Co-funded by the European Union

Creative Learning for Life

Minutes Steering Group meeting CL4L

2025, January 27

Online

13.30 - 15.30 CET

Participants:

P0 REA College Pluryn:	Birgit Grimbergen
P1 All about quality consultancy:	Guus van Beek
P2 Forbusiness lifeskills srl:	Veronica Perin, Maurizio Chiappa
P3 Doc Servizi:	Roberta Bargiggia
P4 Venetica	Laura Peruzzo
P5 BIC Ljubljana:	Tanja Gregorec, Tanja Kek, Boštjan Ozimek
P6 TMK:	Anneli Pikkmets
P7 CROAN:	Nathan van Groenigen

1. **Welcome and setting the agenda**

   Birgit welcomed all participants.

2. **Multiplier events**

   The goal of the Multiplier Events is dissemination of the (project) results of the project. We prefer an onsite event but online is also possible. There will be an event at all 4 project countries. These will be organised simultaneously on April 3 in the afternoon.

   Target groups are external stakeholders: VET providers, teachers, trainers

and coaches outside the partnership, National umbrella organisations and to National NGOs in the VET sector. The minimum number of guests required is 10. However, we aim at 20.

It is obligatory to give information about the 3 project results we produced. These need to be available in the national language at the events.

Programme:

It is up to each country to how fill in the event.

Maurizio has a format of a dissemination meeting he organised for the project that he will share as an inspiration.

One part of the Events will be an internet connection with the other 3 events. During approximately 20 minutes, some participants (1 or 2 from each country) will give a testimony about the international cooperation in the project. For this we will prepare 2 or 3 questions.

Guus, Nathan and Birgit will prepare the questions (in cooperation with Maurizio). After that Birgit will contact all partners to share the questions and to see which persons will be answering the questions on April 3.

Also, technical details must be arranged.

Administration and budget:

There is a budget of € 750,- per Event. This is allocated to the VET partners, but they are free to transfer that to another partner when the organisation is taken over.

There is also a budget for working hours 2 days for 2 staff members for the VET partners (REA, VENETICA, BIC and TMK) and 2 days for 1 staff member

for the Experts partners (AAQC, LS4B and DOC). VET partners, but they are free to transfer that to another partner when the organisation is taken over. The working days will be placed on the timesheets.

There are rules for the administration of the Multiplier Events. Required are:

- An attendance list, signed by all participants
- A registration form (see attachment)
- Registration of feedback of the audience

Birgit will provide the format for the attendance list and the registration form.

3. **Finalization of the Project Results**

We need all 3 project results in the national language at the Multiplier Events.

- PR1: Publication about the importance of assessing and acquiring Life Skills by students in VET

  This is ready to use in all languages

- PR2: Self-Assessment instrument for assessing Life Skills for students in VET

  This will consist of

  - A guidance how to use the instrument
  - A questionnaire to fill in
  - An Excel to process the answers of the questionnaires

The questionnaire is already translated into all project languages.

Guus will take care of the translation of the Excell document, based on the questionnaires.

Guus will make small guidance how to use the instrument in English.

Partners must translate this in the national languages.

- P3: Compendium of successful Creative Teaching and training methods in Life-Skills Development for students in VET

  We are still testing the exercises in the compendium.

  For finalizing it we agree upon the following deadlines:

  - February 15

    VET partners give feedback on the text of the exercises by mail to Birgit, based on their experiences.

  - February 28

    The expert partners make changes in the English version of the compendium when needed. They will mail the final version to Roberta and to Birgit.

  - March 1

    Birgit will mail the English version that must be translated to Venetica, TMK, BIC and REA College.

  - March 10

    The translation of the compendium must be mailed to Birgit. She will mail this to Roberta so she can take care of the lay-out.

- March 30

  All versions of the compendium are ready to use.

4. **Planning of the meeting in Ljubljana, April 24, 2025**

   The number of participants is known, and partners are arranging their travel and stay in Ljubljana. We expect about 27 people.

   Guus, Boštjan and Maurizio will make a draft program and will communicate this the with the partners.

   We will start with a social dinner on April 23. The meeting on the 24th will end in time to make sure some participants can book the evening flight back home.

5. **Evaluation and final report**

   Before the meeting in Ljubljana we want to execute 2 measurements:

   - The project evaluation
   - The impact measurement

   There are 2 questionnaires. **All participants** will receive them and are required to fill those in.

   Guus will present the results at the final meeting in Ljubljana.

   After the end of the project, we must make the final report for the National Agency. It is very important that the registration of the dissemination activities (including the Multiplier Events) is up to date.

   Birgit will mail the registration form directly after the meeting Ljubljana in order to add up the activities that are not on the form already.

Birgit and Guus will take care of the writing of the Final Report. They will involve the partners when needed.

6. Closure

Birgit thanks all participants for their contributions and closes the meeting.