



### **Consensus document**

For the Erasmus+ Project CL4L Creative Learning for Life 2022-1-NL01-KA220-VET-000084999







### **Project identifiers:**

Project title:	Creative Learning for Life
Start:	1-11-2022
End:	30-04-2025

### Context:

Programme:	Erasmus+
Action Type:	Cooperation partnerships in Vocational Education and Training
Priorities:	Contributing to innovation in vocational education and training; Increasing
	attractiveness of VET; Increasing the flexibility of opportunities in vocational
	education and training
Topics:	Creating new, innovative or joint curricula or courses; Key competences
	development; New learning and teaching methods and approaches

### Introduction

The aim of Vocational Education and Training (VET) is to offer opportunities to develop knowledge, skills and competences that are relevant for current and future employment and for further learning. In the current systems, VET curricula are focused on knowledge, skills and competences which are essential in the labour market as they increase productivity and efficiency. Research shows that employers also value other skills and competences: students need to know how to behave, how to communicate, how to work in a team, how to manage their work time, etc. These kinds of skills refer to the sphere of Life Skills.

Developing Life Skills is an important factor in ensuring essential competences for all students. As recommended by the EU Council in 2020, VET has to be designed as an agile system in adapting to labour market changes. To do so, programmes should offer a balanced mix of skills, including Life Skills (2020/C 417/01).

Ensuring the attractiveness of Life Skills development, it requires more creativity in training that engage students in the whole range of Life Skills, by various learning strategies and by active participation of the student in his/her learning process.

In this project the partners work together to explore new opportunities to Life Skills development, to exchange current practices and to build up competences aiming for implementing non-





traditional pathways of learning through creative methods. Teachers should understand the range of Life Skills and the core elements of Creative Training. They gain innovative methods and materials which contribute to a more attractive VET.

### Aims

In this project the partners work together to explore new opportunities to Life Skills development, to exchange current practices and to build up competences aiming for implementing non-traditional pathways of learning through creative methods.

More specific the objectives of the project are:

- To understand the theoretical back ground, rationale of Life Skills Concept in VET and assessing these with students in VET;
- To increase the creativity capacity of the individual teachers through specific learning arrangements of various methods and techniques on creativity in teaching and training;
- To increase Life Skills development of students in VET;
- To validate various methods and techniques in Creative Teaching of Life Skills development to students in VET.

### **Project Partners**

In the project we have 8 partners: 3 VET-providers, 2 expert partners in Life Skills and 2 expert partners in Creative Teaching. Stichting REA College Pluryn, the applicant organisation, is responsible for the project management. With the cooperation of all partners, all expert partners are responsible for the production of Project Results. This is coordinated by All About Quality Consultancy (AAQC).

List of Project Partners			
No	Organization	Country	Role
PO	Stichting Rea College Pluryn (REA)	The Netherlands	Applicant / Partner Organisation VET-provider
P1	All About Quality Consultancy (AAQC)	The Netherlands	Partner Expert in Life Skills
P2	DOC SERVIZI SOC. COOP. (DOC SERVIZI)	Italy	Partner





			Expert in Creative
			Teaching
P3	Venetica Società Cooperativa		Partner
r J	Sociale (Venetica)	Italy	VET-provider
P4	Biotehniski izobrazevalni		Partner
F4	center Ljubljana (BIC)	Slovenia	VET-provider
P5			Partner
	TALLINNA MAJANDUSKOOL (TMK)	Estonia	VET-provider
P6	FORBUSINESS LIFESKILLS		Partner
P0	(4B-LS)	Italy	Expert in Life Skills
			Partner
P7	Croan Training & Coaching B.V.	The	Expert in Creative
	(CROAN)	Netherlands	Teaching

### Associated partners

In the project we have 7 Associated Partners. The associated partners commit themselves to support the dissemination and sustainable implementation of the project results by:

- providing feedback on project activities and results
- disseminating project outcomes

They will have access to:

- On-site Transnational Meetings (on invitation and own cost of travel and accommodation)
- Online project meetings
- The national multiplier event where the results of the project will be presented
- International closing conference
- Project results and the rights (no obligation) to test out these materials and to give feedback / recommendations to improve them.

List of Associated Partners		
Due Carrare	Municipality	Italy
a.f.g.p. Centro Bonsignori	VET-provider	Italy
СРІ	National institute for VET	Slovenia





APPACDM Coimbra	Special VET-provider	Portugal
University of Padova-Department FISPPA	Public University	Italy
Center Janez Lavec Ljubljana	Special Education Centre	Slovenia
VRC	Special VET-provider and Rehabilitation Centre	Lithuania
Vorumaa Kutsehariduskeskus	VET-provider	Estonia

### Impact

The Erasmus+ program pays a lot of attention to impact. According to Erasmus+, impact means: "the change that is achieved (partly) thanks to a project - for an individual, for an organization and for society".

The fundamental change, the CL4L project wants to contribute to, is an important indicator to evaluate the project. In the application, the aimed impact may vary for the different <u>project</u> <u>partners</u>:

- The impact for VET teachers: teachers who participate at the Transnational Meetings (TMs) will become aware that they have a crucial position in teaching and training students on Life Skills. They will experience new opportunities and their possibilities to contribute to a more attractive teaching and training on Life Skills.
- 2. The impact for **VET providers**: VET organisations, who are partners in the project, have the responsibility to facilitate teachers and educators to implement new and innovative methods of teaching and training so VET will become more attractive and effective for students.
- 3. The **expert organisations in Life Skills** training will become aware and having more explicit experience in supporting, consulting and training teachers in making a fundamental and innovative change in teaching and training of Life Skills.
- 4. The **expert organisations in Creative Teaching** will become aware of the added value of increasing the cooperation with the VET providers with the purpose to implement new innovative methods of teaching and training so VET will more attractive and effective in Life Skills development for students.





The project impact brings benefits to <u>other groups / organisations</u> at different levels: Local level:

- 1. More teachers in VET in local area have interest in applying Creating Teaching and training methods.
- 2. More students in VET in local area acquire Life Skills competences.
- 3. Teachers are able to deliver more attractive and effective teaching and training methods.

### Regional level:

- 1. More teachers in VET in regional area have interest in applying Creating Teaching and training methods.
- 2. More students in VET in regional area acquire Life Skills competences.
- 3. More teachers have access to more attractive and effective method of Life Skills development.

### National level:

- 1. VET providers at national level have good and effective practices of implementing Creative methods of Teaching and training of Life Skills.
- 2. VET providers at national level have access to method and instrument of assessing Life Skills of students.
- 3. Employers have access to future workers who have Life Skills Competences.

### European level:

1. European NGOs and umbrella organisations have access to innovative and effective ways of contributing the Life Skills development of students in VET.

The following matrix shows the impact's beneficiaries grouped by the three different dimensions as indicated by the Erasmus+ definition of "Impact"

Individuals	Organisations	Society
Expert organisation AAQC	Expert organisations CROAN	Society will be
and 4B-LS	and Doc Servizi	consequently impacted by
VET teachers	VET providers	the project. As more
Teachers	European NGOs and	people will be trained and
	umbrella organisations	aware of what Life Skills
VET students		are and how to exploit
Students		them in real life,
Employers		relationships will benefit
		from this change.





	So, society as a whole is
	the long-term target of the
	project's impact.

### Work packages

According with the Erasmus + programme guide 2022, the project design and implementation are structured in work packages.

The funding of working hours is based on the work done to develop these work packages. The working hours reflect the work we do in project's work packages.

### Work package 1

Project Managemer	ht
Start Date:	01.11.2022
End Date:	30.04.2025
Main Objective:	Efficient management of the project
Main Activities:	Managing of the project, monitoring progress, reporting to National Agency
(NA), managing risks	5
Main Result:	A smooth and effective cooperation between partners
Events:	TM1, Online and Onsite sessions, (ref. to Transnational Meetings section)
Tasks and Responsib	vilities:
	<ul> <li>REA College (VET-provider) (NL): overall management and coordination; administration of timesheets and dissemination activities; chairing the on-line and on-site Transnational Meetings (TMs); website design and maintenance; facilitating internal communication and communication and reporting to the Dutch Erasmus + National Agency.</li> <li>AAQC (NL): project evaluation; evaluation of on-line and on-site TMs; measuring progress in achieving project objectives and measuring impact.</li> <li>All partners: prevent and manage the identified risks of the project and to use the allocated resources (time and money) in the most efficient, effective and cost-effective way.</li> </ul>

Work package 2





12.2022 11.2023 ject partners have competences in assessing Life Skills with students /ET oducing the concept of Life Skills, providing input, writing and dating a publication about Life Skills concept in VET; Developing the -assessment instrument of Life Skills lication about the importance of assessing and acquiring Life Skills by dents in VET; Self-assessment instrument of assessing Life Skills of dents in VET; Individual profile of strengths and challenges in training e Skills with students in VET ine TM1 - Online TM2 - Online TM3 - Online TM4 - Onsite TM2 - Online 5
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5 s:
<ul> <li>Rea College (VET-provider) (NL): planning and coordination of the online and onsite training event(s); Evaluating the online and onsite training event(s) (in cooperation with AAQC (NL))</li> <li>VET-providers: Rea College (NL), BIC (SLO), TMK (EE) and Venetica (IT): Attending the online and onsite training event(s); Providing input for the self-assessment Instrument for assessing Life Skills; Providing input for publication about the importance of assessing and acquiring Life Skills by students in VET; Validating publication about the importance of assessment on Life Skills; Interpreting outcome(s) of self-assessment on Life Skills; Providing feedback to the students about outcome(s) of self-assessment; Providing feedback on performance to their students; Reporting results and experiences of assessing Life Skills to project management</li> <li>4B LS (IT) &amp; AAQC (NL): Providing information and training about understanding and assessing Life Skills in the online and onsite training event(s); Writing publication about the importance of assessing Life Skills in the online and onsite training event(s); Writing publication about the importance of assessing Life Skills in the online and onsite training event(s); Writing publication about the importance of assessing Life Skills in the online and onsite training event(s); Writing publication about the importance of assessing and</li> </ul>





Providing training on understanding Life Skills and assessing 'state-ofart' about Life Skills of students in VET; Assessing individual teachers on personal strengths and challenges; Facilitating accommodation and managing the 2 days onsite training event in Verona (Italy).

### Work package 3

Creative Teaching	g Capacity building
Start Date:	01.12.2023
End Date:	31.08.2024
Main Objective:	Project partners have competences in Creative Teaching and Training of
	Life Skills with students in VET
Main Activities:	providing teachers key criteria and methods/practices of Creative
	teaching; developing a training event and a compendium of successful
	methods
Main Results:	Teachers in VET have gained competences in Creative Teaching;
	Compendium of successful Creative Teaching and Training methods in
	Life Skills development for students in VET
Events:	Onsite TM3 - Online TM6 - Onsite TM4 - Online TM7
Tasks and Respons	ibilities:
	• Rea College (VET provider) (NL): planning and coordination of the
	online and onsite Transnational Meetings (Incl. 3 days onsite Train-the-
	Trainer event)
	• AAQC ((NL): Evaluating the online and onsite Transnational Meetings
	(Incl 3 days Train-the-Trainer event); Evaluating the quality of the
	workshops of Creative Teaching of Life Skills; Facilitating the process
	of validating the Compendium of workshops of Creative Teaching for
	Life Skills; Reviewing written contributions of the compendium of
	workshops of Creative Teaching for Life Skills
	• 4B LS (IT): Reviewing written contributions of the compendium of
	workshops of Creative Teaching for Life Skills;
	• VET providers: Rea College (NL), BIC (SLO), TMK (EE) and Venetica
	(IT): Attending the online and onsite Transnational Meetings;
	Attending the workshops at the onsite Train-the-Trainer event;
	Providing input for the Functional Design for the Modular Training





event (workshops); Validating workshops on Creative Teaching on Life Skills; Providing input for evaluating the Transnational Meetings.

• DOC Servizi (IT) and Croan (NL): Preparing and delivering the workshops of Creative Teaching of Life Skills; Describing the compendium of workshops of Creative Teaching for Life Skills.

### Work package 4

Implementation	
Start Date:	01.09.2024
End Date:	31.01.2025
Main Objective:	Project partners identify and define a common implementation plan of
	developing Life Skills to students through Creative Teaching
Main Activities:	delivering Life Skills training to students in VET by using Creative
	Teaching; collecting, analysing and reporting feedback of teachers and
	students; validating evaluation results
Main Results:	Implementation strategy; Implementation plan; Students have improved Life Skills
Events:	Onsite TM 5 - Online TM8 - Online TM9 - Online TM10
Tasks and Responsi	bilities:
	• Rea College (VET provider) (NL): planning and coordination of the online and onsite TMs
	• AAQC ((NL): Evaluating the online and onsite TMs; Evaluating the
	quality of the Life Skill workshops carried out by teachers; Collecting,
	analysing and reporting feedback from teachers and students;
	Facilitating the process of developing Implementation strategy and implementation plan.
	• 4B LS (IT): Reviewing written contributions of the Compendium of
	workshops of Creative Teaching for Life Skills.
	• VET-providers: Rea College (NL), BIC (SLO), TMK (EE) and Venetica
	(IT): Attending the online and onsite Transnational Meetings; Designing
	implementation plan for delivering workshops to students; Delivering
	workshops on Life Skills to students; Providing input for evaluating the
	Transnational Meetings; Providing input for evaluating workshops on
	Life Skills to students.





• DOC Servizi (IT) and Croan (NL): Contributing to design of implementation strategy; Contributing to the preparation of the Life Skills development program of the VET providers; Adjusting Compendium of workshops of Creative Teaching for Life Skills.

### Work package 5

Dissemination and Exploitation	
Start Date:	01.11.2022
End Date:	30.04.2025
Main Objective:	Project partners ensure dissemination and sustainability of PRs
Main Activities:	Ensuring visibility and sustainability of PRs at
	local/national/international levels
Main Results:	Connections with internal/external target groups; PRs used
Events:	Onsite TM1 - Onsite TM6 - Multiplier Events
Tasks and Respons	ibilities:
	All partners: share their experiences in the project and Project Results
	with VET providers, teachers, trainers and coaches in meetings; share the
	aims and work done in the project with National networks and other
	stakeholders at least twice a year by mailing them a newsletter, provided
	by the Project Manager; present the project and the Project Results at
	National and International conferences, seminars and other events (Both
	onsite events and online events); present the project on the website of
	their organisation and put a link to the project website; organise a
	National Multiplier Event to present the Project Results; register their
	dissemination activities and report these with a dissemination form.

### **Project Results**

All three project results will be validated by project partners. These project partners represent various contexts and backgrounds (VET for students with SEN; VET for students without SEN; Life Skills development; Life Skills assessment and Creative methods of teaching) and through their specific expertise and their geographical position (North - Mid - South of Europe). The validation of the project results will be based on the criteria selected by partners themselves during the project. This way of validating the project results, requires a multi-perspective approach respecting the diversity of specific, cultural and geographical context of the project partners.

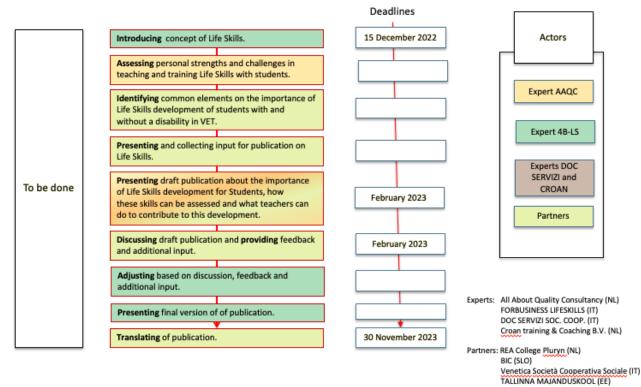




### Project Result 1

Publication about	t the importance of assessing and acquiring Life Skills by students in VET
Work package:	2
Start Date:	01.12.2022
End Date:	30.11.2023
Key Responsibiliti	es: Delivering is of expert organisation 4B-LS, project partners participate
Content:	It will describe the importance of Life Skills development for students in
	VET, how these skills can be developed and what the VET provider and
	teachers can do to contribute to this development. The publication
	includes various approaches and models, a description of strategy of
	implementation and reference to best practices and other initiatives
	(Translated in Dutch, Italian, Slovenian and Estonian).

# IO 1: Publication about the importance of assessing and acquiring Life Skills by students in VET



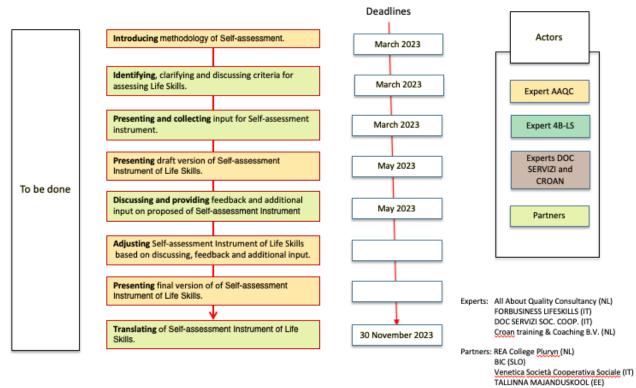




### Project Result 2

A Self-Assessment instrument for assessing Life Skills for students in VET. (Excel-file)		
Work package:	2	
Start Date:	01.03.2023	
End Date:	30.11.2023	
Key Responsibilities	: Delivering is of expert organisation AAQC, project partners participate	
Content:	it is a self-assessment instrument which will ask students to answer	
	questions and respond to statements. The answers will be analysed	
	automatically and the instrument will provide feedback on performance	
	on 10 Life Skills. The analysis can be carried out on individual level and	
	on groups level. Teacher can use the outcome of the analysis for	
	designing a tailor-made Life Skill development program for their students	
	(Translated in Dutch, Italian, Slovenian and Estonian).	

# IO 2: A Self-Assessment instrument for assessing Life Skills for students in VET. (Excel-file)



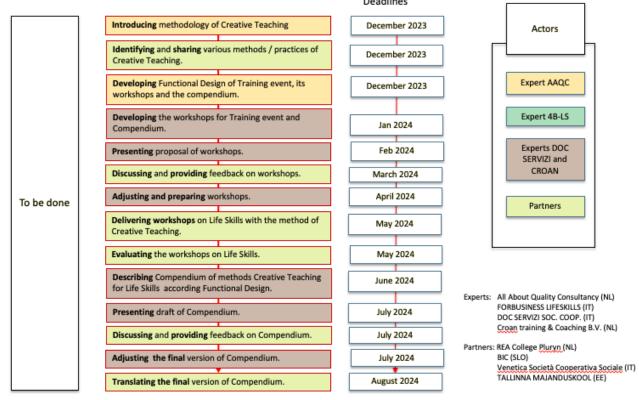
### Project Result 3





Compendium of s	uccessful Creative Teaching and training methods in Life-Skills	
Development for students in VET (Publication)		
Work packages:	3-4	
Start Date:	01.06.2024	
End Date:	31.01.2025	
Key Responsibilities: Delivering is of expert organisations DOC SERVIZI and CROAN, project		
partners participa	te	
Content:	Overview of methods of Creative teaching for Life Skill development that	
	meet the criteria and expectation of the project partners (Translated in	
	Dutch, Italian, Slovenian and Estonian).	

### 10 3: Compendium of successful Creative Teaching and training methods in Life-Skills Development for students in VET (Publication)



### Transnational Meetings

In the project we organise 16 Transnational Meetings (6 onsite and 10 online). These meetings are the core of the project. All work that the partners do in the project is explained, discussed, and monitored in the meetings. Before each meeting, the project partners get "homework" to prepare





themselves to ensure a meaningful participation. During each meeting, the work to be done in between the meetings will be explained.

The project manager disseminates and assembles the homework of the partners in close cooperation with the experts.

All project partners attend all onsite TMs with 2 staff members and 1 staff member for what concerns AAQC and 4B-LS. At each onsite TM, the associated partners of the country where the meeting takes place are invited to participate.

Furthermore, teachers and students of the VET-providers' project partners are invited to attend to a number of meetings. The role of the teachers and students is:

- to contribute to the establishment of the Project Results
- to provide feedback on how the topics Life Skills and Creative Teaching are introduced and discussed by the project partners and the associated partners
- to provide feedback on the achievements of the CL4L project
- to contribute to the activities to measure the impact

Transnational Meeting 1: "Kick-Off-Meeting"

Work package (WP) 1

Online session

November 2022

**Objective:** The project partners contribute to the Consensus Document and the Financial Guidelines writing.

Onsite session (1,5 days)

December 2022

Nijmegen, The Netherlands

**Objective:** Project partners approve the Consensus Document and the Financial Guidelines and are committed to run the project as agree.

Online session 1 "Life Skills Introduction"

January 2023\*

WP2

Objective: Project partners (VET providers) understand the 10 Life Skills for students in VET

on the model of the World Health Organisation (WHO).

\* The month of the meeting had been postponed. We wait the Online TM in November 2022 to decide if to postpone linked activities too. So, the GANTT chart will be edited and finally approved during onsite TM1 in The Netherlands. At the moment, we offer an





overview of the project by providing the GANTT Chart as its first version, as approved by the NA. Please, check it at the end of this document).

Online session 2 "Validating publication"

February 2023

WP2

**Objective:** Project partners validate PR1

Online session 3 "Self-assessment introduction"

March 2023

WP2

Objective: Project partners identify key-criteria for assessing Life Skills with students in VET

Online session 4 "Validating self-assessment instrument on Life Skills"

May 2023

WP2

**Objective:** Project partners validate PR2

Transnational meeting 2 (2 days)

July 2023

Verona, Italy

WP2

Objective: Project partners have competences in assessing Life Skills with students in VET

Online session 5 "Evaluating and sharing experiences"

November 2023

WP2

**Objective:** Project partners are aware of their personal strengths and challenges in training Life Skills with students in VET

Transnational Meeting 3 (2 days) "Introducing Creative Teaching"

December 2023

Tallinn, Estonia

WP3

Objective: Project partners (VET providers) understand the concept of Creative Teaching





### Online session 6 "Validating workshops"

March 2024

WP3

**Objective:** Project partners validate workshops about Life Skills development for students in VET through Creative Teaching methods

Transnational meeting 4 (3 days) "Training on Life Skills with the method of Creative

Teaching"

May 2024

Venice, Italy

WP3

**Objective:** Project partners have competences in Creative Teaching and Training of Life Skills with students in VET

Online session 7 "Validating of Compendium"

July 2024

WP3

**Objective:** Project partners validate PR3 Compendium of Creative Teaching methods for Life Skills

Transnational Meeting 5 (2 days) "Identifying Implementation strategy and describe plan" September 2024

Ljublijana, Slovenia

WP4

**Objective:** Project partners identify and define implementation plan of developing Life Skills to students through Creative Teaching

Online session 8 "Collecting and feedback from Teachers"

October 2024

WP4

Objective: Project partners analyse provided feedback from teachers after the training

After this meeting, teachers of VET providers' project partners will test the learned methods and instruments by delivering Life Skills Training to Students.





## Online session 9 "Collecting, analysing and reporting feedback from Students"

December 2024

WP4

**Objective:** Project partners share experiences and delivering input for evaluation

Online session 10 "Validating evaluation results and Improving Implementation strategy" January 2025

January Zu

WP4

**Objectives:** Project partners analyse and discuss evaluation results; Project partners Improve implementation strategy

Transnational meeting 6 Closing Conference (1 days)

April 2025

Nijmegen, The Netherlands

WP5

**Objectives:** Project partners ensure dissemination and visibility of project results on the European level.

### Project management

The day-to-day management of the CL4L project is the task of the project manager (provided by REA College Pluryn).

The project manager:

- Facilitates cooperation and communication between the project partners. Communication is facilitated by a project website, e-mail, and an app group.
- Provides information how tasks and assignments must be carried out (e.g. the organisation of the multiplier event; the administration of the project; filling in time sheets, etc). The project manager provides formats needed for carrying out these tasks.
- Works in close cooperation with the members of project management team (REA College) and with Guus Van Beek (AAQC) and Giulia Sergiampietri (Doc Servizi).
- Informs the partners about the project management in the steering group (In the steering group, representatives of all partners will attend).
- Manages and solves potential risks and conflicts after consulting the steering group and the National Erasmus+ Agency.





### Input of the project partners

All partners are equally responsible for the success of the project, and they fulfil the tasks as described in the application (and summarized in the consensus document). This consists of:

- a) Preparing and attending to Transnational Meetings (both on-site and on-line)
- b) Contributing to the Work Packages and Project Results
- c) Disseminating, and organising of a multiplier event
- d) Contributing to the evaluation of the project
- e) Administrating project activities according to the instructions and formats

### a. Transnational Meetings

The Transnational Meetings are a crucial part of the project.

For each partner 2 staff members (1 for AAQC and 4 BUSINESS LIFE SKILLS) attend the Transnational Meetings. Homework before and after the project meeting is mandatory for all participants of the meetings. To have a high quality, the participants must be working:

- in the field of teaching students or managing (relevant parts of) the VET-organisation (REA College, TMK, BIC and Venetica)
- in the field of Creative Teaching (Doc Servizi and CROAN)

with a maximum of one manager per partner.

All participants at Transnational Meetings must have appropriate language skills to express themselves in and to understand the English language. For reasons of continuity and consistency of input, it is preferred that changes of staff, participating at Transnational Meeting, is very limited during the project period.

### b. Dissemination and Multiplier Events

All project partners have the obligation to disseminate the achievements, experiences, and Project Results at regional and national level. At the start of the project the project partners will be involved in the development of the dissemination plan. Those partners who have international contacts (e.g., via Erasmus projects and/or membership of International NGO) have the task to disseminate project achievement, experiences, and production results with these contacts.

For ensuring proper implementation of sharing and promoting, the project consortium compose a set of promotion materials (presentations, flyers, PRs, summary of project evaluation and impact measurement) in national language. The production of this comprehensive package of promotion material is coordinated by the project manager. Also, the project manager provides forms to administrate all dissemination actions of the partners.

The target groups of sharing activities inside the partnership are:





- 1. VET providers, teachers, trainers, other employees working in the VET partners and their students.
- 2. Associated partners (VET providers, universities, public administrations, experts' organisations, policy makers, etc. connected with the project and partners).

The target groups of sharing activities outside the partnership are:

- 1. National Umbrella organisation for VET.
- 2. National associations of teachers in VET.
- 3. European NGOs representing students with disability in VET.
- 4. European NGOs representing mainstream VET providers.
- 5. European technical Commission on VET: CEDEFOP.
- 6. National associations of Arts/artists so they may be inspired to contribute to Creative Teaching.

At the end of the project (February-March 2025), all VET-partners from each country organise a national event (Multiplier Events) to present and to disseminate the Project Results of the CL4L project and to promote Life Skills development through Creative Teaching methods in VET and its applicability in all kind and level of educational institutions. They invite relevant national stakeholders. They also disseminate the translated documents.

Information and documentation how to organise and administer (registration of participants) the Multiplier Events is provided by the project manager.

### c. Evaluation

The expert partner All About Quality Consultancy is responsible for monitoring quality and achievement of project activities. The monitoring of the project activities is included in the evaluation plan of the project which will be presented at Kick-Off-Meeting of the CL4L project. The monitoring of progress, quality and achievements is carried out by collecting information, questionnaires, and systematic observations. All partners have the opportunity to contribute to monitoring activities. The monitoring of the project is reported to the project manager after each Transnational Meeting. All partners commit themselves to contribute the evaluation by answering to all requests of the evaluator within the deadline.

#### e. Administration

The project will be administrated according to the regulations and guidelines of the Erasmus+ program. Further information about administrative rules and finances is given in a separate



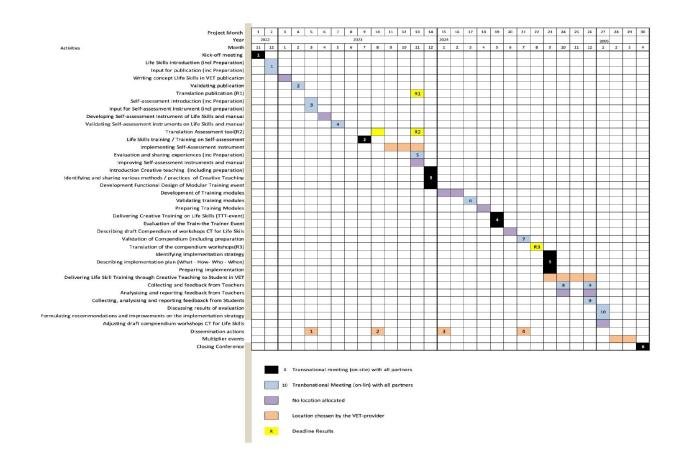


document: 'Financial and administrative guidelines. All partners commit themselves to contribute the administration by answering to all requests of the project manager within the deadline.





### Planning of the project (GANTT Chart)





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I agree with the content of this document:		
Name: Birgit Grimbergen		
Name of the organisation: Stichting REA College Pluryn		
Date:		
Signature:		
I agree with the content of this document:		
Name:		
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