

**Wednesday 18<sup>th</sup> March 2015**

Partners arrive to Green Dragon Hotel, 44-46 Broad Street, Hereford HR4 9BG  
 Check-in ([www.greendragon-hereford.co.uk](http://www.greendragon-hereford.co.uk))

Dinner has been booked for 8.00pm – meet in the foyer

**Thursday 19<sup>th</sup> March 2015**

9.00am	Meet at Rowing Club Tea/ Coffee on arrival
	Welcome to Hereford - Philip Welcome to WorkQual- Johannes
9.15am	Confirm the arrangements for two days Purpose for the Meeting – what we want to achieve Relate to Work Packages
9.30am	Feedback from the Employer Survey Summary from online survey – Philip
9.45am	Feedback from Employer Survey – France
10.00am	Feedback from Employer Survey – Holland
10.15am	Feedback from Employer Survey – Norway
10.30am	Feedback from Employer Survey – Finland
10.45am	Feedback from Employer Survey – Iceland
11.00am	Break
11.20am	The Work Placement Journey  To break into small groups to identify key aspects and different methods along the Work Placement timeline:  <ol style="list-style-type: none"> <li>1. Selection of Employers</li> <li>2. Matching Learners to Employers</li> <li>3. Starting a work placement</li> <li>4. Monitoring the success of a work placement</li> </ol>
12.00pm	Feedback to the Group
12.30pm	Lunch – we will eat at the Rowing Club with a traditional takeaway of Fish and Chips (or alternative for those who don't like Fish)

1.30pm	To compare practices across Countries: <ul style="list-style-type: none"> <li>■ Identify good examples of practice</li> <li>■ Identify areas of Improvement</li> </ul>
2.30pm	To identify the priorities for development of a Quality Management System for Work Placements
3.00pm	Break
3.30pm	To agree each countries contribution to the project outcomes
4.30pm	Return to Hotel Relaxation and Refreshment
7.30pm	Meet in Reception to walk across the City to eat at Zanes Restaurant

### Friday 20<sup>th</sup> March 2015

9.00am	Meet at Hereford Rowing Club Tea/ Coffee on Arrival
9.15am	Reflection and review from yesterday To ensure everyone knows what is expected of next stages Link to future work packages
10.00am	Administrative update Update on website Update on Marketing leaflet Dissemination activities Financial matters
11.30am	Return to Hotel
12.00pm	Lunch
	We say goodbye to some of our colleagues Free time to see the city Opportunity for discussions
4.00pm	Meet at Green Dragon for Afternoon Tea
7.30pm	Meet in the Reception to go for evening meal The Green Man, Fownhope ( <a href="http://thegreenman.co/">http://thegreenman.co/</a> )

### Saturday 21<sup>st</sup> March 2015

Partners leave Hereford