

Digi-VET Fostering Digitisation and Industry 4.0 in vocational education and training (2018-1-DE02-KA202-005145)

**Agenda for the second Digi-VET Conference in London, UK
The Digi-VET – Research and Development Conference
19th- 21st of November 2019**

Project Title: Fostering Digitisation and Industry 4.0 in vocational education and training

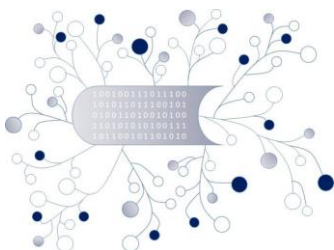
Acronym: Digi-VET

Reference number: 2018-1-DE02-KA202-005145

Project partners: P1 Ingenious Knowledge (IK), DE
P2 University Paderborn (UPB), DE
P3 AR Vocational Education and Training Ltd., (ARVET), UK
P4 Private Institute Emphasys Centre, Cyprus (EMPH), CY
P5 Asociatia Oamenilor de Afaceri Agres Romania (AOAA), RO

Host: ARVET

Venue: Shirrman Room
YHA London St Pancras
79-81 Euston Road
London. NW1 2QE



These minutes include the main statements from the second DiGI-VET meeting in London (UK). We had a great time with productive discussions and excellent results. These results are fixed in these minutes.

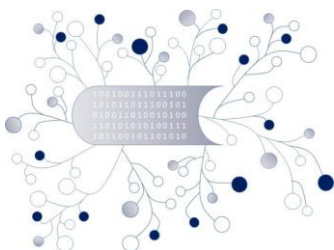
Wednesday, 20th of November 2019

Topic 1: A warm welcome to the DiGI-VET partners

- Rajesh and Marc opened the meeting with a warm welcome
- Introduction of project website → Providing of all documents regarding the project on website
- Project website available in English and German: <http://digivet.eduproject.eu/>
- Introduction of schedule of the meeting and core elements

Topic 2: Current Status of DiGI-VET in general

- Project duration 24 months (now we are in the middle of the project)
- Introduction of structure of project
- Interim Report: **end of this year 2019** (Rasmus will provide the information about the date)
→ Please send respective prepare all documents for Interim Report (Timesheets, Dissemination table etc.) until end of first week in December **06/12/2019**
- Interim Report: No signatures are necessary on Timesheets
- Introduction of IOs:
 - IO1: Research Report - nearly at the end of IO1
 - 1) Questionnaire part
 - 2) Desk-based research report
 - Introduction of status IO1 (see presentation B on website)
 - IO2: sMOOCs (ongoing)
 - Basis information from IO1 for sMOOCs
 - Marc has already created sMoocs in English with moocit.com



-First English Version → Raj have a closer look on English version → Then the translation into the other languages can begin (Start with translations: Summer 2020)

-Links to sMOOCs:

→ English sMOOC:

https://moocit.de/index.php?title=DiGI-VET_-_English_sMOOC

→ German sMOOC:

https://moocit.de/index.php?title=DiGI-VET_-_German_sMOOC

→ Greek/Cypriot sMOOC:

https://moocit.de/index.php?title=DiGI-VET_-_Cypriot-Greek_sMOOC

→ Romanian sMOOC:

https://moocit.de/index.php?title=DiGI-VET_-_Romanian_sMOOC

→ IO3: The DiGI-VET Book

-Target group: Trainers and teachers; the book also contains scientific texts (it is not a training book for learners)

-Introduction of book structure (please have a closer look into the document O3-A1-P1-DiGI-VET Book Structure – EN, which is also provided on the website)

-The DiGI-VET Handbook is the core element of the project

-Providing of some examples of digitization and industry 4.0

-Work on the chapters of this book starts immediately

-A chapter consists of about 6 to 12 pages

→ IO4: Curriculum and didactical materials

-Based on modules (fit to all education fundamentals regarding all project partners)

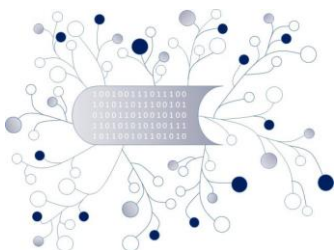
-3 Modules for learners

-4 Modules for trainers

-Will be part of DiGI-VET Handbook

-There will be an additional website for all materials, you will find the link to it on the DiGI-VET

-Materials will be created (Start: now) and translated



-Work on modules and materials immediately

-The modules should be a blended learning offer with online and offline tasks

→ IO5: Online Observatory

- Showroom for best practices of real enterprises in the field of digitization and industry 4.0

-Have a closer look under <http://digivet-platform.eduproject.eu/>

-Link is also on DiGI-VET website

-Contents of Online Observatory can also be used for the other IOs (e.g. IO2, IO3 and IO4)

Topic 3: Current Status of DiGI-VET in the countries

Germany:

-First Multiplier Event in Germany on 10/04/2019 (→ General information about the project)

-IO1: Desk-based Research report; translated questionnaires, first results of survey (see presentation D)

-IO2: Creation of MOOC (English Version)

-IO3: First structure of book

-IO4: Didactical materials and suggested documents within possible tasks

-IO5: 6 German companies

-Working on an article for scientific journal (German Journal)

-Dissemination activities (Erasmus+-days, posters, flyers, pens etc.)

-Providing of DiGI-VET pens to all project partners

Cyprus:

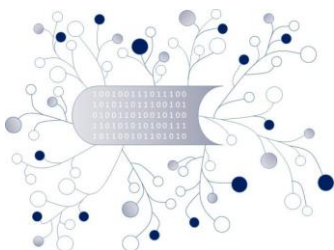
-IO1: Desk-based Research Report is finished

-Survey study between 10th of June to 20th of July 2019 (96 participations)

-Survey Study: First results

-IO2: will be discussed in London (M2)

-IO3: Already began research on opportunities and challenges of Digitisation in Industry 4.0 in companies. Further details to be discussed in London (M2)



-IO4: Proposed curriculum for Emphasys

-IO5: 5 companies (e.g. industry companies etc.)

-Dissemination: Posts on Social Media, Website, International Education Career Exhibition 2019, Attending International Education Career Exhibition 2020, online articles, 2 Newsletters, update of social media channels, article in national newspaper etc.

- Idea of sustainability is pursued (e. g. All links to the materials from the DigI VET project will be visible on Emphasys Centre's website to ensure the continuity and sustainability of the consortium's resources and products of the project etc.)

Romania:

-IO1: Desk based research report is finished

-First results of survey study

-IO3: Proposed structure of Book; first ideas about chapters (research texts, references, length of chapters/ numbers pages)

-IO4: No ideas yet, only general ideas regarding the competence profile; Communication with experts: technical part is necessary)

-IO5: 5 companies (regional companies from automotive sector, metal sector, innovation enterprises)

UK:

-IO1: Desk-based Research Report is finished: short overview about current status of digitalization and industry 4.0 in the UK (Digital Strategy UK: 7 pillars; Future developments caused by Brexit (e. g. many jobs are lost), but new potentials on the working markets (creation of new jobs in 2025) → Developing of UK (maybe part in the book)

-Questionnaire survey is still missing, Marc will be send link for online survey to Raj

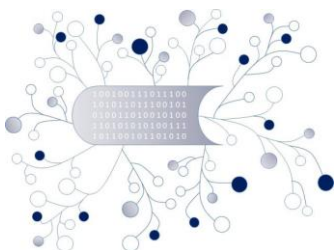
-Best Practices for Online Observatory: ongoing

Topic 4: Online Observatory

-Introduction of Online Observatory and its structure (Digital Platform) → First draft version is online (running version until Christmas)

-Link to Online Observatory: <http://digivet-platform.eduproject.eu/>

-Providing of real best practices



-Documents, contents and Logos/ Videos/ Pictures to Nina/ Marc or Rasmus, so they will fill in the Online Observatory (→ nina.froehlig@ingeniousknowledge.com) or via NextCloud

→ Please prepare a separate document for logo and pictures to ensure a better quality

→ Please provide all contents until 15/12/2019 (or ASAP) in English, translation will be start in Jan/ Feb 2020

-If you have a company video in your own language, please write a short summary what is explained in the video (few sentences in English)

-Connections to categories (not for everybody)

-Contents of Online Observatory are also part in modules, curriculum and book

Topic 5: The Survey Study of Digi-VET

-Introduction into results of German Survey Study (see presentation D)

-Role of the partners/ participants (target groups): staff members, VET staff etc.

-The results will be the basis of competence profile

German results:

-In total 115 participants

-Presentation of SPSS Output and statistic results

-For the survey study report, short descriptions and graphics are enough

-1/3 of participants doesn't know the term industry 4.0 → Focus on the term in modules and book, because there is further need of action

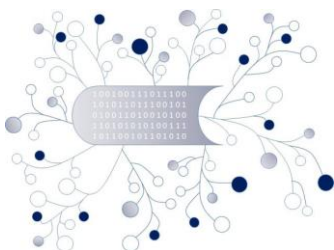
-Digitization is very important → Increasing focus on the future, it will be more important in the future

-Industry 4.0 is very important → Increasing focus on the future regarding industry 4.0, it will be more important in the future

-Chances of digitization (core answers: speeding in information knowledge is increasing, processes are quicker, on the long run it is cost reduction etc.)

-Challenges of digitization (core answers: too much work, data security, information losses, on the short run, there are higher costs etc.)

-Chances of industry 4.0 (core answers: easier work, processes are much smoother, more interaction etc.)



-Chances of industry 4.0 (core answers: data security, workload, no process overview, high costs etc.)

-For detailed information, please have a closer look into the German survey study report or into the presentation D

Topic 6: The DigI VET book and the Competence Profile Curriculum and Modules

-Suggested structure of the topics in the DiGI-VET approach:

General part of DigI VET measures:

1. A Short overview of project objectives and aims to achieve
2. Introduction to the DigI VET curriculum
3. The target group, Characteristics of the DigI VET target group, their needs and expectations
4. Introduction to the e learning platform

Subject related part of DigI VET measures:

1. Definitions of terms
2. Description of the history towards digitisations and industry 4.0
3. The need of digitisation in today's world of work
4. Current status and future developments
5. Examples of Industry 4.0 Approaches using the Online Observatory
6. Best practices of integrating digitisation in VET scenarios and courses

2 measures/courses:

- 1) DigI VET Training modules for VET teachers and trainers (Learning Outcome Matrix 1; each 2 pages)
- 2) DigI VET modules for learners (Learning Outcome Matrix 2, each 2 pages)

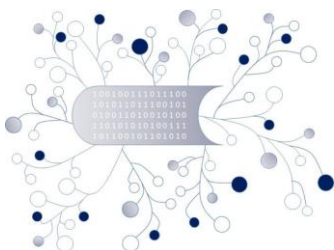
- Learning Outcome Matrix (LOM) is basis and method for measures

-4 training modules for the trainers:

- Module 1: The DigI VET project and the DigI VET curriculum
- Module 2: Digitisation and Industry 4.0 Terms and history
- Module 3: Good practices of digitisation and Industry 4.0
- Module 4: The need of digitisation in today's world of work and insights into future developments

-3 modules for learners

- Module A: Digitisation Terms and history
- Module B: Industry 4.0 Terms and history
- Module C: Current status and future developments



-Introduction of first competence profile, that is basis for modules and measures

-Introduction of first skill set (combination of German desk-based research and questionnaires)

- -Development of online tasks: introduction of online tasks (with H5P → Link: www.h5p.org)
 - Single choice questions
 - Multiple choice questions
 - Fill in the Blank-tasks
 - Drag and Drop tasks
 - Images with hotspots (gaming mode)

-Integration in every MOOC, Online Observatory is possible

- 1) Try out H5P (select a content type), e.g. multiple choice tasks; tips and feedback; you can also provide a message
- Click on save
- Embed: Link from sMOOC, website etc.; → integration in other systems

-Further task for all partners:

→ Every partner should create at least 2 online tasks via H5P for each module (In total 14 online tasks per partner)

→ Tasks should be create in English, Raj have to correct the tasks, then the partners can start translations into their own languages

-Tasks can also be integrated into the book and materials (via snipping tool) e. g. pictures

-One account for all partners (Rasmus will give a feedback)

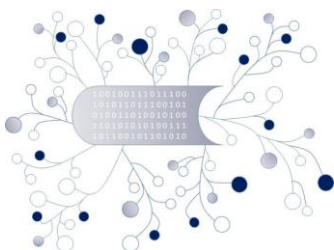
Topic 7: Administrative and financial information

PROM Tool

Marc presented the PROM (Project Management) tool and the structure of financial reporting. Finally, the administrative and financial information was stated. He explained that the partners have to keep all information about the contracts, payment slips, etc. in a separate folder in their institution. Also, all travel documents and travel information (invoices, boarding passes, hotel invoices, VAT Declarations etc.) must be kept. For the documentation of the timesheets and the travel records the PROM Tool was presented (in case of a depth auditing)

-The tool can be accessed at the following website: <http://eduproject.eu/prom/login.php>

-The log-in is as follows:



- The user name is the E-Mail-Address
- Password: Has already been sent to all partners (If not, please contact Rasmus and give him information about your Name, Mail Address, Working hours per day)

-Furthermore, various costs types are important in DiGI-VET and have to be declared. In addition, the following needs to be prepared:

- Timesheets
- Pay slips
- Travelcost record
- Staff employment contracts

PROM Tool

Please make sure that you create timesheets per month. You find the login area under following link <http://eduproject.eu/prom/login.php>.

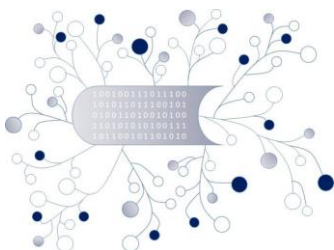
Please have a closer look into the presentation G, which you can find on your DiGI-VET website.

Thursday, 21st of November 2019

- Short welcome
- Introduction of time schedule

Topic 8: Dissemination activities

- Publications, press articles/ partner presentations
- The valorizations plan and risk analysis
- The partners will use Skype as communication channel (see Skype dates below)
- Project website, posts via social media (Using: Facebook, Twitter and Instagram are the Social media channels the consortium chose to disseminate project information for the public)
- Please use the Dissemination Table (see Template on Website) → Dissemination table is also necessary for Interim Report)
- Please use the Erasmus+-Logo, the OER licence, the DiGI-VET logo and the disclaimer (see website)
- Logos and disclaimer at least on the first page and the last page

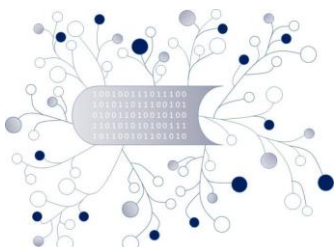


Topic 9: sMOOC

- Introduction of sMOOC (Links will be on website)
- Firstly, there is the English version
- Then we start the translations (start: in August 2020); before we have to write the book and develop the modules
- Modules and materials from book and lessons can be integrated into the MOOC
- Basis will be the contents of other materials → there will be a skype meeting to discuss the content next year (see dates below)

Topic 10: DiGI-VET Book and the Competence Profile

- Discussion of book structure
- Classification of chapters
- A chapter should be between 6 and 12 pages
- Marc will be send a template with all aspects regarding layout, format, quotations until middle of December 2019 → Please use the template by writing the chapters
- Formats for the book will be send in the second week of December by Marc (example of quoting, right layout...) → Scientific style (e.g. Google scholar (scientific articles)); desk-based research, refer to political articles (CEDEFOP; BiBB, Erasmus+ Commission, Statistisches Bundesamt)



DiGI-VET

Structure of the book –Version for discussion

DiGI-VET

Fostering Digitisation and Industry 4.0

Education – Vocation - Industry - Future

Introduction/Foreword

A Digitisation and Industry 4.0 in Europe – A first glance

1. What is Digitisation? [IK]
2. Industry 4.0 an introduction to the ideas and new possibilities [UPB]

B The DiGI-VET project

3. Importance of Digitisation for education and Industry – Form smart data and smart services [ARVET/AOAA]
4. DiGI-VET – Aims, structure and core ideas [IK / UPB]

C General Aspects of Digitisation at Companies

5. Digital transformation in industry [UPB]
6. Opportunities and challenges of Digitisation and Industry 4.0 in companies [EMPHASYS]

D General Aspects of Digitisation at Schools

7. Digitisation at School – Supporting tools for organisational issues [IK]
8. Digitisation in the Classroom - Learning Tools [UPB]

E The DiGI-VET Curriculum and Profiles

9. The DiGI-VET Learning Outcome Matrix and the DiGI-VET Curriculum – Integration into course structures [IK / UPB]
10. Digital Competence Profiles for VET [ARVET / UPB]

F Teaching and Learning Materials

11. Learning materials on Digitisation and Industry 4.0 from Germany [IK / UPB]
12. Learning materials on Digitisation and Industry 4.0 from UK [ARVET]
13. Learning materials on Digitisation and Industry 4.0 from Cyprus [EMPHASYS]
14. Learning materials on Digitisation and Industry 4.0 from Romania [AOAA]

G The DiGI-VET Study on digitisation and Industry 4.0

15. Evaluation Structure of the DiGI-VET-Study [UPB]
16. The DiGI-VET Study - Insights in the research results [UPB]

H The future of Digitisation

17. Learning Analytics and Smart Services – Digital opportunities and risks [IK]
18. A general view on the future of Digitisation [ARVET/AOAA]

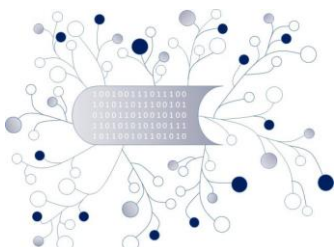
References

Bibliography

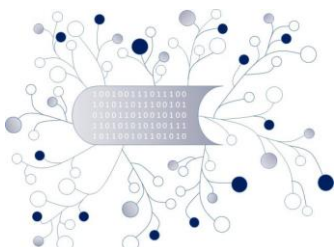
Appendix

Topic 11: Next steps to do

Tasks	Who	Deadline
H5P Logins	Marc/ Rasmus	Until end of November 2019
PROM Tool (Timesheets, Travel Cost Records)	All partners	Until middle of December 2019
Dissemination activities	All partners	Anytime
Creation of Dissemination videos (in own partner language; short statements; film about 30 sec); <i>Digitalization is important because....</i> - Short English statements under videos	All partners	Until end of December 2019



→ Providing of videos on DiGI-VET Facebook		
Online Observatory materials to Nina and Marc or NextCloud	All partners	ASAP; 15/12/2019
Sending of Template for DiGI-VET Book	Marc	Until middle of December 2019
Survey Results; Final Evaluation report	All partners	Until end of December 2019
Translation of the DiGI-VET website (see English text → translation in Word document)	All partners	Until end of December 2019
<p>Creation of materials:</p> <p><u>Trainer modules:</u></p> <p>→Creation of Power Point Presentation in English for each of the 4 modules (about 8-10 pages)</p> <p>→Module 1: UPB</p> <p>→Module 2: EMPH</p> <p>→Module 3: ARVET</p> <p>→Module 4: AOAA</p> <p>→Creation of at least 2 online tasks for each module by using H5P (can be part in PPT) (in English)</p> <p>→Creation of 1 worksheet for lesson in the classroom (in English)</p> <p><u>Learner Modules:</u></p> <p>→Creation of short PPT with videos or graphics (in English) for each module</p> <p>→Creation of at least 2 online tasks for each module by using H5P (in English)</p> <p>→Creation of lesson materials/ classroom task: 1 worksheet for each module (in English)</p>	All partners	Until end of February 2020
Translations of Online Observatory into own language	UPB, EMPH, AOAA	Until end of March 2020
Translation of materials regarding the Modules into own language	UPB, EMPH, AOAA	Start: March 2020
First text version of Book (The Book will be written in English)	All partners	End of April 2020
Correction of Chapters (English version)	ARVET	May 2020
Final version of Book (only English version)	All partners	End of May 2020



Translation for the sMOOCs into own language	UPB, EMPH, AOAA	June/ July 2020
Rest of translations regarding modules etc.	All partners	After summer break 2020
Final Meeting in Romania	All partners	6 th to 8 th of October 2020

Please upload all documents into NextCloud

→ Login-Link was send by Tim; if you don't receive login data, please contact Tim (tim.kreuzberg@ingeniousknowledge.com)

Skype Meetings:

08/01/2020 (UK time: 10:30)

13/03/2020 (UK time: 10:30)

15/05/2020 (UK time: 10:30)

09/09/2020 (UK time: 10:30)

11/11/2020 (UK time: 10:30)