



EU Project TRAIN

**Minutes of the  
4<sup>th</sup> Partner meeting  
13<sup>th</sup> of April – 16<sup>th</sup> of April 2008**

**Venue: ANLCI, 1 place de l'Ecole, Lyon**

**Participants:**

Elie Maroun	Agence nationale de lutte contre l'illettrisme – ANLCI, France
Helen Murphy	Waterford Institute of Technology (WIT), Ireland
André Schlaefli	Schweizerischer Verband für Weiterbildung SVEB, Switzerland
Klitos Symeonides	Cyprus Adult Education Association – CAEA, Cyprus
Monika Tröster	German Institute of Adult Education, Germany
Natalija Zalec	Slovenian Institute for Adult Education, Slovenia

**Welcome:**

Marie-Therese Geffroy, Director of the ANLCI, welcomed the participants.

**Introduction**

The minutes of the previous meeting were approved.

**Short review on the project**

**News and activities:**

**Elie** shortly presented the national meeting on Information and communication technologies (ICT) in May, completely linked to the TRAIN project.

**Klitos** presented the group with the project of a carry on of the project with a Grundvig III course with the modules *[to be completed by Klitos, I do not have reliable notes]*

**Andre** explained the Swiss situation: there will be a development of the courses for the German and French parts: a university course for the German part and a course for various people for the French part (Lire et Ecrire). There is money for research, and they need time for implementation.

The modules are to be connected with the TRAIN module.

As the Swiss organisation is an umbrella organisation, there are difficulties to establish a person in charge of the testing of the modules.

**Helen** raised the question on what this project will bring to Ireland? How to map it with an Irish project? And how to map each module to a national map? How much work does it represent? This is a topic which is important to raise for the final conference. How do we link it (shall we link it) to the “Agreement of Bologna”?

**Natalija:** pointed out the difficulty to get a group together for the module piloting due to delay of public tender of ESF that cause that new courses for new literacy teachers have not started yet. The old literacy teachers have already attended similar program about project learning during their basic training for literacy teachers.

She raised the question of the accreditation for the people who do the module. She suggested considering the possibility of creating TRAIN certificate for the participants who have already attended in module and further on for all of them who might be involved in particular module in the future.

**Monika:** The Ministry of Education has a new programme, focusing on 4 topics (research, counselling, workplace literacy, professionalisation). DIE is involved in various projects and in research. There are a lot of requests regarding the TRAIN project. There was an opportunity to speak about TRAIN in Hamburg during a Unesco LLL institute conference.

Concerning the workplace literacy, Helen asked how to move up one level and to have an impact on safety. For example, according to statistics, Ireland have to move one level up 500.000

Natalija points out that it is difficult to implement that programme because it is too long and employers are not interested in such a long programme.

#### **External 2<sup>nd</sup> interim evaluation report:**

The report recommends more communication.

It pointed out delays in handing back national reports.

Helen told how upset she was with the report concerning the delay of her work. She mentioned that she was ill and she had all the required certificates if needed, and as she prefers a high standard quality of the work being handed out, she preferred to give her report late. It is mentioned by the group members to rewrite that part of the evaluation report.

Everyone agrees on having a common structure and a common procedure.

#### **Project Product: Modules:**

All the modules are/should be on the web site.

Every partner presents his/her module:

#### **Testing of the Module : experiences and findings**

**The Cyprus Module :** The module testing took place over 3 days ( Friday afternoon, Saturday and Sunday), with 10 participants (literacy teachers and Educational Centre tutors) The goal was to give the tutors confidence and a higher self image

The main topics were :

- Group dynamics
- Intercultural learning
- Learning methodology (learning environment, definition of Literacy, literacy and basic education, teaching principles)

The evaluation of the module by the participants was very positive, though the technical part was not appreciated.

*Revision of the module : the number of hand outs in limited time should be reduce*

**The German Module** : the module testing was a 2-days seminar, with 11 selected participant among 30 ( it was difficult to choose)

Challenge: counselling as a person centred approach.

For this module, there were pre-requisites, some participant expected “recipes”, exercises were appreciated, and participants

*Revision of the module : an additional role-play will be integrated, there should be more case studies and less exercises on non-verbal communication.*

**The Irish Module:** The module was piloted with practitioners, teachers, managers and researchers. The testing lasted over 2 days and with 9 participants. It has 8 different sessions with various content and methodology on marketing and marketing for literacy.

According to the evaluation of the module, it was well received and thought useful.

Participants appreciated the variety of methodologies.

*Revision of the module : it should last over 3 days. Interrogation on the level of the module (level 6?)*

Question on the adequacy of such a module on “social marketing” for basic trainers ?

**The Slovenian Module** : 4 participants are involved. It was very difficult to find group of the teacher in elementary school for adults to participate in piloting Module 3 because most of them are part time employed and do their in-service training as a part of their full time job – teachers in the youth elementary school. Some of the teachers are retired and are not motivated for learning new approaches either. There has been another problem too – namely most of the schools have already planed in-service education for their teachers in that time thus weak motivation for participating in piloting module 3 is also consequence of this fact. 4 extra meetings of 5 hours are planned. (module : 24 hours)

Target group : teachers in elementay school for adults with special interest to get acquainted with new teaching approaches-

**The French Module** : Subject of the module : ITC; target group : trainers and volunteers, 15 participants to the testing.

The testing started with the presentation of a learning project, then there was a phone interview, a phone conference, a critical reading, a two day face to face session and then the implementation of the knowledge, and in the end every participant put their activity in their classes. In parallel, there was an exchange Forum to build a community. The final session was running a virtual class.

Participants appreciated the alternate between face to face and distance training, as well as the flexibility of the ITC tools.

### **Further development of the common concept and framework**

Key points concerning the presentation of the modules :

- Addition of references (+ short description regarding the content)
  - Essential references
  - Supplementary references
- Question of the copyright
- How to use the material
- What is the level which the participants are at ?
- Guidelines for modules (format)
- What level is the module targeted at ? (Bologna Agreement)
- Timed agenda for the module

- Summary of overall evaluation (2 pages of each module with example and key comments)
- Add an overall evaluation to all the modules (for the Commission)
- How to translate “**counselling learning**” in French?

## **Finalization of the project :**

### **Project product : handbook**

#### **The framework of the Module**

Introduction

References ?

1. Rational and objectives
2. aims
3. description of target group
4. description of the content
5. teaching and learning methodology
6. outcomes
7. key learning points and recommendations
8. level of the module (Bologna agreement)

References?

#### **Programme**

Agenda for the module (1 page overview)

Detailed work plan (landscape)

Guidance

Sample project work (exercises, case studies, forms, templates, questionnaires, guidelines...)

The TRAIN toolkit: further material for the website (cross curriculum aspects, intercultural aspects)

An overall summary should be added, with background information

**The French partner mentioned that there isn't a French short term to translate “learning counselling”. He will be propose one for the French speaking countries**

#### **Timeline:**

<b>What</b>	<b>Who</b>	<b>When</b>
Revision of draft / finalizing	All partners	English version : end June Local language version : 30 <sup>th</sup> June
Selection of exercises (templates)	All partners	30 <sup>th</sup> June
Selection of handouts	All partners	June 30 <sup>th</sup>
Good practices examples Sample project work Sample for train toolkit for website	All partners	June 30 <sup>th</sup>
<b>Translation of the others modules in local language</b>		End of July

The group wonder if it was realistic to have the book ready for September?

25 pages per module (x4)

Monika: production of a general introduction

All the modules will be translated into English and into all partner's local languages

### **Compendium:**

To be done: analyses regarding the profile of competencies and a general analysis in June by DIE and SVEB

## **The final conference**

**Title:** Professionalization of Literacy and Basic Education: European Trends

### **Draft programme:**

10:30h           Arrival with coffee  
11:00h           Welcome speech: Prof. Nuissl von Rein, DIE  
11:15h           Keynote speech: Alan Smith (European Commission)  
11:35h           TRAIN presentation  
                  Plenary session, chaired by Elenor Haase  
                  Open session: Poster presentation of modules

### **Workshops:**

1. Competences : "Core competences in literacy tuition
2. Career, accreditation and quality : "career development professionalisation and accreditation for literacy and basic skill education practitioners"
3. The learning challenge for the literacy practitioner
4. European Commission policy development for literacy and basic education

### **Timetable**

For partners: arrival 31<sup>st</sup> August

Meeting on 1<sup>st</sup> September

Conference 2<sup>nd</sup> September

Meeting on 3<sup>rd</sup> September morning

Departure 3<sup>rd</sup> September afternoon

### **Conditions:**

- It might possible for partners to invite colleagues (2 per country)
- Start 2/09/08 for German, Belgian, Dutch people.
- Possible arrival on 1<sup>st</sup> September for those coming from far away, Departure: 3<sup>rd</sup>  
⇒ Stay 2 nights

### **Final report:**

The final report is to be sent to Brussels in January, and will be based on all reports, results and products.

The external evaluation will be an annex to the final report

### **Dissemination:**

#### **Newsletter and website:**

- What contribution from the partners for the newsletter?
- Next letter will be about the Modules: ½ a page per module, 2 modules per letter.

- Links: each partner must send 5 links with a 2 line description in mother tongue **(before 30/04)**.
- Dates for implementation in Switzerland will be announced very soon.

### **Monitoring:**

The partners' attention was raised on the importance of filling the forms carefully because they will be used to produce the final report.

Codes for the TRAIN website:

<http://www.die-bonn.de/train/english/> (access for all people)

internals: Benutzername (user name): basic

Kennwort (password): 4NxredW

### **Reflection on the meeting:**

#### **Feedback:**

Klitos : the professionalisation work among partners as well

Helen : a clearer vision on the final product. Uniformity is important

Natalija : can see the connections and the common points among five modules, the only drawback is to always be short of time.

Elie : has a good idea on all the modules. It is now clearer on the delivery of the final document.

André : it is a well structured project, it is a new field in Switzerland. Notices the lack of time to implement European projects ( 2 years is too short)

Monika : a lot has been done. Interesting to have a fresh view on the project.

#### **Gundvig III: Dissemination activity**

Application deadline is in May.

3 or 4 modules

Attractive title (not too restrictive)

### **Open session with French experts:**

Presentation of 6 experts involved in professionalisation who produced a skill map.

It is an occasion to share ideas about the profile of competences and to have a window on the French situation and to have a critical view from European partners.