

Name of the project:

Workmentoring within a quality management system. WorkQual 2014 – 2016

Tasks each partner has to finish.		VMA	Charlottenlund	IFSAT	Axxell	Jules Rieffel	Broad-shoulders
Preparation							
Website	O1	Responsible	Submit info	Submit info	Submit info	Submit info	Submit info
Introduction brochure	O3	Translate	Translate	Responsible	Translate	Translate	Responsible
Introduction slides	O3	Translate	Translate	Responsible	Translate	Translate	Responsible
Phase 1 Network, inv of needs							
Partner Meeting 1. Iceland, Akureyri.	M1	Responsible	Attending	Attending	Attending	Attending	Attending
Course on European frameworks and Quality management systems.	C1	Responsible	Attending	Attending	Attending	Attending	Attending
Hosting Meetings with stakeholders	E1	Host meetings	Host meetings	Host meetings	Host meetings	Host meetings	Host meetings
Report on inventory of needs.	O4	Report	Responsible	Report	Report	Report	Report
Phase 2. What needs to be included?							
Partner Meeting 2. France, Nantes	M2	Attending	Attending	Attending	Attending	Responsible	Attending
Course on VET systems.	C1	Attending	Attending	Attending	Attending	Responsible	Attending
Collect resources locally, sheets, procedures, National VET system.	O2	Prepare system	Prepare system	Prepare system	Prepare system	Prepare system	Prepare system
Interim report.		Responsible	Report work and cost info	Report work and cost info	Report work and cost info	Report work and cost info	Report work and cost info
Phase 3. Constructing the system.							
Partner Meeting 3. England, Hereford	M3	Attending	Attending	Attending	Attending	Attending	Responsible
Course on auditing in a QMS. How to write procedures.	C1	Attending	Attending	Attending	Attending	Attending	Responsible
Each partner designs the appropriate system for local situations, National VET system and correlates the system to a general system.	O2	Prepare system	Prepare system	Prepare system	Prepare system	Prepare system	Editor in chief.
Phase 4. Evaluation and review.							
Local network meetings, each partner and stakeholders. Reviewing the procedures.	E1	Host meetings	Host meetings	Host meetings	Host meetings	Host meetings	Host meetings
Each partner reports the local meetings and outcomes. Collected into a summary report. Axxell responsible.	O5	Report	Report	Report	Responsible	Report	Report
Partner Meeting 4. Harderwijk, Netherlands	M4	Attending	Attending	Responsible	Attending	Attending	Attending
At Partner Meeting 4. Short course on how to organize and use a database on workplaces. Visit to a Dutch ROC.	C1	Attending	Attending	Responsible	Attending	Attending	Attending
Phase 5. Publication and reporting.							
Preparing Final Presentation and final conference. All partners, IFSAT responsible.	O6	Prepare presentation on local system	Prepare presentation on local system	Responsible	Prepare presentation on local system	Prepare presentation on local system	Prepare presentation on local system
Partner Meeting 5. Trondheim, Norway	M5	Attending	Responsible	Attending	Attending	Attending	Attending
Final Conference in Trondheim	E2	Attending	Responsible	Attending	Attending	Attending	Attending
Publishing the final version of Project outputs, Workplacement manual. Broadshoulders responsible.	O2	Send in a whole system.	Send in a whole system.	Send in a whole system.	Send in a whole system.	Send in a whole system.	Responsible
Final report, all partners, VMA responsible.		Responsible	Report work and cost info	Report work and cost info	Report work and cost info	Report work and cost info	Report work and cost info