

**ERASMUS +**  
**PROJECT: ARE EU READY FOR LIFE AND WORK?**  
**PROJECT CALENDER 2014 - 2017**

<b>DATE</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
<b>YEAR 1 2014/15</b>		
September 2014	Project launch in all partner schools	All partners
October	Audit of current practise	All partners Completed audit to be returned to AS by November 1st
October - November	School project: Rights and Responsibilities Each partner will complete a project informing our students of their rights and responsibilities School Project: Displays of partner countries/towns/schools will be placed in partner schools.	All partners. Project work will be circulated electronically and placed on etwinning page
October	Base line assessments to be completed.	All partners
December 3 <sup>rd</sup> – 7 <sup>th</sup>	Transnational Project Meeting (TNPM) Durham UK During the meeting partners will share current work related practise, agree on the format of a project handbook (Quality Assurance Management system), clarification of roles and responsibilities of partners, clarification of the project, financial matters and reporting to national agencies. Action Plan to be produced.	All partners Co-ordinator External moderators.
December	Social gathering of parents/carers/employers which will inform them of project	All partners Partners will circulate photos of the occasion electronically and it will be placed on our etwinning page
January 2015	Each partner commences documentation relating to their role and responsibility	All partners
January-March	School Project: Employment in their communities. Students will be introduced to the skills needed to get jobs.	All Partners Partners will circulate photos of the occasion electronically and it will be placed on our etwinning page

February	TNPM Cluj Napoca Romania 'Sharing good practice in Work Related Learning', workshops, seminars and visit areas of good practice. Partners will agree on a draft format for the work related curriculum.	All partners All partners will participate in a seminar outlining areas of good practice in their schools. Information gained at the seminar will be circulated by the Romanian partner.
January-April	Representatives from the world of work will visit schools and speak with students.	All partners
April-May	Employers' questionnaire – co-ordinator will produce a proforma to be used with employers to document the skills and attitudes needed for employment. All partners will circulate the questionnaires to employers' in their communities.	Co-ordinator will produce the questionnaire and all partners will circulate it in their communities. Completed questionnaires to be discussed at the TNPM.
May	TNPM Viana do Castelo, Portugal A seminar/workshop will address the theme 'Employment and the impact of Social Inclusion' Partners will visit places of employment which demonstrates good practice. During the meeting partners will evaluate the action plan. Partners will define areas to be included in the work related curriculum.	All partners will participate in the seminar/workshop by delivering a presentation about good practice in this area.
May/June	Students in all partner schools will visit 3 places of employment.	All partners. Photos of visits to places of employment will be placed on our etwinning page.
June/July	School Project: Students in all partner schools will research local/national/international charities and plan and deliver an enterprise to raise funds for their chosen charity.	All partners
June	Co-ordinator will circulate 2 documents <ul style="list-style-type: none"> <li>• A proforma to collect curriculum data</li> <li>• An evaluation of year 1 of project</li> </ul>	All partners to complete and return to co-ordinator by September 1st 2015.
July	External audit	Co-ordinator External auditor

<b>YEAR 2 2015/16</b>		
September	Student tracker group to be assessed in all partner schools.	All partners
September/ October	Student Project: Students produce a booklet about themselves and their aspirations.	All partners A selection to be placed on our etwinning page.
October	TNPM Riga, Latvia A seminar and workshops will be delivered with the theme 'Basic Skills and ICT'. Included in the meeting will be the development of a format for the final documentation.	All partners will participate in the seminar. All results will be circulated by the Latvian co-ordinator.
October/ December	Student Project: Demonstrating their understanding of basic skills (literacy and numeracy) students will complete a project showing these skills in 'real life' and 'work situations'.	Project work will be shared electronically using etwinning.
January/ April	Student Project: Enterprise Students will be introduced to work related skills ie team skills, problem solving, decision making, positive attitudes	All partners will decide on an activity and the result will be placed on our etwinning page
February	TNPM, Durham, UK A seminar and workshop will address 'Sharing good practice and links with the World of Work' During the meeting each area of our final document will planned and a common formula agree. Partners will decide on areas of expertise and appropriate documentation to be included in the work related curriculum. A proforma for curriculum areas will be produced. Responsibilities for each area of the work related curriculum will be agreed.	Co-ordinator All partners will attend the TNPM The completed proforma will be circulated by the co-ordinator. Each partner will be responsible for an area of the work related curriculum.
February/ March	Careers Convention to be planned in all partner schools.	All partners. Activities will be placed on our etwinning page
March/April	Student Project: Applying for a job/interviews/producing a CV Each partner will introduce this aspect of the careers element of the curriculum through class activities, role play, 'real' situations etc..	All Partners (as above)
May	Student Project: Service enterprise Using work related skills students in each partner school will plan and complete an enterprise in their local communities (examples: litter picking, a party	All partners Activities will be placed on our etwinning page

	for the elderly, a community newsletter etc)	
June	TNPM Voru, Estonia The seminar and workshop theme will be 'Sharing good practice in developing social skills' At the meeting partners will evaluate progress on the work related curriculum	All partners will attend
June/July	All partners will meet with employers/agencies/appropriate services/parents to discuss the work related curriculum and ask for items they want included.	All partners will circulate the response gained from employers/agencies/support services/parents
July	End of year 2 report	All partners will complete a proforma and return it to the co-ordinator
July	External audit	Co-ordinator External auditor
<b>YEAR 3 2016/17</b>		
September/ October	Student Project: Further development of basic skills, incorporating Health & Safety in the work place, relationships, people who can help including self advocacy.	All partners. activities will be placed on our etwinning page
October	TNPM Cluj Napoca Romania. The seminar and workshop theme will be 'Sharing good practice in developing a Work Related Curriculum'.	All partners to attend.
November	A draft copy of the work related curriculum with be circulated to: students/parents/carers/staff&teachers/employers/ Stakeholders and basic evaluation to be completed.	All partners to circulate document Results of evaluations to be circulated between all partners.
November/ December	Student Project: Using their team skills students will plan and deliver a Christmas Fayre for parents/carers and their local community.	All partners. activities will be placed on our etwinning page
December	The co-ordinator will produce a system of monitoring and assessment.	The co-ordinator will circulate the draft system of monitoring and assessment to all partners.
January/ April 2017	Student Project: Student activities will incorporate the skills required for work experience. Work experience/shadow work experience for students who will be able to demonstrate their skills in a place of employment .	All partners. activities will be placed on our etwinning page

February	TNPM in Durham, U.K. The seminar and workshop will address 'Sharing good practise in Assessment & Monitoring'. Local and national experts will be invited to attend. All partners will analyse curriculum data and agree on the format for the final documentation. Distribution of tasks related to assessment and monitoring a work related curriculum.	Minutes to be circulated by co-ordinator.
April	External audit..	Co-ordinator & external auditor
April/July	TNPM Viana do Castelo, Portugal. A workshop will address 'Sharing Expertise, Sustaining a Work Related Curriculum'. All aspects finalised and we will launch our work related to shareholders. Documentation will be agreed ready for the launch in partner schools in September 2017.	All partners will attend Minutes to be circulated by co-ordinator.
May/June	Student Project: Students will plan and deliver an enterprise activity in their local community using the skills they have gained which are vital for employment post school.	All partners. activities will be placed on our etwinning page
June	Final assessment of student tracker group.	All partners Co-ordinator to collect data and correlate and circulate results.
June/July	End of project report	All partners will assist in the completion of the report.
September 2017	Introduction of the Work Related Curriculum in all partner schools	All partners
September 2017	A copy of the Work Related Curriculum will be presented to the EU via our local MEP's	All partners

AS/JO'N October 2014