

## NEWSLETTER Nr. 5

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Rome, 14<sup>th</sup> December 2009

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### OUT-IN: Concluding activities – Transfer

The project untitled **OUT-IN: Organizing, Using and Transferring Innovation** has been concluded last 14<sup>th</sup> December 2009, just one month later in relation with the final date expected, because of the approval of one month extension for project activities from the side of Italian National Agency. After Experimentation activity, the **Phase of Final Adjustment of Self-Training Course Prototype** has been set up, from linguistic, technological and content point of view, taking into account the feedback with participants of the courseware experimentation.

The Transfer of model has only happened in national contexts of Latvia and Italy, unlike experimentation activity, where all countries represented in the project were involved. According to *Work Plan* approved by Italian National Agency, preparatory sessions were carried out in Italy and Latvia as well, pointed to the Transfer activity.

In fact, Italia did this activity on 17<sup>th</sup> and 18<sup>th</sup> November 2009 in Palermo, by welcoming 22 participants, whereas Latvia, because of organizational reasons, divided his participants into

two working groups in different dates, 12<sup>th</sup> and 13<sup>th</sup> November 2009 respectively, so that the same preparatory session was happened twice. About 50 participants came to both preparatory sessions in Latvia.

The objectives of preparatory sessions consisted on presenting aims, development of transfer activities (scheduling, methods and ways of interfacing with support coach) and outcomes expected from the Phase of Transfer.

During the progress of preparatory sessions, a framework of courseware was showed, which is structured in 4 languages (Greek, Latvian, English and Italian) and just difficulties implied in it have to be highlighted, especially as far as the use of different fonts from Latin alphabet (Greek and Latvian). The structure of course is composed by modules, divided into training units. Each training unit is made by a lesson designed under both “PowerPoint” and “pdf” patterns respectively, last one containing handouts of the training unit. Both files can be downloaded. Moreover, last updating made on the courseware platform were showed: the introduction, the Glossary and Links area. To conclude, each module contains a Final module test and the platform counts upon the fulfilment of a Final Test.

On the other side, we must underline that the main aim of this courseware is more pointed to disseminate his contents than to register his outcomes (outcomes of tests fulfilled by each user, number of mistakes done, number of users visiting the platform, etc.).

Regarding the updating and the adjustment of courseware uploaded on the Courseware Platform, there is the user Guide Manual (worked out to satisfy the requirements collected in Satisfaction and Evaluation Questionnaires provided at the end of Experimentation activity) and on the other side there are documents related to Lifelong Learning

Programme (LLP) – Call for Proposals 2010, issued by ISFOL, where changes have been made as regards previous issues.

Preparatory sessions have also been the occasion to show the New Lifelong Learning Programme (LLP) – Call for Proposals 2010, explaining characteristics, changes, priorities and deadlines to submit application forms.

As far as transfer methods is concerned, it has been suggested participants to check if their learning improved in relation with the Phase of Experimentation, through filling in tests of courseware.

Moreover, tutoring and support of projects experts has been carried out, who have played a key role in this phase of the project, by providing assistance and by supporting the drafting and elaboration of the future project proposals, developing in this way an active and fluent communication through e-mail as interface tool.

On the other side, satisfaction and evaluation questionnaires have been provided in this phase to participants and tutors as well, in order to evaluate and to know the satisfaction level towards the Transfer activity.

With regard to the expected outcomes of this concluding Phase of the project, that is the characteristics and the proofs structure of transnational mobility project proposals, preparatory sessions have been useful to show, to explain and to describe the contents of a Form-Pattern arranged that will be used for each project proposal worked out.

Always speaking about the expected outcomes and as an example to provide clues and advices about how to draft a mobility application form, preparatory sessions were the occasion to introduce and to describe mobility experiences already concluded.

Apart from describing changes and showing characteristics of the New Call For Proposals, preparatory sessions have had a practice character, through exercising in the drafting a project proposal. Consequently, all participants were involved and worked into small groups of 2 or 3 persons, in order to identify project ideas to be introduced in a Brainstorming. In any case, the reference work document was the *Pattern-Form aimed to draft an application form of transnational mobility*, as well as the Official Application Forms – Mobility 2009.

After this exhaustive work, *Matching* between project ideas and LLP Sub-programmes was made. Potential project ideas have been identified in Latvian and in Italy too.

Last stage of session consisted on a summary about support services and scheduling, by providing concluding recommendations and information about how to draft and to submit an transnational mobility application form, some of them are below emphasized:

- The use of a clear language, always respecting the terminology used by LLP Agency, in order to avoid ambiguity and confusion that could be a reason of not approval towards the application form;
- EUROPASS Certificate: to decide if it will be applied or not, though it is advised to use it to become a habit, as it will become obligatory later;
- Accuracy to select partners
- In depth reading of texts and handouts provided by the courseware.

To conclude, project ideas identified and chalked out in this Phase of the project will be uploaded on the Web Platform, in to an *ad hoc* area.

For being always updated about the project,  
please, visit our Website:

[www.outinproject.net](http://www.outinproject.net)

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## Events: Final Conference in Rome 14<sup>th</sup> December 2009

In the framework of **OUT IN** project partnership, **Final Conference** was held in Rome (venue: "Hotel H10") last 14th December.

**Final Conference** counted upon the active participation and the logistic support of Italian partner called IIS VIA DON MINZONI, as well as the participation of the other partners of the project: MCG, ITCG J. DEL DUCA, TRUST (Italy), Valsts izglītības satura centrs (State Education Centre) – VISC (Latvia), OAKE EUROPE (United Kingdom) and ENIAIO KEK NOMOY KYKΛAΔΩN (Greece).

Furthermore, in order to guarantee a waste visibility to outcomes and outputs, Final Conference arranged the participation and speeches of representatives from ISFOL – Italian National Agency; on the other side, beneficiaries of the project (teachers and educational institutes staff, trainers, principals, administrative staff) also attended to this event, that has tried to meet the agents from the labour and the training contexts.

**Final Conference** has meant the concluding event of the project, aimed to disseminate outcomes/outputs achieved and worked out. For this occasion, about **2000 copies of CD Rom containing the definitive version of prototype self-learning training course and the user Guide Manual** in all languages of partnership (Italian, English, Latvian, Greek) were printed. Some of copies were allotted to participants of the Conference and the remaining ones will be submitted to the project partners for the purposes of being spread in the respective national and local contexts of each country represented in the project.

The day session was focused on 5 main subjects:

- Speech of Italian National Agency about European mobility (priorities, focus, information and suggestions about how to draft an European mobility application form, aspects to be evacuate, valorization);
- Introduction and sharing of outcomes concerning the Transfer in Italy and Latvia;
- Presentation of **CD-ROM** regarding the definitive **Courseware Prototype** about how to plan European mobility projects, together with the User Guide Manual;
- Sharing of mobility project proposals in Italy and Latvia, aimed to be submitted as mobility applications in the framework of European Lifelong Learning Programme 2010;
- Round table, as important opportunity for partners to share face to face the activities carried out, outcomes achieved, difficulties detected throughout the project and the dissemination of the project outcomes in the respective National contexts.

## Let's participate in OUT IN project now

*If interested in participating in testing and/or applying for the activities in the area of self-education provided by our project, please contact us:*

**Italy - MCG Soc. Coop.**

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