Partners

Leonardo Project Visit Activity Report

This activity report is intended to give the National Agnecy an up to date overview of project progress and expenditure in the 1st half of your project. please complete fully, giving brief information on each topic.

You should return the completed activity to the National Agency at least two week in advance of the project visit.

Organisation Name	The Learning Machine Ltd
Project Name	International Grades - Open Technologies
Project Number	UK/09/LLP-LdV/TOI-250
Date	

Section 1: Project progress

A. Is the project on schedule? what activities have been carried out so far?

WP1	Management co-ordination and financial control OCT 09-SEPT 2011	Start up meeting October 12th 2009. Establish Project Board and Project Office with appropriate communication channels and software management systems mailing list, skype, web site collaborative technologies. Learn project requirements

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		from documentation provided by the NA. Set up financial systems and expectations of partners, gathering information, providing support and remedial training to partners where necessary in relation to overall project management. Meeting with Pedagogical adviser in Germany to agree contract and provide comprehensive briefing. Provide end of phase interim report including financia	

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		l summary with recommendations for action to Project Board. Second project meeting in Prague. Third project meeting in Sofia. Dealing with the UK regulators, agreeing 4 additional EQF referenced qualifications beyond those planned in the project. Act on recommendations from interim reports and the report of the Pedagogical Adviser approved by Project Board. Financial control and audit	

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		using transparent data collection via the website. Continue to provide general professional support related to the innovation being transferred and the technical skills and knowledge needed to use the collaborative technologies for project management. Provide tech support as required. Ensure budget cash flow is on target to be accurate for the year end.	
Set up financia	Assessor Training OCT 2009	Provide initial on-line training course for assessors followed by centralised training of Assessor Trainers in Sofia at initial meeting combined with project management meeting in order to maximise	

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l systems and expectations of partners, gathering information, providing support and remedial training to partners where necessary in relation to overall project management. Meeting with Pedagogical adviser in Germany to agree contract and provide comprehensive briefing. Provide end of phase interim report including financial summary with recommendations for action to Project Board.		efficiency and contextualise the management overview in the key players. Trained 2 assessor trainers from each of BG, RO, ES, CZ. Subsequently each new assessor trainer trains a minimum of 15 assessors during the next year (delayed due to regulators not finalising the assessment criteria but can be brought back on track by the end of the year). Additional training provided using internet to level up the capability in using collaborative technologies. Variable skills across partners. On-line Moodle Course for Assessors transferred to Drupal by Spanish partner to make it more accessible. regular up dates with regard to the assessment criteria and methods. The Assessor training follows the training programme agreed with the UK regulators. We use a combination of technological and human methods because both have strengths and weaknesses and training is through regular contacts and answering questions as well as formal meetings. The combination is usually more powerful than either alone.	

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Second project meeting in Prague. Third project meeting in Sofia. Dealing with the UK regulators, agreeing 4 additional EQF referenced qualifications beyond those planned in the project. Start up meeting of partners, establish Project Board and Project Office with appropriate communication channels and software management systems mailing list, skype, web site collaborati			

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ve tech noogies . Set up financia l system s and e xpectat ions of partner s, gathe ring inf ormatio n, provi ding support and remedi al training to partner s where necess ary in relation to overall project manag ement. Meeting with Pe dagogic al adviser in Germ any to agree contrac t and provide compre hensive briefing . Provide end of phase interim report includin g financia l summ ary with recom mendat ions for			

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on via the web site. Continue to provide general professional support related to the innovation being transferred and the technical skills and knowledge needed to use the collaborative technologies for project management. Provide tech support as required. Ensure budget cash flow is on target to be accurate for the year end. Start up meeting of partners, establish Project Board			

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Ensure budget cash flow is on target to be accurate for the year end. WP2			
WP3	Research and needs analysis to establish centres OCT 09-SEPT 2011	Desktop research complete, statistical information gathered from official sources such as national statistics and Eurostat. Research visits to partners complete. Online questionnaire devised, tested, translated by partners to all project languages + German. The questionnaire akready has had over 1500 respondents and initial analysis shows that internet based training is the most valued and that preferred learning styles are of the type that the INGOT pedagogy supports. Analysis of full data will take place before the end of phase 2. Survey remains open for new entries until Jul 15. Lated data will be used as informative or trend depicting tool.	
WP4	Documentation and community support OCT 09-SEPT 2011	Audit web site for improvements (Results 4, 2, 12, 1) Design on-line handbook template (Result 3) Produce new on-line handbook with links to relevant information (Result 3) Interim report (Result 7) Production of a new handbook based on revised and extended qualifications that are designed to match the newly established UK Qualifications Credit Framework and therefore the EQF. Transfer of the handbook to the web site and making appropriate links between criteria and keywords and supporting information. eg linking assessment criteria to the National Occupational Standards of the relevant countries. Supporting users in forums and providing leadership for community participation. Production of end of phase reports to the Project Board for each phase and acting on any feedback. Audit web site for improvements (Results 4, 2, 12, 1) Design on-line handbook template (Result 3) Produce new on-line handbook with links to relevant information (Result 3) Interim report (Result 7) Web site audited in conjunction with pedagogical advisor. New front page, new methods of ensuring that the users can login to the correct site. Video help on-line to support training and as an aide-memoire. Enhanced language translation facilities. Produced new off-line/on-line handbook with links to relevant	

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		information. Needs some modifications and review due to changes in the criteria by the regulators and the inclusion of 4 additional qualifications but this will be completed by the end of year 1. Provision of community support through fielding queries, improving technical support for users through a new Drupal module written to the project requirements. Views and tighter integration between the awards and learner web sites. Audit web site for improvements (Results 4, 2, 12, 1) Design on-line handbook template (Result 3) Produce new on-line handbook with links to relevant information (Result 3) Interim report (Result 7) Production of a new handbook based on revised and extended qualifications that are designed to match the newly established UK Qualifications Credit Framework and therefore the EQF. Transfer of the handbook to the web site and making appropriate links between criteria and keywords and supporting information. eg linking assessment criteria to the National Occupational Standards of the relevant countries. Supporting users in forums and providing leadership for community participation. Production of end of phase reports to the Project Board for each phase and acting on any feedbac
WP5	Translation and Localisation OCT 09-SEPT 2011	Translated e-learning materials, all assessment criteria for the Awards site. The research questionnaire was translated to partner languages and German. Some additional language translations eg assessment criteria in Portuguese, Polish and Malaysian beyond the original plans. Some aspects of translation delayed by the time to get the assessment criteria finalised but re-organised to get back on track. The handbook has now been finalised for translation and will be completed on schedule before the end of year one.
WP6	Training manual in open systems OCT 09-March 2011	The research has been gathered for the Open Systems manual and a start made on using it to provide on-line training and the basis of a manual for teachers. Sctructure has been completed, information is now being poured in.
WP7	Developing supporting e-learning resources OCT 09-SEPT 2011	Review of the NWLG units resulting in a decision to originate our own supporting e-learning materials Support units for Bronze units has been completed with on-going review and start on support for Silver. In comparing to the proposal - 16 units of work have been completed. - We have developed 8 new games supporting the Bronze criteria and created 8 manuals with guidelines for programming, supporting the Gold criteria. All these units are translated with the addition of German beyond the initial proposal. We are also collecting links on national videos about e-safety to support the use of Internet (UK, SP and CZ are ready) Work has now

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		started on development of the new units supporting the Silver criteria. Deadline 30th September 2010gbnhFamiliarise with NWLG units (Results 5, 10, 12) Support units for Bronze 3 Unit 1 and 2 completed (Results 5, 10, 12) Inteim report (Result 7) Deadline 31st March 2010 Phase 2 Support for Silver Units 1,2,3,4,5 complete (Results 5, 10, 12) Interim report (Result 7) Deadline 30th September 2010
WP8	Quality Assurance and Certification Trials OCT 09-SEPT 2011	This was scheduled for mainly the second year. Some planning has taken place but the certification trials have had to wait until the assessment criteria were finalised and translations and training completed. The planning work will be completed this year and trials started in September.
WP9	Publicity and Dissemination	Designed flyers and brochure, produced them in English, awaiting translation. attended the BETT show in London January 2010 and the SSAT Achievement show at the Emirates Stadium in London. A lot of initial work done with regard to networks. INGOT project publicised on the ADAM database, Facebook, LinkedIn, NAACE mailing lists. Local publicity with photos in local news with Euro MP Malcolm Harbour in the UK and Tamworth MP. Publicity to through direct communication with the UK Regulators and

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		Sector Skills Council Regular e-mail shots to all the schools in England established. This can be replicated but needs all the translations in place to follow up. CZ: publicity of the project on company website and press release through the press portals with direction to schools. Publicity on web sites supporting using the open source with huge number of daily visitors (www.linuxexpres.cz [1], www.liberix.cz [2]). Communication with the Czech Research Pedagogical Institute and Association of IT Teachers - the meetings are planned after the end of the translation process. BG: publicity and awareness raising in various specialized online and printed media. More at http://theingots.org/community/impact [3] ES: we have designed and printed folders and leaflets for INGOT's publicity, the kind of publicity we show and deliver on exhibitions and fairs to disseminate the project and let more and more sdudents and trainers know about Ingot Certificates and its courses in IT. We also are in close contact with the Spanish Confederation of Teaching Centres (CECE) in order to increase the number of teaching centres (schools, academies...) in which we can advertise and promote INGOT, and pubilshing articles and adverts in CECE educational magazine, both national and regional magazine. Also contacting biligual centres, since translation into Spanish and different laguages is still in process to start carrying out the courses. We are establishing a new googlespreadsheet as well to determine and define the different exhibitions, fairs and congresses the group has already attended or is going to attend soon. You can also find further information about the project in the company website: www.agifodent.es [4]

B. Have there been any changes to the project activities or partnership? *if yes, how do they impact on the project?* Are there any changes envisaged in the future?

No changes to the partnership. Some re-organisation to cope with the delay in finalising the criteria. Impact is minimal on the proposed outcomes. We have added a considerable number of things in addition to the original proposal. Translation support on the two main web sites is new such that there is no need for technical knowledge to translate key information. Additional translations have been provided in German, Portuguese, Polish and Malaysian. 4 new qualifications will be accredited referenced to the EQF. A new pilot project has been started in Kenya.

C. How is the project management and partnership working? How well are your partners responding to their allocated tasks?

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All partners are committed and enthusiastic about the project. There has been a steep learning curve because of the innovation in both pedagogical terms and technical methods. All partners have responded well to this and learning is on-going. Despite some problems with the delay of the criteria we are on-track with the deliverables. Additional work beyond the project specification will continue and we expect to deliver considerably more than originally planned.
D. Please confirm you are on schedule to achieve the results stated in your application form (as stated below)? if there are delays, please state reasons.

R1	Establishment of INGOT moderation centres	On schedule
R2	Assessor trainers trained and accredited	On schedule
R3	production of assessor handbook	Complete - just requires translation
R4	30 new promotional/informative web site pages	Complete - overall the web site now has in excess of 13,500 pages
R5	e-learning resources	On schedule
R6	open systems reference manual	On schedule
R7	evaluation report interim year 1	Complete
R8	evaluation report final	On schedule
R9	qualifications accredited by at least one additional national goverment	Completed with 4 additional qualification in process
R10	3 related web sites localised in 5 languages	Rationalising to two web sites for better user experience. All web site labels translated. Additional languages.
R11	business management policy document	On sche

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	tailored for each country	dule (Year 2 target)
R12	3000 learners certificated in trials	On sche dule (Year 2 target)
R13	5 dissemination conferences/workshops	2 confer ences at tended at least 3 planned for next year

please comment on the transfer process to date
The key factors in the first year of the transfer process are modifying the assessment criteria and qualification pedagogy to reference to the EQF, training and language translations. This is nearly complete and then the focus next year is to continue training and run the certification trials. These require the first years work before they can go ahead. Finally the partners need support to set up self-sustaining businesses so that the transfer is sustainable when the grant funding ends. Despite some minor reorganisation due to regulatory delays, the transfer process plan is on schedule.
E. How do you monitor your project (financial and administrative monitoring systems)?
Financial monitoring takes place in accordance with the NA guidelines and the partner agreements. Partners understand that the outcomes are the key focus and that further payments are dependent on delivery of agreed outcomes. The project web sites and collaborative technologies are used to record time spent and travel and subsistence budget is allocated in line with the application. Each partner must then produce the agreed deliverables within budget. There are regular checks but formal phase reports every 6 months.
F. What are the main dissemination and exploitation activities that have been carried out by the partnership.

http://theingots.org/community/impact [5]

Details can be seen from this link. These will build further with the main dissemination and exploitation activities planned for Year 2.

G. Do you have any issues you would particularly like to discuss at the visit?
Nothing specific.

Section 2: project expenditure

A. Financial management

How are project finances managed? - Who manages the process? How frequently are expenditure checks carried out? Please include frequency of collection of invoices, how you check if costs are eligible.
The project website is used to record time spent and travel and subsistence. It is clear and transparent for all partners to see what the budgets are in each work package. Partners log their time and costs against each work package. Time and costs are then transferred into the Interim Report Financial Tables. Financial monitoring takes place in accordance with the National agencies guidelines. Rosemary Lynch manages the process. Expenditure checks are easy to do via the information recorded by each partner on the website so this is an ongoing process. Checks are made on copies of receipts, boarding cards, invoices etc after each partner meeting when these items are collected. Costs are checked against work packages and also against the Agreement with the National Agency document Part B Financial Provisions, if there is any doubt then the National

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Agency is contacted directly.
How are finances recorded?
The company finances are managed in Sage Line 50. The partners all record their costs on the website against the work packages. The project finances are recorded on a spreadsheet they are also recorded on The Interim Report Financial tables which have been found to be a very usefull tool in recording and evaluating the financial progress of the project. A bank statement for the companies Euro account is received every month and this is checked against expected movements in the account on the project spreadsheet.

B. Financial Progress (spend against budget to date)

	Contractual budget (euro)*	Amount already spent (euro)	% already spent
A. Operational direct costs			
1. Staff costs	221,850.00	74,269.62	33.48%
2. Travel & subsistence	72,509.00	16,437.33	22.67%
3. Equipment (up to 10%)			
4. Subcontracting (up to 30%)	36,190.00	6,000	16.58%
5. Other	14,918.00	2588.60	16.58%
Total direct costs (A)	345,467.00	99,339.15	28.76%
B. Indirect costs (up to 7% of A)	24,182.69	43.60	0.18%
Total project expenditure (A+B)	369,649.69	99,339.15	26.87%

*Please use the figures given in your (yellow bound) agreement with the National Agency or any approved contract amendments. Rembember that your contractual budget is the total budget including Leonardo and match funding.

C. Details of bank transfers between the contractor and partners**

N.	**Partner name**	**Amount (Euro)**	**Date of payment**	**Currency**
P1	Forumul Cetatenesc/ Romania	9,370.98	04/01/2010	Euro
P2	Agifodent/ Spain	14,486.34	15/01/2010	Euro
P3	Euroface/Czech republic	7,138.39	04/01/2010	Euro
P4	Traning Center/ Bulgaria	7,528.90	04/01/2010	Euro
P1	Forumul Cetatenesc/ Romania	4,674.59	10/05/2010	Euro
P2	Agifodent/ Spain	7,232.27	10/05/2010	Euro
P3	Euroface/Czech republic	3,558.30	10/05/2010	Euro
P4	Traning Center/	3,753.55	10/05/2010	Euro

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	Bulgaria			

** Please note that you will need to provide a copy of each bank transfer during the project visit.

D. Financial Records

Please confirm whether your project uses a euro account	yes
Please confirm that you are using the exchange rate from the date the most recent pre-financing payment was paid into your account.	yes
Are you aware of the policy that your partner organisations use regarding subsistence rates? (i.e. actual costs or daily rate)	yes
Do you have evidence of a tendering process for a relevant subcontracting agreements?	N/A
Equipment costs are depriciated over 36 months (unless your organisation runs a different policy)	N/A

Source URL: https://theingots.org/community/Activities

Links
[1] http://www.linuxexpres.cz
[2] http://www.liberix.cz
[3] https://theingots.org/community/../../impact
[4] http://www.agifodent.es
[5] http://theingots.org/community/impact

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