHIP  
PROGRAMME (2014-2020)**

**Ogre Tehnical school**

**Project No. 2015-1-LV01-KA202-013450- P5**

**„ Development of vocational education programme in engineering of sustainable and eco-friendly modular houses “**

**Work packages of the Project**

<b>Title</b>	<b>WP 1. Project management</b>
<b>Description</b>	<p>The objectives of the Project management work package are:</p> <ul style="list-style-type: none"> <li>• Ensuring the effective management of the project within time and budget constraints at the highest level of quality.</li> <li>• Coordinating project partners to achieve synergy in collaboration.</li> <li>• Carrying out communication with the EU</li> </ul> <p>The Project management activities will be coordinated by Ogre State Technical School and it will require full support and synergy of the consortium in order to access and consolidate the project progress from the pedagogical, technological and financial perspectives. This work package covers all aspects of project management and control that will ensure that the project successfully achieves its specified objectives on time and within budget. Coordination issues including contractual, legal and administrative are handled within this work package.</p>
<b>Tasks</b>	<p>Two main tasks include: <b>Task 1.1. Progress management</b> and <b>Task 1.2. Financial administration.</b></p> <p><b>Task 1.1. Progress management</b></p> <p>In first task, the administrative progress of the project and of the individual work packages will be assessed. The task coordinator will be responsible to manage the consortium for all legal, contractual, ethical and administrative matters, coordinating the Knowledge management too.</p> <p>Communication between partners has already been established before project submission. Each partner has done separate analyses of the situation and basing on evaluated results of the first analyses, project application had been prepared. Strong communication will be continued during all working packages.</p> <p>Ogre State Technical school will also make sure that progress and annual reports will be completed and delivered on time. Progress management will be carried out also via online and off-line meetings. Online communication will be organized once per month or more times per month, depending on the on-going activities. Off-line meetings will include:</p>

	<p><b>Three meetings by key organizers (only experts) at international level –</b></p> <ol style="list-style-type: none"> <li>1. Latvia- at the beginning of January, 2016- working group’s meeting to discuss results from 1 national meeting (in each country), results from 3 researches and agreed on the road map for successful development of 1 and 1.5 year VET curricula.</li> <li>2. Austria – extended working group’s meeting (February, 2016) to discuss Austrian experience in development of VET and to see how it works in reality in VET systems and what impact does it have on market. To see entrepreneurs we will visit and the purpose, please see “Transnational meeting in Austria - meeting with entrepreneurs” in attachment. Meeting will last from 3 to 5 days</li> <li>3. Latvia – working group’s meeting (June, 2016) with aim to evaluate developed 1 and 1.5 year VET curricula, to discussed testing/implementation process, further development of 4 years VET and accreditation etc.</li> </ol> <p><b>Task 1.2. Financial administration</b> The project manager will be responsible for managing the financial issues of the project with a financial management report sent by each member at the end of the each project year to track partner and project expenses.</p>
<b>Results</b>	<ul style="list-style-type: none"> <li>• Progress overview reports</li> <li>• Financial administrative reports</li> <li>• Annual review reports including gender equality actions &amp; monitoring</li> <li>• Final report</li> <li>• Management Plan of the Intellectual Outputs</li> <li>• Project website</li> </ul>
<b>Estimated Dates</b>	<b>September 2015- September 2018</b>
<b>Lead Organisation</b>	<b>Ogre Technical School</b>
<b>Participating Organisations</b>	All

<b>Title</b>	<b>WP 2. Preparation</b>
<b>Description</b>	This WP is devoted to make strong basics for starting development process of VET. It’s important to clarify overall situation (in-depth) in modular house engineering and building sector in each partners’ country and VET impact on the sector. Also to define latest innovations and practices in engineering to ensure sustainability and eco-friendliness and to understand the specific labor market needs and required skills. Three in-depth analyses would be done by all partners in WP2. Also at least one national meeting will be organized in each of project partners’ country and one international meeting by working group.
<b>Tasks</b>	<p><b>Task 2.1. In-depth analyses of the overall situation in modular house engineering and building sector in each partner country and impact of VET on the sector –</b> preliminary analyses have already been done in the project’s preparation phase by all partners involved. It allowed to define needs of each partner and set common objectives of the project. An in-depth analysis will approach these questions:</p> <ul style="list-style-type: none"> <li>• <b>VET status</b></li> <li>• <b>Market needs</b></li> <li>• <b>Latest innovations and technologies with a focus on sustainability and eco-friendliness</b></li> </ul>

	<p><u>Task will be managed by the KNAUF.</u></p> <p><b>Task 2.2. At least two national level meetings in all countries of the project (+ national level meetings for Quality Assurance WP6):</b></p> <p>a) <b>To meet with all relevant stakeholders (scientists, teachers, building experts, entrepreneurs, public bodies, VET systems etc.) and to discuss issues in Modular house sector, unemployment among young people and VET impact on the sector. How to make VET more relevant to real market needs in modular house sector?</b></p> <p>b) <b>To meet with all relevant stakeholders (scientists, teachers, building experts, entrepreneurs, public bodies, VET systems etc.) and to present test results from 1 Year VET curricula and to discuss various issues regarding 4Year VET.</b></p> <p>Task management: Each partner will be responsible for organizing these national meetings in it's country (by December 2015 and second-June/July, 2017).</p> <p><b>Task 2.3. Extended working group's (including various experts, teachers, some entrepreneurs etc.) meeting in Austria in February, 2016</b> with aim to discuss development process and see in reality implementation of VET in engineering of modular houses in Austria- their advantages and challenges.</p> <p><u>Task will be managed by Education consulting &amp; Employment agency in Austria.</u></p> <p><b>Task 2.4. 1<sup>st</sup> international working group's meeting in January, 2016 in Latvia</b> – the meeting would let us to understand better the situation in engineering of modular houses in each of the project's countries (results from in-depth analysis and national meetings will be presented) and would also let us to create a road map for development of 1 and 1.5 Year VET in engineering of sustainable and eco-friendly modular houses and also for 4 years VET.</p> <p>Task management: <u>project coordinators and volunteers from Ogre Technical School will organize a meeting (informing, booking hotel, taking responsibility of accommodations etc.). Ogre Technical School will be responsible for making report from meeting.</u></p> <p><b>Task 2.5. Creation of project road map</b> for development of VET in engineering of sustainable and eco-friendly modular houses, basing on the results from analyses and results of national meetings.</p> <p><u>Task will be managed by BFW.</u></p>
<b>Results</b>	<ul style="list-style-type: none"> <li>• Organization and coordinating of work on researches, including 1 national meeting in each of project's partner country</li> <li>• Report on the in-depth analysis</li> <li>• Report on 1<sup>st</sup> working group's meeting in Latvia in January of 2016</li> <li>• Development of the project's roadmap</li> <li>• Management Plan of the Intellectual Outputs</li> </ul>
<b>Estimated Dates</b>	<b>September 2015- February 2016</b>
<b>Lead Organisation</b>	<b>Ogre Technical School and Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg</b>
<b>Participating Organisations</b>	All

<b>Title</b>	<b>WP 3. Development of education curricula</b>
<b>Description</b>	At this stage the 1 and 1.5 Year VET curricula will be developed, based on previous analyses, results from international meeting, road map and consultations with relevant stakeholders. Partners will work very intensive to develop above- mentioned VET and promotional materials for students of Secondary schools, <u>entrepreneurs</u> etc. One extended working group's meeting will be held in Austria mainly to share

	<p>experience how already developed VET work in reality and what are their challenges regarding labour market. Also one international meeting will be held in Latvia with aim to evaluate results from development process of 1 and 1.5 Year VET. Researchers/teachers and technicians will be mainly involved in this process as well as experts from private sector. Promotional activities would be started already in <b>January (2016) when local Secondary schools in each partner country will be informed on development process of 1 and 1.5 Year VET as well as some promotional materials (mainly brochures and information in partners home pages, networks, social networks and local media) will be distributed to make students interest to join for testing 1 Year VET.</b> Private sector - SIA JuN - will be involved in the promotional activities to show <b>real VET connection with real market needs and to rise students interest.</b></p> <p>Though accreditation of VET is not obligatory asked within Strategic Partnership projects, we will start communication with public bodies responsible for VET accreditation immediately after project start date. These authorities with regulatory functions will be regularly informed about the development process and the quality of VET will be monitored all the time, therefore, securing successful accreditation process for 1 Year VET.</p>
Tasks	<p><b>Task 3.1. Development of 1 and 1.5 Year VET in engineering of sustainable and eco-friendly modular houses</b> Leading partner will be Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg and Karincia -responsible for VET's quality control.</p> <p><b>Task 3.2. Development of marketing (promotional) strategy, including promotional materials, internet resources etc.</b> Though Karincia will be in charge for this activity, all partners will be involved.</p> <p><b>Task 3.3. Engineering and building one eco-friendly and sustainable modular house in each of the country were testing of 1 Year VET will be implemented (Latvia and Germany). The houses will be built as a result of 1 Year's VET and going to be devoted to the local community (negotiations regarding devotion with local municipalities will be started already in September of 2016)</b> Two houses will be built in total. Ogre Technical School and Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg will be responsible for this task.</p> <p><b>Task 3.4. Symbolic ceremony of devotion of built modular houses in Latvia and Germany (summer of 2017).</b> <u>Ogre Technical School and Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg will be responsible for this task.</u></p>
Results	A developed 1 and 1.5 Year VET curricula
Estimated Dates	<b>January 2016 - June 2016</b>
Lead Organisation	Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg
Participating Organisations	All partners
<b>Title</b>	<b>WP 4. Testing and accreditation of curricula</b>
<b>Description</b>	At this stage, the 1 Year VET will be tested and accreditation gained. VET will be implemented in Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg and Ogre State Technical School. The group in Latvia will consist from 15 students and in Germany -20 students.

<b>Tasks</b>	<p><b>Task 4.1. Communication with legal authorities of accreditation in Latvia and Germany-</b> accreditation process in Germany usually takes more time than in Latvia, therefore as a result will be at least 1 accredited 1 Year VET curricula during the project period Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg will be in charge.</p> <p><b>Task 4.2. Implementation of 1 year vocational education programme.</b> Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg and Ogre Technical School will be in charge.</p> <p><b>Task 4.2. Keeping communication with all partners informing about middle results of testing, organizing online evaluations etc.</b> Ogre Technical School will be in charge.</p>
<b>Results</b>	1 accredited 1 Year VET curricula in at least 1 of the country (Latvia or Germany) <b>(by July/August of 2017)</b>
<b>Estimated Dates</b>	<b>July/August 2016 - August 2017</b>
<b>Lead Organisation</b>	Ogre Technical School and Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg
<b>Participating Organisations</b>	Karincia - quality assurance control

<b>Title</b>	<b>WP 5. Development of further curricula</b>
<b>Description</b>	At this stage the 4 Year VET will be developed based on the results from 1 Year VET implementation, based on short-term joint staff training in Germany and various recommendations from teachers, students, entrepreneurs and other relevant stakeholders. Along with development of 4 Year VET, education materials will be developed for VET staff, students and experts from private sector as well as various publicity materials for this target group, please see WP 8 and DIOR section in project's application form.
<b>Tasks</b>	<p><b>Task 5.1. Creation of 4 Year VET curricula:</b> The Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg will be in charge.</p> <p><b>Task 5.2. Organizing short-term joint staff training in Germany for 5 days</b> The Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg will be in charge.</p> <p><b>Task 5.3. Development of pedagogical materials for VET staff, students and experts from private sector.</b> The Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg will be in charge.</p> <p><b>Task 5.3. Development of various promotional materials</b> Ogre Technical school will be in charge.</p>
<b>Results</b>	4 Year VET, educational and promotional materials
<b>Estimated Dates</b>	<b>July 2017- May/June 2018</b>
<b>Lead Organisation</b>	The Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg.
<b>Participating Organisations</b>	All

<b>Title</b>	<b>WP 6. Quality Assurance (quality plan)</b>
<b>Description</b>	Activities set in WP6 are one of the mains which lets us to control the quality of the project and quality of the developed programmes, materials etc. By the involvement of large scale partners from private, public and regulatory sector in various above-mentioned activities, we are going to ensure that the developed vocational education programmes are based on EQAVET.
<b>Tasks</b>	<b>Task 6.1 National meetings with various stakeholders from private, public and regulatory sector.</b> <b>Task 6.2 Communication with legal public authorities in the development process of the 1 year vocational education programme and also in the implementation process with aim to get an accreditation for the programme.</b> <b>Task 6.3 Regular communication in all stages of the project with all partners and other stakeholders to ensure that created programmes are based on EQAVET.</b>
<b>Results</b>	Quality Plan consisting of quality principles developed and approved by all partners within the first 4 months of the project. Reviewed, updated in organizational meetings.
<b>Estimated Dates</b>	<b>September 2015- September 2018</b>
<b>Lead Organisation</b>	<b>ECEAA Education consulting &amp; Employment GmbH</b>
<b>Participating Organisations</b>	All partners will follow the quality of VET.

<b>Title</b>	<b>WP 7. Evaluation</b>
<b>Description</b>	Evaluation process as well as quality assurance activities are very important for successful project's implementation. We are going to organize evaluation activities (at internal and external level) in all phases of the project to ensure the quality of the project and to ensure that the aims set in application will be reached at the end of the project. We will have an evaluation before and at the end of each international activity as well as we will have separate evaluation activities (online).
<b>Tasks</b>	<b>Task 7.1 Online evaluations between working group members will be held once a month in all project implementation period and afterwards.</b> <b>Task 7.2 Two international meetings (working group) in January, 2016 and June, 2016 with aim to evaluate in-depth analyses, evaluate preparation process etc. and evaluating results from development of 1 and 1.5 Year VET curricula and to discuss coming testing process.</b> <b>Task 7.3. Regular communication with partners and other stakeholders.</b>
<b>Results</b>	Evaluation before project, during and by the end of the project.
<b>Estimated Dates</b>	<b>September 2015 - September 2018</b>
<b>Lead Organisation</b>	Ogre Technical School
<b>Participating Organisations</b>	All

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<b>Title</b>	<b>WP 8. Dissemination and Exploitation of results (DEOR)</b>
<b>Description</b>	Publicity activities will be started before project ends. For example, before launching 1 year's vocational education programme in September of 2016, students in each of school and university will be informed. All partners will disseminate project results through their home pages, networks and social networks. The biggest challenge will be to "sell" the new programme to students. Therefore a lot of work will be devoted to explain the benefits of the programme and its links with real market needs. Also educational materials developed for VET staff, students, and other experts will be promoted as a novelty in the industry.
<b>Tasks</b>	<p><b>Task 8.1 Information brochures and programme description of 1 year vocational education programme. The same will be done for other programmes as well.</b></p> <p><b>Task 8.2 Conference in Latvia (June, 2018)</b></p> <p><b>Task 8.3. Spreading new programmes through European International Studies Association (EISA).</b></p> <p><b>Task 8.2 Making two doors-open-days in Ogre Technical School and The Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg. One before 1 and 1.5 Year vocational education programme and other- before other 4 Year VET.</b></p> <p><b>Task 8.2. Two modular houses will be devoted to charity. In Latvia and Germany will be organized public event where this modular house will be devoted. All partners at national level will be involved. This event will serve also as a good advertisement for the new programmes developed within this project.</b></p>
<b>Results</b>	Final conference (June, 2018)
<b>Estimated Start Date</b>	<b>February 2016 – September 2018</b>
<b>Lead Organisation</b>	Ogre Technical school
<b>Participating Organisations</b>	All partners

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<b>Tasks</b>	<p><b>Task 8.1 Information brochures and programme description of 1 year vocational education programme. The same will be done for other programmes as well.</b></p> <p><b>Task 8.2 Conference in Latvia (June, 2018)</b></p> <p><b>Task 8.3. Spreading new programmes through European International Studies Association (EISA).</b></p> <p><b>Task 8.2 Making two doors-open-days in Ogre Technical School and The Vocational Advancement Service of the Association of Construction Industry of Berlin-Brandenburg. One before 1 and 1.5 Year vocational education programme and other- before other 4 Year VET.</b></p> <p><b>Task 8.2. Two modular houses will be devoted to charity. In Latvia and Germany will be organized public event where this modular house will be devoted. All partners at national level will be involved. This event will serve also as a good advertisement for the new programmes developed within this project.</b></p>
<b>Results</b>	Final conference (June, 2018)
<b>Estimated Start Date</b>	<b>February 2016 – September 2018</b>
<b>Lead Organisation</b>	Ogre Technical school
<b>Participating Organisations</b>	All partners