

Erasmus+

JAITEK TECNOLOGÍA Y FORMACIÓN SL

- **Erasmus+**
- **Servicio Español para la Internacionalización de la Educación (SEPIE)**
- **Cooperation for innovation and the exchange of good practices**
- **Strategic Partnerships**
- **Strategic Partnerships for vocational education and training**
- **Call 2016**
- **Round 1**
- **Grant Agreement Number 2016-1-ES01-KA202-025410**
- **Report Type Interim / Progress**
- **Date of submission 30/09/2017**

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Name of legal representative

Main content:	Report Form
Number of attachments:	4

General Information

This report form generated from the Mobility Tool+ consists of the following main sections:

- **Context:** this section resumes some general information about your project;
- **Project Identification**
- **Summary of participating organisations**
- **Project Management and Implementation**
- **Transnational Project Meetings**
- **Intellectual Outputs**
- **Multiplier Events**
- **Learning/Teaching/Training Activities**
- **Follow-up**
- **Budget:** this section gives a detailed overview of the final amount of the EU grant you request;

For your convenience, some parts of this report are prefilled with information from the Mobility Tool+

1. Context

this section resumes some general information about your project;

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for vocational education and training
Main Objective of the project	Development of Innovation
Call	2016
Round	Round 1
Report Type	Interim / Progress
Language used to fill in the form	EN

2. Project Identification

Grant Agreement Number	2016-1-ES01-KA202-025410
Project Title	Flipping Framework Including VET Resources for Social Training
Project Acronym	FLIPPING FIRST
Project Start Date (dd-mm-yyyy)	01/09/2016
Project End Date (dd-mm-yyyy)	31/08/2018
Project Total Duration (months)	24
Beneficiary Organisation Full Legal Name (Latin characters)	JAITEK TECNOLOGÍA Y FORMACIÓN SL

3. Summary of participating organisations

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation	Accreditation of organisation (if applicable)	Partnership Entry Date	Partnership Withdrawal Date
Applicant Organisation	939826987	JAITEK TECNOLOGÍA Y FORMACIÓN SL	Spain	Small and medium sized enterprise		01/09/2016	31/08/2018
Partner Organisation	945069352	Exponential Training & Assessment Limited	United Kingdom	Small and medium sized enterprise		01/09/2016	31/08/2018
Partner Organisation	950816893	Stichting Kenniscentrum Pro Work	Netherlands	Other		01/09/2016	31/08/2018
Partner Organisation	948846726	INNEO - Studio Twórczego Rozwoju	Poland	Non-Profit making cultural organizations		01/09/2016	31/08/2018
Partner Organisation	986308514	ARTEVELDEHOOGESCHOOL	Belgium	Other	B GENT39	01/09/2016	31/08/2018
Partner Organisation	945196519	SZÁMALK-Szalézi Szakgimnázium	Hungary	Non-governmental organisation/association/social enterprise		01/09/2016	31/08/2018
Total number of participating organisations							6

4. Project Management and Implementation

Please provide an overall state of play of your project: what are the achievements of the project at this stage? Are the initial project activities and objectives being carried out and reached so far?

The project is running quite smoothly, partners are involved and cooperating, and communication among them is good.

The main achievements so far are:

About the 2 funded outputs:

Intellectual Output 2: Concerning the Flippclass Handbook, the Flipping Framework Design (IO1) has been integrated in it, as suggested by project evaluators. The Handbook has been done, and it will be updated after teachers make suggestions to it when they use it.

Intellectual Output 3: All the scripts for the video resources in the 3 areas: Teacher Training, Entrepreneurship and Tourism has been created, and the videos have been generated using Camtasia in the first two subjects, and a mix with Power Point in the case of Tourism

A YouTube Channel has been created to upload there all the videos and have them available for all the teachers interested in using them

Besides, all the infrastructure or working environment for the project has been created, it includes a Learning Management System (LMS), Moodle, where all the resources will be available in different courses for each language. The LMS is available in <http://ffirst.4eclass.net/>. Besides, also a digital ePortfolio (Mahara) is available, where the project has been created as an institution. It is available in <http://eportfolio.4eclass.net/>

We have also developed the Project Management Document and have carried out all the dissemination papers and activities.

And finally, we are doing an ongoing evaluation of meetings and training activities and a general project evaluation will be carried out at the end of first year.

Please describe further in details the project activities supported by the grant for Project Management and Implementation that have been carried out until now.

The main tasks carried out under the Project and Management are the following:

1. Project Management Document. This report includes the Technological Plan, the Dissemination Plan, the Communication plan together with a Social Networks section, the Evaluation Plan, the Risk Management Plan and the Quality Assurance Plan. The exploitation Plan will be included at the end of the project, in the final update of the report

2. Project Meetings:

a. Presential Meetings: In the first year of the project there have been 2 meetings, the kick off meeting in Madrid, Spain, the 17th & 18th of November 2016, and the 2nd meeting in Rzeszow, Poland, the 8th & 9th of June 2017

b. Virtual Meetings: We are having virtual meetings in between presential ones. For that we are using Adobe Connect, and during 2017 we had a couple of them, the 18th of January and the 16th of May

3. Short staff training: in February, between the 17th and the 22nd, in Madrid. During those days we have been working with Camtasia for creating the videos, but also office mix and Power Point and Keynote themselves as an option. Also we worked with Moodle (Learning Management System of the project) and Mahara (ePortfolio with social possibilities) as the main tools for the environment. Then we worked also about active methodologies and Instructional design, for a better development of the video scripts. This training had to be funded from management because there was not funding for subsistence in the application.

4. Dissemination. All the dissemination activities have been carried out using the Project Management and Implementation grant. This includes:

a. Creation of the web site (<http://flippingfirst.eu/>)

b. Creation of social networks infrastructure:

i. Facebook page (<https://www.facebook.com/flippingfirst/>)

ii. Twitter (<https://twitter.com/flippingfirst>)

c. Creation and distribution of 2 project newsletters in English, Spanish, Polish, Dutch and Hungarian

i. Newsletter 1. March 2017. Including a general presentation of the project and the methodology

ii. Newsletter 2. June 2017. Including a first guide for flipping the classroom and information about the future teacher training

d. Creation of a poster (http://flippingfirst.eu/docs/poster/Poster_FF_EN_v0p0.pdf) and a brochure (http://flippingfirst.eu/docs/poster/Brochure_FF_EN_v0p0.pdf)

e. All the presentations and contacts with schools and teachers where the project was explained

5. Evaluation. All the evaluation tasks are also done using this grant

6. Project Management. Of course all the management tasks related with financial and project ongoing are also done with this money

7. Project Environment. All the resources will be included in a Learning Management System (LMS), Moodle, which will be offered to teachers, together with an ePortfolio System, Mahara, which has also been integrated in the project environment. Both platforms are fully operative

How is the monitoring of the project being carried out so far and by whom?

Monitoring is mainly done by Jaitek, the project coordinator, together with Pro-Work,

responsible of the evaluation, and is done using:

1. Communication means
 - a. Meetings,
 - i. presential and
 - ii. virtual
 - b. email
 - c. skype
2. Platforms
 - a. Owncloud for file sharing
 - b. Moodle as activities and results repository
3. Gantt updates. The gantt chart of the project is revised each 3 montsh, using omniplan, and share with partners
4. A set of excel timesheets has been created to report dedication to intellectual outputs
5. Google Drive is also used for monitoring tasks, but also for generating cooperative knowledge in reports and educational resources
6. Online surveys using MailChimp for all the evaluation issues

How did the project partners contribute to the project so far? Has the distribution of tasks been adjusted since the application stage?

The partners contribution is according with the initial split of tasks. As only 2 intellectual outputs have been granted, partners are doing a big effort to try to make available all the resources and courses through the project environment created.

The coordinator has generated a project working tools environment that is followed by all the partners, and that way, coordination and monitoring is much easier than usually.

All the partners have performed the tasks they were responsible for, either creating resources or reports, or evaluating what was done, so all the tasks are done following approximately the foreseen timeline.

Only working with teachers has been postponed to October because it was impossible in June or September, as they are so stressed by the end and beginning of courses

We are using all the documents provided by the coordinator

If your project involves other organisations, not formally participating in the project, please briefly describe their involvement.

All the partners are having contacts with VET educational institutions, and also some other educational institutions might be interested in the results of the project. They are noy directly involved already but they are observing the project development and will jump in in the required moment.

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handle them.

The project development involve different technological tools and systems, like Camtasia, Moodle or Mahara which somehow is a challenge to control. All the partners did work with them in the staff training but even though, it requires some effort afterwards to get use to them, and be able to use them in an effective way. Problems has always been solved as there are some experts in the team who has helped the others to reach the required level.

Besides, decisions as how to deal with translations in videos takes a lot of time, as there are many different possibilities, or other technical solutions for the created resources, which are clear now, took some time to be understood.

Also, concerning general management, thi filling in of the timesheets created for dedication reporting created some dudes at the beginning, but now they are used correctly, and even some partners have “copied” the system for other projects.

5. Transnational Project Meetings

Please briefly describe the Transnational Project Meetings that have been organised within your project so far.

The kick-off meeting was in Madrid in November 2016, and there all the project was revised, how we will split the responsibilities of tasks and what will be done as general tasks of the project, mainly covered as Project Management and Implementation. Also the coordinator explain the way we will communicate, and how we will have videoconferences in between meetings to have a deeper follow up of activities.

The second project meeting was in June 2017, where we revised the final version 1 of the Handbook, and also of the Project Management Document. We decided the final version of videos to be created and discuss about the translation of them, but final decision on that should be taken after doing some more tests. Also we finalise all the structure of themes of the 3 subjects for the videos. We also produce the second Newsletter during the meeting and decide to use a tool called Meet Edgard to automatise dissemination on Social Networks (Facebook and Twitter).

Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	No. of Participants
25410-TPM-00002	2nd Transnational meeting	2017-06-08	2017-06-09	INNEO - Studio Twórczego Rozwoju	Poland	Rzeszow	10
25410-TPM-00001	Kick-off meeting, Madrid	2016-11-17	2016-11-18	JAITEK TECNOLOGÍA Y FORMACIÓN SL	Spain	Madrid	9
							19

6. Intellectual Outputs

Please note that the below data is a representation from the relevant section in MT+

Output Identification	O2
Output title	Flipclass Handbook
Description of the intellectual output	The Project handbook will be the project “bible” for teachers on how to deal with the Flipping First Framework. It will deal with What can be done? Where can be done? How can be done? And also What can I achieve with it?
Start Date (dd-mm-yyyy)	01/09/2016
End Date (dd-mm-yyyy)	31/08/2018
Available Languages	Polish, Hungarian, Spanish
Available Medias	Publications, Internet
Leading Organisation	Exponential Training & Assessment Limited
Participating Organisations	INNEO - Studio Twórczego Rozwoju, SZÁMALK-Szalézi Szakgimnázium, Stichting Kenniscentrum Pro Work, JAITEK TECNOLOGÍA Y FORMACIÓN SL, ARTEVELDEHOGESCHOOL

Output Identification	O3
Output title	Flipclass Resources
Description of the	It is very important to create good content for both teachers (about Service based training and active methodologies) and VET students (about Entrepreneurship, English, ICT, Interior Design and Furniture and Interior Design Technology). So first of all, all the project OERs will be created in a way that will allow them to be used independently (though in the project, in O4, they will be compile to create courses and itineraries) as this will give more reusability options. All the resources created will have a creative common licence (by-nc-sa) so that they can be used freely after the project. To create the OER, we will used the instructional design methodology and will generate all

Intellectual output	<p>will use the instructional design methodology and will generate all the video, animations, ..., needed to generate afterwards a SCORM package using Adobe Captivate tool, which will allow to be used in any LMS which is SCORM compliant, as Moodle, which will be the one we will be using in the project. We foresee to create between 8 and 10 SCORM packages for each area of knowledge. All the packages will be of around 30 minutes of work for the student, integrating text, images, videos, animation and auto-evaluation exercises. All the packages will be available in all the languages of the project partners</p>
Start Date (dd-mm-yyyy)	01/09/2016
End Date (dd-mm-yyyy)	31/08/2018
Available Languages	Spanish, Polish, English
Available Medias	Video, Internet
Leading Organisation	JAITEK TECNOLOGÍA Y FORMACIÓN SL
Participating Organisations	Exponential Training & Assessment Limited, ARTEVELDEHOGESCHOOL, INNEO - Studio Twórczego Rozwoju, SZÁMALK-Szalézi Szakgimnázium, Stichting Kenniscentrum Pro Work

7. Multiplier Events

Please note that the below data is a representation from the relevant section in MT+

Event Identification	E1
Event Title	Flipping Class Framework for inclusion and personalisation
Description of the multiplier event	<p>The event is a presentation of all the results of the project, and specially how VET teachers in Poland can use the Framework developed in the project. How to design and create video resources for Flipping Class and how to use them in the project Framework. It will be important to give them the view that this methodology can have for enhancing inclusion and personalization possibilities with students. This has been achieved by having an in deep analysis of what has happen in real flipping pilots and how we have solved the problems and difficulties, creating a framework able to be used across Europe. A show with all the working process for a teacher will be done, together with the participation in the event of Polish teachers who did participate in the Pilot and with the support of the UK partner.</p>
Country of Venue	Poland
Start Date (dd-mm-yyyy)	01/09/2016
End Date (dd-mm-yyyy)	31/08/2018
Intellectual Outputs Covered (using Output Identification number)	O2;O3
Leading Organisation	INNEO - Studio Twórczego Rozwoju
Participating Organisations	
Event Identification	E2

Event Title	Flipping Class Framework for inclusion and personalization
Description of the multiplier event	The event is a presentation of all the results of the project, and specially how VET teachers in The Netherlands can use the Framework developed in the project. How to design and create video resources for Flipping Class and how to use them in the project Framework. It will be important to give them the view that this methodology can have for enhancing inclusion and personalization possibilities with students. This has been achieved by having an in deep analysis of what has happen in real flipping pilots and how we have solved the problems and difficulties, creating a framework able to be used across Europe. A show with all the working process for a teacher will be done, together with the participation in the event of Dutch teachers who did participate in the Pilot and with the support of the belgian partner.
Country of Venue	Netherlands
Start Date (dd-mm-yyyy)	01/09/2016
End Date (dd-mm-yyyy)	31/08/2018
Intellectual Outputs Covered (using Output Identification number)	O3;O2
Leading Organisation	Stichting Kenniscentrum Pro Work
Participating Organisations	
Event Identification	E3
Event Title	Flipping Class Framework for inclusion and personalization
Description of	The event is a presentation of all the results of the project, and specially how VET teachers in the United Kingdom can use the Framework developed in the project. How to design and create video resources for Flipping Class and how to use them in the project Framework. It will be important to give them the view that this methodology can have for enhancing inclusion and

Description of the multiplier event	<p>the methodology can have for enhancing inclusion and personalization possibilities with students. This has been achieved by having an in deep analysis of what has happen in real flipping pilots and how we have solved the problems and difficulties, creating a framework able to be used across Europe. A show with all the working process for a teacher will be done, together with the participation in the event of British teachers who did participate in the Pilot and with the support of the polish partner.</p>
Country of Venue	United Kingdom
Start Date (dd-mm-yyyy)	01/09/2016
End Date (dd-mm-yyyy)	31/08/2018
Intellectual Outputs Covered (using Output Identification number)	O3;O2
Leading Organisation	Exponential Training & Assessment Limited
Participating Organisations	

Event Identification	E4
Event Title	Flipping Class Framework for inclusion and personalization
Description of the multiplier event	<p>The event is a presentation of all the results of the project, and specially how VET teachers in Belgium can use the Framework developed in the project. How to design and create video resources for Flipping Class and how to use them in the project Framework. It will be important to give them the view that this methodology can have for enhancing inclusion and personalization possibilities with students. This has been achieved by having an in deep analysis of what has happen in real flipping pilots and how we have solved the problems and difficulties, creating a framework able to be used across Europe. A show with all the working process for a teacher will be done, together with the participation in the event of Belgian teachers who did participate in the Pilot and with the support of the Dutch partner.</p>

Country of Venue	Belgium
Start Date (dd-mm-yyyy)	01/09/2016
End Date (dd-mm-yyyy)	31/08/2018
Intellectual Outputs Covered (using Output Identification number)	O3;O2
Leading Organisation	ARTEVELDEHOGESCHOOL
Participating Organisations	

Event Identification	E5
Event Title	Flipping Class Framework for inclusion and personalization
Description of the multiplier event	<p>The event is a presentation of all the results of the project, and specially how VET teachers in Hungary can use the Framework developed in the project. How to design and create video resources for Flipping Class and how to use them in the project Framework. It will be important to give them the view that this methodology can have for enhancing inclusion and personalization possibilities with students. This has been achieved by having an in deep analysis of what has happen in real flipping pilots and how we have solved the problems and difficulties, creating a framework able to be used across Europe. A show with all the working process for a teacher will be done, together with the participation in the event of Hungarian teachers who did participate in the Pilot and with the support of the Spanish partner.</p>
Country of Venue	Hungary
Start Date (dd-mm-yyyy)	01/09/2016
End Date (dd-mm-yyyy)	31/08/2018

Intellectual Outputs Covered (using Output Identification number)	O2;O3
Leading Organisation	SZÁMALK-Szalézi Szakgimnázium
Participating Organisations	

Event Identification	E6
Event Title	Flipping Class Framework for inclusion and personalization
Description of the multiplier event	<p>The event is a presentation of all the results of the project, and specially how VET teachers in Spain can use the Framework developed in the project. How to design and create video resources for Flipping Class and how to use them in the project Framework. It will be important to give them the view that this methodology can have for enhancing inclusion and personalization possibilities with students. This has been achieved by having an in deep analysis of what has happen in real flipping pilots and how we have solved the problems and difficulties, creating a framework able to be used across Europe. A show with all the working process for a teacher will be done, together with the participation in the event of spanish teachers who did participate in the Pilot and with the support of the hungarian partner.</p>
Country of Venue	Spain
Start Date (dd-mm-yyyy)	01/09/2016
End Date (dd-mm-yyyy)	31/08/2018
Intellectual Outputs Covered (using Output Identification number)	O2;O3
Leading Organisation	JAITEK TECNOLOGÍA Y FORMACIÓN SL

**Participating
Organisations**

8. Learning/Teaching/Training Activities

Please note that the below data is a representation from the relevant section in MT+

Activity No.	C1
Field	Vocational Education and Training
Activity Type	Short-term joint staff training events
Activity Description	The main objective of the training is to work with partners all the tools that will be used in the project, which includes: Moodle as elearning platform (Day 1-7 hours) 2. Active Methodologies (Days 2 - 7 hours)Elgg (day 3- 4 hours) as social platform. Office Mix (Day 3- 3 hours). Instructional Design (Day 4- 7 hours). Camtasia (Day 5 - 7 hours)This will allow the partners to have 2 trainers / tutors for working with teachers in their own country, and support them during all their participation in the project.
No. of Participants	7
Participants with Special Needs (out of total number of Participants)	0
Accompanying Persons (out of total number of Participants)	0
Is this a long-term activity?	No
Funded Duration (days)	42
Participating Organisations	Stichting Kenniscentrum Pro Work, INNEO - Studio Twórczego Rozwoju, SZÁMALK-Szalézi Szakgimnázium, Exponential Training & Assessment Limited, ARTEVELDEHOGESCHOOL

9. Follow-up

9.1. Impact

What has been the project's impact so far on the participants, participating organisations, target groups and other relevant stakeholders?

All the staff involved from partners are quite happy as they have learnt a lot about the methodology, and about tools and platforms involved in the project environment. Learning all the technical details of the used platforms and softwares were challenging, although very useful after all.

9.2. Dissemination and Use of Projects' Results

In case already applicable, to whom did you disseminate the project results inside and outside your partnership so far? Please define in particular your targeted audience(s) at local/regional/national/EU level/international and explain your choices.

At a general level, the project is disseminated using facebook and twitter, both as project and as particular organisations and persons. Also using the web site, and specially the partners web sites, as they have more impact that the project web, as it is a new one and worst positioned in google.

At an international level, all the partners are participating in other international projects, and they have made presentations of the project to them. And also the project has been presented on a research event by the Belgian Partner.

At a national level, the newsletters have been distributed, each partner in their own language, and also each partner is having contacts with VET schools or associations of schools, which are interested in participating. For example, the Hungarian partner has distributed them to all the European salesian Schools. Also, there are contacts with entrepreneurs networking organisations, which will be happy to distribute the result among their companies associated.

There is also one link with the Faculty of Education of a University in Madrid, and they are interested in having an event for their teachers and students presenting the results of the project.

Dissemination in Facebook and Twitter has been automatized by UK and Spanish partners using Meet Edgar app.

10. Budget

this section gives a detailed overview of the final amount of the EU grant you request;

10.1. Budget Summary

PIC of the Organisation	Project Management and Implementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities				Special Needs Support	Exceptional Costs	Exceptional Cost Guarantee	Total (Calculated)
					EU Travel Grant	EU Individual Support	Linguistic Support Grant	Exceptional Costs (Overseas Countries and Territories Travel Costs)				
939826987	6,000.00	1,520.00	6,966.00	0.00	0.00	0.00	0.00	0.00	0.00	606.49	0.00	15,092.49
945069352	3,000.00	1,150.00	4,032.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00	8,457.00
945196519	3,000.00	2,300.00	1,180.00	0.00	550.00	0.00	0.00	0.00	0.00	139.25	0.00	7,169.25
948846726	3,000.00	1,520.00	3,540.00	0.00	720.00	0.00	0.00	0.00	0.00	0.00	0.00	8,780.00
950816893	3,000.00	1,725.00	2,739.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00	7,739.00
986308514	3,000.00	1,150.00	2,256.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00	6,681.00
Total	21,000.00	9,365.00	20,713.00	0.00	2,095.00	0.00	0.00	0.00	0.00	745.74	0.00	53,918.74

10.1.1. Further Pre-financing request

Are you requesting a further pre-financing payment?

No

Annexes

in this section, you need to attach additional documents that are mandatory for the completion of the report;

Please note that all documents mentioned below need to be attached here before you submit your form online.

Before submitting your report to the National Agency, please check that:

- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
- The necessary supporting documents as requested in the grant agreement.

List of uploaded files

- **FF DeclarationOfHonour signed.pdf** DOH
0.25 Mb
3 minutes ago
- **Datos acceso plataforma.pdf**
0.04 Mb
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- **Exceptional-Costs Camtasia bill SZAMALK.PDF**
0.99 Mb
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- **Exceptional-Costs Camtasia invoice all partners.pdf**
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