

**EU PROGRAMME “LIFELONG LEARNING” 2007-2013
Sub-Programme L. DA VINCI TOI
ALL4WELL Project**

Report 1st Technical Meeting
24th-25th of March 2014, Vienna (AT)

Participants

Stefanie Steinbauer	BSVÖ	(AT)	International Cooperation
Mario Paiano	Centro Machiavelli	(IT)	Transnational Co-ordination
Cristiano Sanna	Centro Machiavelli	(IT)	Teacher
Antonio Quatraro	UICI FI	(IT)	President
Lisa Bucciolini	UICI FI	(IT)	Assistant
Stefanie Sattler	TANDEM Hamburg	(DE)	Managing Direction
Beate Ströhlein	BFW Würzburg	(DE)	Project Manager
Sylvia Schindler	BSVÖ Vienna	(AT)	Teacher
Virgil Lazar	ANB Brásov	(RO)	President
Radu Vasile	ANB Brásov	(RO)	Project Manager
Corina Mazilu	ANB Brásov	(RO)	Assistant
Roxana Florescu	CCGBV Brásov	(RO)	Managing Direction
Dana Dudu	CCGBV Brásov	(RO)	Teacher – Assistant
Thomas Deharde	agens Berlin (external)	(DE)	Project Manager ¹

Monday 2014 March 24th – BSVÖ Headquarter – Vienna, 9:30 a.m. – 4 p.m.

WP1 – National Reports on the Need Analysis Survey

Beate Ströhlein: 52 questionnaires from students, 15 from teachers and 15 from professionals already working in the field have been analyzed. They need to be anonymized. Information is requested from all partners about the national regulations/differences regarding masseurs and massage therapists. Beate will collect this information.

Most students stated to have some knowledge of English from school. There are a lot of very low and very high levels, nothing in the middle.

Phonetic correctness is important, especially for the medical terms.

About 90 percent were not familiar with any accessible learning material except skeletons and technical devices. Everyday conversation should be the basis of our courses, but the patient’s history is also important. We have to put a special focus on handicap related vocabulary as well. Grammar was considered less important, future and present tense should be included though. The preferred learning arrangements differed in the countries, some favored audio books, others learning in a group, online-courses were the least favored ones. We should prepare material that teachers can use as well as students themselves. We should integrate role-plays and other additional information in the teachers manuals.

Qualification Framework

Thomas Deharde: the results of the National Reports will be part of the Qualification Framework, which is a written document stating the situation of VI masseurs working in the

¹ External expert invited by UICIFI

wellness sector, describing the need to learn English, the current situation of learning a foreign language in this context, the broad learning goals and what we aim to do, describing the target group with regard to their average English skills to find out whether we need a beginner's course (no because we have ELLVIS). Our starting point should be lower than A1 and focus on conversational English, interaction with the patient, how to integrate the course into the classroom, etc. The Framework will work as a Guideline, as an instructional tool for the teacher and serve as documentation for the Agency.

It is a transfer-innovation project, so we can re-use parts of the ELLVIS and VET4VIP and make them fit for our target group.

Antonio Quatraro: we should use those parts that allow a self-learner to start. We should try to structure a model situation where he interacts with the patient. The first units should be of general interest for everyone and the other units should be tailor-made for masseurs. The participants should then be confident that they can continue on their own.

Thomas Deharde: the technology will also work on mobile devices; we could integrate some help function where users can directly contact the teacher (SMS, skype, etc.). Language schools will get the self-learning course but we could offer additional help (maybe for a fee).

Antonio Quatraro: we should have a simulator, for example a skeleton, where the user can touch the screen and listen to the English name of all body parts.

Beate Ströhlein: it is important to make the therapist the active part.

Thomas Deharde: as soon as both patient and therapist have to talk in a foreign language the therapist might not be that active part, so we have to give our students the skills to stay. the active part – this should be our pathway through the project.

Stefanie Sattler (TH): we have to keep in mind that it is a beginner's level.

Stefanie Steinbauer (BSVÖ): but we can make them active just by using the right key phrases.

WP2 – Transfer of ELLVIS and VET4VIP modules

Will be discussed more in detail during the teachers meeting.

Antonio Quatraro: we should see what is there and transfer only what is suitable for our context.

Mario Paiano: each partner has a budget for workshops and seminars for transferring the innovation.

Thomas Deharde: there is a budget for technology (joysticks, gamepads, etc.) and also for testing the courses. We have to find multipliers during the project that will use the results of the project (massage unions, language schools, etc.). We have a budget for such dissemination activities. Dissemination and transfer of innovation is very important. It would be good to bring other schools or institutions to use our method. The second year of the project will deal with such transfer activities. All4Well will also be available for mobile devices, which is another transfer aspect. It will have a visual interface that also works for sighted people. This is interesting for teachers who will get familiar with teaching VI people this way.

Tandem Hamburg is doing the scripting of WP 2. This becomes part of the teacher's manual. Based on that script we will test it, in case it doesn't meet our expectations. After that we will test it with students. We should test every module, not in every country but in total. We should think of reusing the "Hospitality" module in MOLLVIS.

Everyone agrees that using text-to-speech software for instructions and help won't be a problem.

WP 5 – Dissemination and Valorization

Antonio Quatraro given a presentation on communication and dissemination plan, which will be attached to the minutes.

The dissemination plan will be put on moodle platform, not on the website. The Logo of the Lifelong Learning Program has to be adapted. English abstracts from reports about presentations, exhibitions, etc. together with pictures will be uploaded on the website.

Flyers will be produced. There is a budget for the production of flyers and partners will translate them themselves. At least 4 newsletters will be published in irregular intervals whenever we reach a milestone. The same news will be available on the website.

There will be a link to the websites of each partner on the All4Well-website and a link to the All4Well-website on the partners' pages. Abstracts will be put on the website in national languages. The rest remains in English. A specific section will be introduced for those documents, e.g. press releases. "Documents" will be made a main navigation point with sub-points "German", "Italian", "Romanian". Partners send the translation to Antonio who will put it on the website.

Monitoring and Evaluation

Mario Paiano: there will be a questionnaire for each milestone to document the concrete results. Mario will send out the first evaluation questionnaire that should be filled out and shared with all partners.

Thomas Deharde: we should start using moodle for our internal communication in addition to email and there should also be a forum on the website

Beate Strölein: there should be an automatic email-alert when something will be uploaded on moodle platform.

Tuesday 2014 March 25th – BSVÖ Headquarter – Vienna, 9:30 a.m. – 3:30 p.m.

Qualification Framework

Thomas Deharde: for the Qualification Framework, we need a one-page description on the situation in each country regarding the difference between massage therapists and masseurs.

Beate Strölein: will then combine everything, create a first draft and put it on moodle so that everyone can comment on it. It won't be translated into national languages. Beate also needs the contact details of the most important massage schools in each country. She will send out a template. Beate will send out a draft of the Qualification Framework on April 28th. The final version will be on moodle on May 19th.

Antonio Quatraro: Dissemination Strategy/Workplan: will be ready soon.

Mario Paiano: will send out the evaluation templates next Monday because we have to finish the first evaluation phase by the end of May.

Amendment request

Mario Paiano: the accession of *agens Berlin* is going on, the amendment has been submitted to the national agency last week. We have to wait between 45 and 60 days for an answer, so maybe we'll have an answer in May. The national agency asked for the bank guarantee only after the approval of the project. The budget has been refined. The total bank guarantee costs 21.348, 71 Euros. Therefore meetings were combined in order to save travel costs and staff costs (no extra days for traveling). Some of the partners still have equipment like joysticks, so we are saving here too. The partners who have the highest amount had to reduce their budget the most.

An internal semester of reporting regarding travel costs for each partner is necessary. Also for other costs such a framework could be useful. It will make the interim report easier. Each partner will send their travel sheets and staff costs by the end of April to Mario Paiano. Mario will put the templates on moodle by March 28th. Mario will fill in the European and the national code that is requested by the agency. The interim report is due after 13 months; this is the end of October 2014.

Financial and Administrative Aspects

Mario Paiano: we are waiting for the first installment. As soon as we will receive the first payment, each partner will receive their first tranche. For the partner contracts we have to wait for the approval of the amendment. The contracts can be shared as drafts.

Thomas Deharde: for reporting we need working contracts from each staff member and a short summary in English. There is a template for this summary/staff assignment. Every partner has to explain how the daily costs for the staff is being calculated. There are templates for this calculation as well.

Mario Paiano: if a freelancer should be included in staff costs he needs a special contract to define what his role in the project will be and how long he will be working for the project. VAT is important as well. VAT can be reported if it is a cost and partners need a declaration that they cannot recover the costs. There is a template for that too.

Thomas Deharde: the key staff is mentioned by name in the application.

Schedule Overview

The scripting should be done by July, WP3 will start in June 2014 until August 2015, the test-run will take place between November 2014 and August 2015. Beginning of October is the deadline for the final version of the course.

Next meeting

4th to 6th of November in Berlin

Next year's meetings: May and September

We should invite the European or the National Agency to the final meeting or to a regular meeting, maybe in November.

To Do

Information is requested from all partners about the national regulations/differences regarding masseurs and massage therapists. *Beate Strölein* will collect the information.

The Logo of the Lifelong Learning Program has to be adapted.

Mario Paiano will send out the first evaluation questionnaire that should be filled out and shared with all partners.

Beate Strölein will send out a draft of the Qualification Framework on April 28th. The final version will be on moodle on May 19th.

Vienna, 31st March 2014

Stefanie Steinbauer and Mario Paiano