

**DigI-VET Fostering Digitisation and Industry 4.0 in vocational education and training**

**(2018-1-DE02-KA202-005145)**

**Agenda for the first DigI-VET Conference in Paderborn, DE**

**The DigI-VET – Kick-off Conference**

**17th- 19th of December 2018**

**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:** University Paderborn

**Venue:** Warburger Str. 100, 33098 Paderborn Building Q, Room Q 3.201[**www.upb.de/wipaed/beutner**](http://www.upb.de/wipaed/beutner)

**Host:** *University Paderborn*

**Venue:** *University of Paderborn***,** *Warburgerstr. 100, 33098 Paderborn, Germany*

These minutes include the main statements from the fifth and last GET-UP meeting in Paderborn (Germany). We had a great time with productive discussions and excellent results. These results are fixed in these minutes.

**Tuesday, 18th of December 2018**

**Topic 1: A warm welcome the DigI-VET partners**

-Rasmus and Marc opened the meeting with a warm welcome

- schedule of the meeting

-didactical resources like writing a book, creating books 🡪 vocational educational training system needs improvements

- introduction and explanation about the current state of the topic digitalization in the research and praxis

- provide information about the digitalization and address the digital competences and using the Curriculum is needed for improving or supporting the creation of the competencies

- project website available in English and German: <http://digivet.eduproject.eu/>

**Topic 2: Getting to know the partners**

**Topic 3: The core ideas of DigI-VET**

* Idea to make it easier for teacher to teach somethings to support the development of competencies in digitalization
* For free for teacher MOOC, handbook etc.
* Online-Observatory is the place/ platform for finding all the teaching material
* Learners will not benefit from the use of it
* Target group of this platform are teachers
* Target group for the MOOCs are for the learners
* Even so, the partner discussed about the next project meeting. Maybe the next meeting will be in September or October in London in 2019 🡪 the Greeks will check out the prices and then we will decide, when we will conduct the meeting

**Wednesday, 19th of December 2018**

**Topic 3: The core ideas of DigI-VET**

**IO1: UPB is responsible**

* Research on Digitalisation and Industry 4.0
* Combination of desktop research and empirical research
* In the desktop research the partners will do a literature review on digitalization and industry 4.0
* Quantitative study based on multi-language questionnaires and qualitative interview study with industry 4.0

**DigI-VET sMooC**

-DigI-VEET will run on MOOC platforms like MOOC-IT 🡪 to broad audience and can be used in VET-Courses and VET schools as well

🡪 Interactive tasks for the learners

N= > 250 users will be reached

-sMOOC also guarantees sustainability

DigI-VET book

* All partners will create this book and it will be available on the book market (real published)

Some topics of the books will be

* An overview on the current situation
* Definitions of digitalization and industry 4.o
* Elements of digitasiation and how to handle etc.
* Challenges and Chances
* Research results of DigI-VET research

**Curriculum and Didactical materials**

* UPB will create the concept and discuss it with the partners
* All partners will be active in the creation and development process
* In this part of DigI-VET the partners create a Curriculum structure to integrate Digitasiation and Industry 4.0 in VET-courses
* Will be OER

Starting to write in April/ May of 2019

**Curriculum and Didactical materials**

-The partner create an online tool, where teachers can find information of practical examples of digitasiation

-Every partner will provide at least 5 examples in the observatory, so that there will be at least 25 showcases at the end

- all information texts and graphics will be there in English and in the language of the enterprise which is one of the languages of the partner countries

***Multiplier Workshop***

-The workshop consists of six parts, it is a one day workshop:

Part A: Insight into the current situation in industry 4.0

Part B: Insight into the current situation in digitalization

Part C: Results of the DigI-VET research

etc.

- spread the project results in a Multiplier Event

- in 2 years the Multiplier Event will conducted by all partners

***Meeting of the project***

Meeting 1 in UK: 1st - 10th October 2019 in UK, London

Meeting 2 in RO: In 2020

Meeting 3 in PB: Done in December 2018

**Topic 4: Digitization and Industry 4.0**

**Topic 4: Administrative and financial information**

IK presented the PROM (Project Management) tool and the structure of financial reporting. Finally, the administrative and financial information was stated. IK 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, 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://prom.eduproject.eu/>

The log-in is as follows:

The user name is the E-Mail-Address

Password: Will be send to all partners immediately after the meeting.

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

The partners agreed that they will insert all data in PROM and bring signed and stamped original with them to the next meeting in London.

**Topic 5: Dissemination and exploitation**

* Publications, press articles/ partner presentations
* The valorizations plan and risk analysis
* 1-2 posts per week on Facebook about digitalization in 4.0. Using FB will start in January 2019
* The partners will use Skype as communication channel
* Project website, social media

Using: Facebook, Twitter and Instagram are the Social media channels the consortium chose to disseminate project information for the public

**Topic 5: What is laying ahead of us?**

Fixed tasks:

* All: get familiar with MOOCs, example: Udemy, courser, iversity, Lynda
* Marc: create a reading list
* Tim: Give cloud access to everyone
* Marc: create Skype list
* Andrianna create social media accounts
* All: Do research for IO1
* UPB will provide a definition of Industry 4.0
* Work on survey, prepare interviews (UPB will provide a template), translate surveys, Marc will share description of IO1
* Emphasys: Suggest 2 meeting dates by end of January 2019
* All: Skype meeting, January 31st, 10 a.m. CET
* Social Networks: 🡪 post 1-2 entries minimum per week
* Jan 14th: Emphasys
* Jan 28th: ARVET
* Feb 11th: UPB
* Feb 25th : AOA
* Mar 4th: IK
* Active handover of duties