

TRAINING DESCRIPTION FORM

TITLE OF THE TRAINING ACTIVITY (in the language of tuition - English):

TEACH, LEARN AND QUALITY for adult education

TYPE OF TRAINING ACTIVITY

TRAINING AIMED AT PARTICIPANTS RECEIVING :

- A GRUNDTVIG GRANT (ADULT EDUCATION)

TYPE AND ORIGIN OF THE TRAINING:

- COURSE
training resulting from an llp or previous socrates project (comenius, lingua, grundtvig, minerva)

LLP OR SOCRATES PROJECT NO. : SSP/07/CO/R3/13 and 2010-LDV-TOI-506

THEMATIC FIELD OF THE TRAINING

GENERAL IN-SERVICE TRAINING

- Pedagogy and didactics
- School improvement & quality evaluation
- School management, school autonomy
- Other general courses (Quality development and Educational quality)

LANGUAGES USED FOR THE TRAINING

MAIN LANGUAGE:

English

LANGUAGE VERSION(S) IN WHICH MATERIALS WILL BE PROVIDED:

English;

EDUCATION SECTOR OF THE TRAINING PARTICIPANTS

ADULT EDUCATION

- Adult education provider
- Second chance or remedial education
- Adult education for disabled persons
- Higher education institution offering outreach courses for adults
- Organisations working with migrant groups/ethnic minorities
- Centres for guidance, counselling or accreditation
- Other sectors of adult education

TARGET AUDIENCE

- Teachers (Pre-school, primary, secondary, vocational, adult, special needs)
- Teacher trainers
- Careers officers, educational guides and counsellors
- Inspectors
- Headteachers/principals/managers of schools/organisations offering adult education
- Other (Paid or voluntary) management staff in the institution/organisation
- Non-teaching administrative staff

- Members of students/teachers councils in adult education
- Other, namely: members of management and middle management

INSTITUTION ORGANISING THE TRAINING

NAME OF THE ORGANISATION: vzw Nascholing in het Katholiek Onderwijs

STREET AND NUMBER: Guimardstraat
1

POSTCODE: 1040 -

TOWN / CITY: Brussel

COUNTRY: Belgium

WEBSITE: www.nascholing.be

ORGANISER/S OF THE TRAINING:

PERSON 1: Wim Simoens

TEL NR: +32 486 628 748

FAX NR: ---

EMAIL: wim.simoens@vsko.be

PERSON 2: ---

TEL NR: ---

FAX NR: ---

EMAIL: ---

FULL DESCRIPTION OF TRAINING CONTENTS

IN THE LANGUAGE OF THE TRAINING: (EN)

Preparation The participants will prepare a brief case study of an intervention they want to analyse. To do so, we will provide a template. Secondly, they will fill a questionnaire meant for mapping the situation of the participant. Both will serve as starting point for the participants portfolio which will gradually built up during the course. The portfolio will enable the participants to write at the end of the course, their own approach for the implementation of a quality plan.

Each participant will receive access to the Teach, Learn and Quality SharePoint, a closed e-learning environment of the course. This SharePoint contains material and publications, the participant can use at the pre-course stage.

Objectives Quality care is a key point in European lifelong education and one of the priorities of policy makers and educational authorities. This international course aims at answering the questions of how to start and implement a quality management plan. By setting up a quality system, adult education institutions will gradually improve their self-reflection and self-steering capacity.

The seminar provides knowledge, methodology, insights and skills to set up such a quality system. It also offers guidance on how to create the needed quality awareness. At the same time it focuses on internal strategies to make the quality management plan operational. Thus the course aims to contribute to the empowerment of adult education institutions as learning organisations.

The participants will:

- develop an understanding of the structure of a quality plan;
- develop an understanding of the appreciative enquiry method used to empower teams in setting up and implementing a quality system;
- acquire a number of skills and competences in setting up a quality system;
- learn about strategies to introduce, implement and sustain a quality system;
- be able to customise and develop supporting instruments and tools for evaluation, self-evaluation and measurement of educational processes;
- expand their understanding of new teaching and learning methods to obtain higher educational quality;
- gain insight and develop strategy in setting up cooperation between adult education institutions and the surroundings;
- pick up ideas from other countries which they can incorporate and transfer into their own practice;
- develop their portfolio, in order to structure new ideas and insights;
- write own action plan on the setting up of the quality system.

- Methodology** The guiding methodological principle of the course will be 'practise what you preach'. Among other things, this means that the methodology of the course is based on the constructivist learning principle and the methods of cooperative learning. This allows active and interactive participation, as a result of which participants will be able to integrate new knowledge, understanding and skills into their existing repertoire.
- We aim at mixing the nationalities by forming multinational groups, allowing better and enhanced exchange of new ideas and insights.
- Further we will also form working groups, accordingly the situation of the adult education institution. This situation is mapped during the preparation, the participant made before the course started.
- Methods that will be used are: role play, jig saw, inner-outer circle, discussions, pare and share, two/four/eight, individual and plenary working sessions, presenting a theoretical input by teaching and peer teaching, personal reflection moments, presentation to peer groups, discussion with peer group, ...
- During a work session, we will have contact with an international peer group of teachers/trainers and members of management teams through videoconferencing or Skype.
- The portfolio will act as a mean to structuralize the reflection and lead the participants towards their own action plan.
- Follow-up** A SharePoint will be put at the disposal of participants as e-learning environment. This will enable them to keep in touch with tutors and with other participants after the course. It will also enable them to download relevant documents that will be posted on this e-learning environment and be informed of future initiatives and developments in the area. The SharePoint includes a digital library with publications in several languages on the content of the course.
- This SharePoint is to be seen as a dynamic instrument that creates peer networking. The participants can put questions on the forum, start discussions and exchange their produced material.
- On the SharePoint we will create a folder for daily evaluation. This data can be used by the participants as part of their course evaluation.
- After the course, the tutors will provide further support on the SharePoint and will help and direct where needed.
- During the course we motivate the participants to register on Skype and exchange their "skypename". This way they can contact each other very easily to discuss progress and produced work after the course.

PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

IN THE LANGUAGE OF THE TRAINING:

Sunday, 27th May (14:00 – 19:00)

Welcome, practicalities

Ice breaking activity

Course overview

Course Objectives

Working with the portfolio

Defining own starting position, starting from preparatory tasks

Key note : Broad vision on quality and education, education in the future, challenges for today and the EFQM-model.

Monday, 28th May (09:00 – 12:30 and 13:30 – 16:30)

PDCA-cycle and IMVR-cycle: theoretical input and case study

Quality management in education

How to choose processes

How to define and choose indicators

How to measure educational quality

Tools for data collection

Personal synthesis and portfolio work

Tuesday, 29th May (09:00 – 12:30 and 13:30 – 16:30)

Appreciative Inquiry Method

Methods for evaluation and self-evaluation

How to prioritise

Writing an action plan

Cooperative learning: theoretical input by role play, case study and quality assurance strategy

Project work: theoretical input by role play and quality assurance strategy

Personal synthesis and portfolio work

Wednesday, 30th May (09:00 – 13:00 and 14:00 – 16:00)

In-Company-Classes: theoretical input, case study and quality assurance strategy
How to implement new learning and teaching methods: case study and quality assurance strategy
Personal synthesis and portfolio work

Thursday, 31st May (09:00 – 12:30 and 13:30 – 16:30)

Team dynamics and communication: theoretical input and portfolio study
Summary and synthesis
Presentation to and discussing with international peer group
Reflection, synthesis and portfolio work

Friday, 1st June (09:00 – 11:30)

Portfolio: action plan and evaluation
Follow up tasks and contact possibilities: Skype, SharePoint, ...
Course evaluation

TYPE OF CERTIFICATION OF ATTENDANCE AWARDED

IN THE LANGUAGE OF THE TRAINING:

Europass Mobility Certificate + for Portuguese participants Almadaforma: CCPFC University of Minho

ENGLISH:

Europass Mobility Certificate + for Portuguese participants Almadaforma: CCPFC University of Minho

INFORMATION ON COURSE SESSION/S

SESSION 1

SESSION ID: 43728

DATE OF START: 27/05/2012

DATE OF END: 01/06/2012

TIME OF START: 14:00

TIME OF END: 11:30

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

STREET AND NUMBER:

Av. Aliança Povo MFA, edificio EPA

NAME OF HOST INSTITUTION:

Escola Profissional de Almada

POSTCODE:

2800-253

TOWN / CITY:

Almada

COUNTRY:

Portugal

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

Wim Simoens, course director

TEL NR:

+32 486 628 748

FAX NR:

EMAIL:

wim.simoens@vsko.be

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

Wim Simoens (course director, BE): MSc Engineer, Postgrad. Languages, Postgrad. School Management, in-service trainer and pedagogical advisor. He started as science teacher, taught didactics and technology at University College and was pedagogical principal. He has a broad experience in European projects.

Jos Van Thienen (trainer, BE): PhD Languages, in-service trainer and pedagogical advisor. He started as language teacher, became a member of management team . Now he introduces and monitors self-evaluations and change processes.

Jesús Cuadra Solís (trainer, SP): MSc, PhD student, studied also in Eastern Europe and is technology teacher and is specialized in didactical methods. He participated in European projects on didactics and quality care. Now he collaborates with the Catalan Ministry of Education in a project on school quality.

Ara Hayrabedian (trainer, Fi): BSc Electronics and Computer Engineering, BA Edu, was a teacher and coordinator involved in international projects. Now he is the head of the international coordinators of the North Karelia Municipal Education and Training Consortium. He gathered field experience in management and quality care in international companies, where he

specialized in the Middle East and Arab countries.

Jos Loridan (trainer, BE): MSc Engineer, is general principal of 3 vocational schools and a centre for adult education. He started in several international companies. He was technology teacher for 8 years and during 6 years trainer in a centre for adult education. As principal, he initiated educational reform and the introduction of a quality system.

Peter van de Moortel (trainer, BE): BA Edu, is principal of a primary school. A job he combines with trainer in change management and internationalisation at the IST Centre Eekhoutcentrum. He was member of the Comenius Network "Treasure Within" and coordinates the "Forum for the Future".

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:	36
FEE IN € FOR ACCOMMODATION AND MEALS :	610.00 (Accommodation & all meals)
COURSE FEE IN € (TUITION AND MATERIALS):	750.00
CANCELLATION FEE IN € (WHERE APPLICABLE):	680.00

CANCELLATION RULES:

Cancellation later then 27/04/2012 results in a cancellation fee of € 1000.00. Cancellation between 1/04/2012 and 27/04/2012 results in a cancellation fee of € 680.00. If the organisers cancell the course, they reimburse the already paid amount to the beneficiary.

PROVISION FOR SPECIAL NEEDS: Yes

DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):

Contact the course director for arranging the needed provisions (hotel access, diet, ...)

SPECIAL REMARKS:

Participants need to bring a laptop with modern software and possibility for internet connection.
No dependents, nor pets allowed.
