

Activity plan

Approx. starting date	Activity/Mobility description	Destination country (for mobility only)	Which partners involved
08-09/2009	<p>1. Research of the existing practices of the competence based guidance in the European partner countries.</p> <p>The purpose of the research is to collect the good practice examples from all the project partner countries in the field of vocational education and training and vocational guidance seeking to find out about the frequent competence based guidance practices. The research will be performed in each partner country individually.</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
09/2009	<p>2. Gathering of all the good practice examples from each of the project partner country.</p> <p>Gathering of the good practice examples from each of the project partner country will help to create a thorough summary on the good practice examples of the competence based guidance in European partner countries. The responsible partner will also deliver a thorough summary of the existing practices to other project partners.</p>	-	Spain
10/2009	<p>3. Analysis and selection of the good practice examples of the competence based guidance in the European partner countries.</p> <p>The purpose of the analysis and selection of such practices will be later on used to prepare the recommendations for the creation of the competence based guidance manual. Analysis and selection will be performed by each project partner individually.</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
11-12/2009	<p>4. Preparation of the recommendations for the competence based guidance manual.</p> <p>The purpose of this activity will be to prepare the needed recommendations using the good practice examples for the competence based guidance manual, to prepare the suggestions for the creation of the competence based guidance manual.</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
12/2009	<p>5. Preparation of the questionnaire to the target group (drop-outs and those at risk of dropping out).</p> <p>The creation of the questionnaire will be prepared in order to measure the specific demands of the project trainees. The</p>	-	Lithuania

	questionnaire will be delivered to each institution's/organization's representatives to be provided to their drop-outs and persons at risk of dropping out. The responses of the questionnaire will be used in creation of the recommendations to the competence based guidance manual.		
12/2009	<p>6. Questionnaires delivered to the target group (drop-outs and those at risk of dropping out) in Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, and Spain.</p> <p>Lithuania sends the final version of the questionnaire to the partners and each of the partners makes sure to provide their target group with the questionnaire. The analyzed questionnaire results are being brought to the first international meeting in Lithuania.</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
01/2010	<p>7. International meeting in Lithuania.</p> <p>Meeting agenda. During the international meeting in Lithuania all the partners (2 representatives from each country) will:</p> <p>7.1. Get acquainted with each other and the Lithuanian institution, its work methods;</p> <p>7.2. Review the good practice examples provided by all the partners;</p> <p>7.3. Overview the progress of the activities performed previously;</p> <p>7.4. Share their experiences and initiate relevant discussions;</p> <p>7.5. Work on the prepared recommendations;</p> <p>7.6. Check the questionnaire results of the target group;</p> <p>7.7. Draw the guidelines for creating the competence based guidance manual.</p> <p>7.8. Election of the Steering Committee;</p> <p>Participants of the meeting – 2 representatives from each European partner country, 3 local consultants from Lithuania, 5 drop-outs and/or persons at risk of dropping out.</p>	Lithuania	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
01-02/2010	<p>8. Consultations with local consultants for the creation of the competence based guidance manual.</p> <p>The purpose of this activity is to consult with local practitioners on the competence based</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain

	guidance and to further develop the competence based guidance approach.		
01-02/2010	<p>9. Creation of the Moodle learning system.</p> <p>The purpose of this activity is to make a web learning environment to assure the effective communication and cooperation of all the partners in the project. The Moodle system will serve as a basis for sharing each other's ideas, over viewing project progress, sharing the necessary files and documents, discussing about the project issues.</p>	-	Finland
03/2010	<p>10. International meeting in Finland</p> <p>Meeting agenda. During the international meeting in Finland all the partner institutions/organizations (2 representatives from each institution/organization) will participate. Finland will take care of the active participation of its local consultants and 5 members of the target group.</p> <p>10.1. Getting acquainted with the Finnish partner (organization, work methods)</p> <p>10.2. Presentation of the Moodle learning environment (all partners get their log in codes), explanation of the relevant use of the system, training;</p> <p>10.3. Overview of the progress of previous activities (consultations with local consultants);</p> <p>10.4. Discussions about and corrections of the guidelines for the creation of the competence based guidance manual;</p> <p>10.5. Drawing the final guidelines and summarizing the final recommendations for the competence based guidance manual</p>	Finland	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
03-04/2010	<p>11. Creation of an interim report form for a project work group and its local consultants performed by Austria.</p> <p>The purpose of this interim report form is to evaluate individually by each project country the work of each country project group and the local consultants. This will give the partnership and the Steering Committee a thorough view on the activity progress, indicate the quality aspects of the partnership activities, show the areas of concern, etc.</p>	-	Austria

03-04/2010	<p>12. Consultations with local consultants for the creation of the competence based guidance manual.</p> <p>The purpose of this activity is to consult with local practitioners on the competence based guidance and to further develop the competence based guidance approach</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
04/2010	<p>13. Delivering of the interim report form (for a project work group and its local consultants) to other project partner institutions/organizations.</p> <p>Austria sends the interim report form to all project partners.</p> <p>Each partnership country makes sure to provide the interim report form to their work group and the local consultants and to later on systematize the answers.</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
05/2010	<p>14. International meeting in Estonia</p> <p>Meeting agenda. During the international meeting in Estonia all the partner institutions/organizations (2 representatives from each institution/organization) will participate and Estonia will assure the active participation of its local consultants and 5 members of the target group.</p> <p>14.1. Getting acquainted with the Estonian partner institution, its main work methods;</p> <p>14.2. Overview of the responses of the interim report form from each partner country (presented by the Steering Committee)</p> <p>14.3. Overview of the progress of previous activities (consultations with local consultants);</p> <p>14.4. Overview of the guidelines and recommendations for the creation of the competence based guidance manual;</p> <p>14.5. Starting creating the competence based guidance manual, part I (common description of the competence based guidance and a thorough presentation of the competence based guidance approach).</p>	Estonia	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
05-06/2010	<p>15. Consultations with local consultants for the creation of the competence based guidance manual.</p> <p>The purpose of this activity is to consult with local practitioners on the competence based</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain

	guidance and to further develop the competence based guidance approach related to the discussed aspects and issues of concern during the recent international mobility visit.		
05-06/2010	16. Creation of the interim report form for the project trainees (drop-outs and those at risk of dropping out). The purpose of this interim report form would be to learn early what the project trainees have achieved and gained during the project, has the project attained their satisfaction with the project, have their specific needs were reached and satisfied, etc.	-	Estonia
06/2010	17. Delivering the interim report form for the project trainees (drop-outs and those at risk of dropping out) to all the partner countries, which provide this form to their regional trainees (drop-outs and those at risk of dropping out).	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
07/2010	18. International meeting in Austria. Meeting agenda. During the international meeting in Austria all the partner institutions/organizations (2 representatives from each institution/organization) will participate. Austria will take care of the active participation of its local consultants and 5 members of the target group. 18.1. Getting acquainted with the Austrian institution, its work methods; 18.2. Overview of the target group responses to the recent questionnaire (report form) in each partner country; 18.3. Overview of the progress of previous activities (consultations with local consultants); 18.4. Continuing the creation of the competence based guidance manual (developing the competence based model with consideration of the relevant guidance methods).	Austria	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
07-08/2010	19. Consultations with local consultants for the creation of the competence based guidance manual. The purpose of this activity is to consult with local practitioners on the competence based guidance and to further develop the competence based guidance approach related to the discussed aspects and issues of concern during the recent international mobility visit. 19.1. Developing the competence based	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain

	guidance manual individually (starting applying it to own national/regional standards and regulations, relevant contexts, etc.).		
09/2010	<p>20. International meeting in Germany</p> <p>Meeting agenda. During the international meeting in Germany all the partner institutions/organizations (2 representatives from each institution/organization) will participate. Germany will take care of the active participation of its local consultants and 5 members of the target group.</p> <p>20.1. Getting acquainted with the German partner, its main work activities and methods;</p> <p>20.2. Overview of the progress of previous activities (consultations with local consultants);</p> <p>20.3. Overview of the each country's adaptation of the competence based guidance manual process to own context, regulations, VET and guidance systems, etc.</p> <p>20.4. Continuation of the competence based guidance manual creation (creating the basis for the practical training to be included in the competence based guidance manual), for instance, various exercises, simulation tasks, etc.</p>	Germany	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
09-10/2010	<p>21. Consultations with local consultants for the creation of the competence based guidance manual.</p> <p>The purpose of this activity is to consult with local practitioners on the competence based guidance and to further develop the competence based guidance approach related to the discussed aspects and issues of concern during the recent international mobility visit.</p> <p>21.1. Finalizing of the various practical approaches to the competence based guidance manual;</p> <p>21.2. Sharing the ideas with the rest of the partners.</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
10/2010	<p>22. Providing the interim reports to own National Agencies.</p> <p>Each participating institution/organization will provide interim reports to its own National Agency.</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
10/2010	23. International meeting in the Netherlands.	The Netherlands	Lithuania, Estonia, Finland,

	<p>Meeting agenda. During the international meeting in the Netherlands all the partner institutions/organizations (2 representatives from each institution/organization) will participate. The host organization will take care of the active participation of its local consultants and 5 members of the target group.</p> <p>23.1. Getting acquainted with the Dutch partner, its main work activities and methods.</p> <p>23.2. Overview of the progress of previous activities (consultations with local consultants);</p> <p>23.3. Sharing the final considerations of the practical approach of the competence based guidance manual;</p> <p>23.4. Drawing the guidelines for further theoretical approach of the competence based guidance manual;</p> <p>23.5. Evaluation of the current quality of the competence based guidance manual by each project partner.</p>		Germany, Austria, the Netherlands, Spain
11-12/2010	<p>24. Consultations with local consultants for the creation of the competence based guidance manual.</p> <p>The purpose of this activity is to consult with local practitioners on the competence based guidance and to further develop the competence based guidance approach related to the discussed aspects and issues of concern during the recent international mobility visit.</p> <p>24.1. Incorporating the theoretical framework in the competence based guidance manual</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
11-12/2010	<p>25. Creation of the final evaluation of the project results form for measuring the expected impact on participating institutions/organizations performed by Lithuania.</p> <p>25.1. Discussions with other partners.</p>	-	Lithuania
11-12/2010	<p>26. Creation of the final evaluation of project results form for measuring the expected impact for the project trainees (drop-outs and those at risk of dropping out) performed by the Netherlands.</p> <p>26.1. Discussions with other partners.</p>	-	The Netherlands
11-12/2010	<p>27. Creation of the final evaluation of the</p>	-	Germany

	<p>project results form for measuring the expected impact on the project practitioners performed by Germany.</p> <p>27.1. Discussions with other partners.</p>		
01/2011	<p>28. International meeting in Spain.</p> <p>Meeting agenda. During the international meeting in Spain all the partner institutions/organizations (2 representatives from each institution/organization) will participate. The host organization will take care of the active participation of its local consultants and 5 members of the target group.</p> <p>28.1. Getting acquainted with the host organization, its work methods, trainees, tools and instruments, relevant models, etc.;</p> <p>28.2. Overview of the project progress, evaluation;</p> <p>28.3. Finalizing the competence based guidance manual;</p> <p>28.4. Overview of the final evaluation forms for measuring the expected impact on the participating institutions/organizations, trainees, and practitioners.</p>	Spain	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
01-02/2011	<p>29. Consultations with local partners on the final end product of the partnership, corrections, discussions with partners, translation into own languages.</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
03/2011	<p>30. Project follow-up report</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
03/2011	<p>31. International meeting in Lithuania.</p> <p>Meeting agenda.</p> <p>31.1. Overview of the final competence based guidance manual, final evaluation.</p> <p>31.2. Sharing the final evaluation forms that measure the expected impact on participating institutions/organizations, project practitioners, and project trainees, final evaluation.</p> <p>31.3. Creation of the project dissemination plan, sharing ideas, discussing.</p>	Lithuania	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
04/2011	<p>32. Seven placements of the competence based guidance manual on websites of each participating institution/organization in</p>	-	Lithuania, Estonia, Finland, Germany, Austria, the

	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, and Spain.		Netherlands, Spain
04/2011	33. Distribution of the competence based guidance manual to all interested VET and vocational guidance institutions/organizations at the local and national level in Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, and Spain. The planned number of distributions for each project partner is at least 5.	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
04/2011	34. International meeting in Austria. Meeting agenda. 34.1. Overview of the competence based guidance manual in the web, making suggestions for further opportunities in order to spread the project end product to even a larger population (regionally and internationally); 34.2. Overview of the distribution of the competence based guidance manual to all the interested parties: discussions, suggestions, consideration for further actions. 34.3. Creation of the seminar program (a part of the project dissemination plan) for the practitioners and trainees.	Austria	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
05/2011	35. Collection of the final evaluation forms (in total, three of them) by the project Steering Committee, making the analysis and producing final response results.	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
05/2011	36. Training seminars for the practitioners including the drop-outs and those at risk of dropping out in Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, and Spain. The planned number of the training seminars of the practitioners and the drop-outs and those at risk of dropping out – at least three per each partner country.	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain
06/2011	37. International meeting in Germany. Meeting agenda. 37.1. Overview of the project dissemination results. 37.2. Preparation of the suggestion/recommendation/guideline for the continuation of project results and the use of project end products: transfer to further LLL program, developing individually, integrating the	Germany	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain

	competence based guidance manual into institutional/organizational environment.		
07/2011	38. Final reports to the National Agencies of each participating country.	-	Lithuania, Estonia, Finland, Germany, Austria, the Netherlands, Spain