SAFE Meeting Berlin January 29th 2011

Agenda

1. WP1 - Management systems (UK)

Mostly these are now functional through the web site, forums and Google.

2. WP1 - Certification Technology (UK)

This is in place now but will need testing in each language once all the criteria are fully translated

3. WP2 - Assessor training (UK)

We will do some updates now.

4. WP2 - On-line assessors course (UK)

Training process is contributing to the specification for this

5. WP3 - e-learning support for listening (CZ)

Need to finalise for translation CZ liaison with ES

6. WP4 - Brochure translation (DE/ES)

Finalise the brochure and translate

7. WP4 - Translation of the criteria (ES)

Where are we up to and what needs doing next.

8. WP5 - Quality Assurance criteria (NL)

Need to agree these with external pedagogical adviser. Draw up format for phase reports.

9. WP6 - International frameworks (Ro)

Discuss and decide on priorities for information is needed from each partner

10. WP7 - Press release (DE)

Finalise the Press release, localise and translate.

11. WP7 - Coordinating channels (DE)

EuroMPs - UK meeting 4th Feb 2011

12. WP7 - Exhibitions/conferences (DE)

NAACE conference Reading UK - 15th -17th March 2011

13. WP7 - Brochure (DE)

Complete - check localisation

AOB:

Time: Start 9-00 am.

Present: As per the attendance register

Apologies: LP

Minutes:

1. WP1 - Management systems (UK)

Mostly these are now functional through the web site, forums and Google. IL went over the web site highlighting the facilities for editing pages, dding translations etc. The intention is to use the main /community/Safe page to manage the communication of project outcomes in a consolidated summary related to the planning presented in the original application. Links from here to Google spreadsheets and other pages will provide details by way of reports, meeting minutes and evidence. General discussions should be on the Safetoi mailing list with on-going records of work related to project outcomes recorded in the forums. Where more discussion is required on a specific topic, this should be in the forums rather than on the mailing list. Use the mailing list for short notices and quick general communications. If you need to attach files etc use the forums and send a message to the mailing list to say there is a new forum topic. You can subscribe to forum pages so that you get an automatic e-mail when someone up dates a forum or posts something new.

2. WP1 - Certification Technology (UK)

This is in place now but will need testing in each language once all the criteria are fully translated. All the criteria are now translated into each partner language ready for trials. Need to be careful about public availability until we have end-user feedback as translation has not proved entirely straightforward due to the precisionin the meaning of words.

3. WP2 - Assessor training (UK)

All partners need to ensure they have enough expertise to train further assessors during the trials and beyond. IL provide some further training in how the mark book works and the background to the P scales to reinforce earlier learing.

4. WP2 - On-line assessors course (UK)

Training process is contributing to the specification for this. A first draft will prioritise video examples of Pscale levels so that assessors can be familiar with the level of expectation. This will also help further quality assurance. We will continually re-visit the on-line support materials so that end-user feedback can be incorporated with a final version by the end of the project.

5. WP3 - e-learning support for listening (CZ)

Need to finalise for translation CZ liaison with ES. We probably need to be flexible about the scheduling of the actual activities since there needs to be time for evaluation and translation and we don't want to translate things before they have had time to go through the QA process. Developing multiple drafts and then evaluating modifying and translating will probably work better.

6. WP4 - Brochure translation (DE/ES)

Finalise the brochure and translate. The brochure is ready for translating, Bernhard and Manfred will distribute for translation.

7. W4 - Translation of the criteria (ES)

We can automate the production of web pages on the Drupal site from the Awards site. This means that once the criteria are translated on the award site there is no need to do the job again on the Drupal site. Please confirm that translation on the awards site is complete. If you have had problems we will sort them out here. We are just putting the learning outcome statements onto the award site so these will need translating. (Do NOT translate the criteria on the Drupal site (since we can do it automatically from the award site now !)

8. WP5 - Quality Assurance criteria (NL)

Need to agree these with external pedagogical adviser. Draw up format for phase reports. This needs a meeting between the WP leader, the project leader and the external adviser. Probably best to do this in Tamworth since two of the 3 are located there. From this meeting produce the definitive version.

9. WP6 - International frameworks (Ro)

Discuss and decide on priorities for information is needed from each partner. It might turn out that there is very little little in the way of national assessment for learners with Special Needs. Certainly as far as we know at this stage P scales are unique to the UK and even here there has never been any projects to use them for certification. If this turns out to be the case we can reduce the number of days allocated to that task and re-allocate them elsewhere.

10. WP7 - Press release (DE)

Finalise the Press release, localise and translate. Press release is available. Partners should use their discretion to put it out to generate the greatest impact.

11. WP7 - Coordinating channels (DE)

EuroMPs - UK meeting 4th Feb 2011. All partners need to consider how they can involve their MEPs. Initial contacts indicate that MEPs are likely to be supportive. There was a discussion about how to contact MEPs as different countries have different systems for MEP representation. It was decided that each partner should decide what was possible and the best method for them to contribute to the "political dimension".

12. WP7 - Exhibitions/conferences (DE)

NAACE conference Reading UK - 15th -17th March 2011, NASEN conference in the UK end of May.

13. WP7 - Brochure (DE)

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The brochure is now available - all partners to check localisation. We have a front page design and link to the assessment criteria on the community site at www.theingots.org/community/pscales [1]

IL then made further training available on an individual basis for any partner with specific needs.

Meeting closed at 1700

Source URL: https://theingots.org/community/SafeJan11

Links
[1] http://www.theingots.org/community/pscales