



## **Progress Report Form**

**Call: 2014**

**KA2– Cooperation and Innovation for  
Good Practices**

Erasmus+

### **General Instructions**

This report form is to be used by beneficiaries when the report is not triggering a further pre-financing payment but nevertheless is required as per the respective grant agreement with the NA.

### **Project Identification**

Action Type	Strategic Partnerships for Vocational Education and training
Project AgreementNumber	<b>2014-1-TR01-KA202-013221</b>
Project Title	<b>New Approaches to Strengthened Cooperation Facilities for VET Institutions and Labour Market-NecVET</b>
Beneficiary Organisation Full Legal Name (Latin characters)	CUBUK ILCE MILLI EGITIM MUDURLUGU
Contact Person (Title, first name, last name, e-mail address)	Mr Taner AŞÇI, <a href="mailto:cubukpkm@hotmail.com">cubukpkm@hotmail.com</a>
Reporting Period (dd/mm/yyyy – dd/mm-yyyy)	01-09-2014 – 01-09-2015

## Project Implementation

Please summarise the main developments in the project at this interim stage. Describe the activities already completed, the activities currently in progress and the activities to be organised for the remaining project duration.

Are the initial objectives, planned activities, identified targets and expected results being pursued, carried out and reached as initially planned? So far, have you encountered challenges or problems in implementing the project goals as planned? If so, what challenges or problems have you encountered? Please provide any relevant information considered necessary for a comprehensive overview of the current and further implementation of the project.

NecVET project focuses on sharing expectations and needs interactively between vocational education institutions and enterprises by generating new direct links and interconnections. The NecVET project aims to provide micro research study implementation in place of macro view in shaping educational policy. Moreover, NecVET project contributes by directing vocational education policy and its contents in collaboration with local and regional social actors and adopting standardization in VET by supporting EQAVET programme. Additionally one of the most important difference of NecVET project from others is the structure of the partnership that brings together local and regional actors at different levels such as: institution, association, vocational education center, enterprise, school and public research institution.

There is valuable cooperation and harmony between partner countries and sides. Following activities has been carried out by the Partnership of NecVET project in the first year:

Transnational Project Meetings:

- Organizing the kick-off meeting in Trikala (Greece) hosted by the 2<sup>nd</sup> Epal of Trikala as partner institution in the period 09-13 December 2014
- Project logo (O1-A1) that was presented during the project kick-off meeting in Trikala has been determined in collaboration with all partners in Greece meeting.
- Distribution of Tasks has been updated according to the partner countries suggestions and last situation of partnership.
- First draft of WEB page of NecVET project has been presented by responsible partner.
- Project leaflet and poster have been rearranged by responsible partner towards suggestions of partners.
- Two private enterprises have been visited by project team in order to see existing vocational situations in the region.
- Project managers have been shaped new tasks and responsibilities through a special meeting in Trikala.
- Some cultural activities have been carried out by means of host institution.
- Organizing second project meeting in Madrid (Spain) hosted by Confederacion Espanola De Centros De Ensenanza from 19-22 April 2015.
- The research study on the Existing Situation Analysis (ESA) (O2-A1) has been conducted with the aim of presenting the characteristic of the VET system in partner countries. The collection of data required for the analysis has required interactions with the Ministry of Education. The ESA reports has been presented during the second project meeting in Madrid (ES).
- An expectation questionnaire (EQ) to measure the expectation for Labour Market in partner countries related to output (O3-A1) has been delivered to 100 enterprise in 10

sectors. EQ's have been applied in following sectors:

1. Health - pharmacies, hospitals, health care services
  2. Electronics and electricity - Installation, system and mechanical fixing,
  3. ICT - graphic sector, network and internet hosting
  4. Textile - factories and selling shops
  5. Mechanics - Car and production machines fixing services
  6. Construction - Building, renovation
  7. Agriculture - production of food and its processing
  8. Tourism - restaurant, hotel, motel, touristic places
  9. Business and administration
  10. Cosmetics - hair cutters, skin care, make up, tattoo
- Project managers have been met and decided on next project missions declared in project workplan.
  - VET institutions in Madrid – Spain have been visited. VET system of Spain has been introduced in Tajamar school during visit of project team. Moreover workshops and classes in the school have been observed. Additionally Giner School has been visited and collaboration facilities with private sectors were introduced.
  - Host institution has organized some cultural events during project meeting.
  - Third project management meeting will be held in Poland.
    - Results of EQ analysis will be presented during this meeting.
    - Next project task called O3 and O4 will be evaluated.
    - First year of NecVET project and its affect will be discussed.

#### Project Management:

- The Expectation questionnaire (EQ) has been developed with participation of all partner institutions/organizations.
- Web site of the NecVET project has been designed as a dissemination tool. The web site is available at <http://www.necvet.eu>. The website collects all project information about project meetings and workplan.
- Social media is the most effective way to reach focus group and communities. So a twitter account has been registered for NecVET project. It's available at [https://twitter.com/Erasmus\\_NecVET](https://twitter.com/Erasmus_NecVET)
- Another dissemination tool is facebook which brings together millions of persons from all over the world. An official account has been registered on facebook. It can be seen on <https://www.facebook.com/ErasmusNecvet> . Images shooted in project activities are shared regularly in this official account.
- Project's objectives, strategies, activities and outputs have been intrduced in Spain in the context a workshop that covers local schools in Spain.
- School managers from VET institutions and teachers have been informed by coordinator at local level in Çubuk borough. About 20 school managers have attended this activity. They had chance to know project aims and provide their contribution to the research studies.
- Existing Situation Analysis (ESA) reports is being shaped as common version by the coordinator.
- Expectation Questionnire(EQ) results have been collected by Çubuk İlçe Milli Eğitim Müdürlüğü (coordinator) and are being analized by CNR-ITD from Italy. It will be presented during Poland meeting.
- All the activities have been completed on time; partners have worked in strict collaboration in order to minimize any delay.

The main activities that is in progress at the end of the progress report is the related to the output (O5-A1) aimed at determining existing vocational departments. In this activity the partnership is going to identify and compare already existing vocational departments in vocational institutions in each participant countries. Especially key competencies and minimum requirements that should be gained by trainer at the end of the training have been compared country by country. Finally common version of qualifications will be determined and published as Vocational Informatory Kits (VIK). These Kit's will be shared with VET institutions.

Project activities that will be carried out in the next year all partners will contribute to all project activities working in collaboration with the coordinator and other partners.

The preparation of the project's paper is final activity of NecVET project. A scientific paper that will be presented in international conference or symposium to maximize the dissemination of project results.

Fourth project meeting is in Italy. All projet activities will be evaluated and developed version of NecVET paper will be discussed.

Closing meeting for NecVET project will be held in Turkey. Host institution which is Çubuk District Directorate for National Education (Çubuk İlçe Milli Eğitim Müdürlüğü), will organize a comprehensive meeting that will bring together all sides of VET education in Ankara.

Project team did not encountered significant obstacle that may affect project objective and strategy. However project calender has been flexed sometimes when the partnership need more time to complete a task. But this situation did not cause to a disruption by means of effective collaboration among partner institutions.

How satisfactorily is the ensemble of project partners contributing to the realisation of the project?  
Have the distribution of tasks been adjusted since the application?

Has any change in the composition of partners been deemed necessary (as already communicated to the NA), or is any change planned at this stage?

Besides the project management activities already described, what other activities have you carried out using the budget awarded for Project Management and Implementation?

A project workplan and calender have been prepared by coordinator and shared with other partner organizations to get their opinions. All project partners have collaborated in the assigned activities of the project. The cooperation has been supported by the project coordinator periodically highlighting tasks and responsibilities. Partner countries have followed roadmap of NecVET project without any problem.

The most suitable ICT tools have been used to effectively handle the communications during the reporting period. In general, the project partnership is varied and well-balanced with respect to the competencies of each partner, thus provided an added value to the project.

Partnership structure is being saved just as declared in Grant Agreement. However legal representative of Greek partner has been changed. This unexpected case was shared with Turkish National Agency instantly. Greek partner was provided an official letter to inform coordinator institutions about this changing. This letter has been delivered to Turkish NA on time.

Cost of transnational meetings have been supported via Project Management and Implementation budget due to amount of mobility budget. On the other hand all project outputs will be published on paper and this budget will be used during this dissemination activity.

Briefly, which activities have you carried out so far in implementing the project to make sure that it is reaching its objectives and producing its results?

The main activities we have carried out to support the project in achieving its results in the reporting period in an efficient way can be resumed in the following list:

Administrative and financial management details are discussed periodically during transnational project meetings and/or via ICT tools. Partner countries have been encouraged to contact with the coordinator in case of any obstacle or questions they wanted to solve.

Dissemination of project activities with local institutions interested to project objectives. Within this context, effective collaboration mechanism has been constituted in local regions. Project team elaborated to preparing effective meeting agenda and workplan for project meetings to prevent any obstacle and overcome any difficulties. Additionally partner countries showed maximum care in participation to project meeting. Each partner organizations have been represented during management meeting. Almost each activities contains maximum participation of partners.

Project management meetings and manager meetings are organized regularly to save project objective and results. Project aim and strategy are revised periodically by project partners to be sure reaching project objectives. By this way partner institutions find available ambiance to declare their suggestions, questions and comments. Moment of this meeting is written down and transferred activity report. Decisions are signed by all sides of NecVET project. Beside of this, results aimed through NecVET project, will be disseminate in all partner countries as an outcome of collaboration.

## Other useful information

If relevant, please provide any other relevant information deemed necessary to give a comprehensive overview of the current implementation of the project.

NecVET project is going on its workprogramme determined at the beginning. Tasks and responsibilities have been carried out on time by partner institutions by means of their experiences. All project documents are saved in relevant folders by the coordinator. Only one handicap encountered during implementation of NecVET project is the number of needed documents. Thousand of pages have been saved in the folders due to number of outcomes and partners. All related documents are archived in related folders.

At the end of the first year of NecVET project, all targets and intellectual outputs seem still accessible. Project aims and outcomes will be carry out unless any obstacle does not impact working ambiance of the NecVET project.

## Beneficiary Signature

I, the undersigned, certify that the information contained in this progressreport form is accurate and in accordance with the facts.

Place: **Ankara**

Date (dd-mm-yyyy): **14/09/2015**

Name of the beneficiaryorganisation: **Çubuk İlçe Milli Eğitim Müdürlüğü**

Name of legal representative: **Mr Murat ASLAN**

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the beneficiaryorganisation (if applicable):