

Retailing Management for Adults in Lifelong Learning

Minutes of meeting, Tampere, Nov 3 – 7 2008

Present:

Kirsten Fridriksdottir, Verzlunarskoli Islands
Alda Jona Noadottir, Verzlunarskoli Islands
Hrafnhildur Briem, Verzlunarskoli Islands
Bjorn Gardarsson, Fraedslumidstod atvinnulifsins
Marianna Leikomaa, TAMK
Hanna Torp, TAMK
Jacky MacMillan, UHI
Aileen Sawkins, UHI

1. Resignation of Polish Partner and reorganization.

The first item on the agenda was going through the letters to and from WSINF regarding the termination of the project contract for the Polish partner and their acceptance of same.

Then a new Project Plan and Action Plan for the next year were discussed and agreed upon (Attachments 1 and 2).

It was decided that the first stakeholders meeting should be held in all partners' countries in January. This way we would get feed-back on the work that will be done at that time. The second stakeholders meeting should be in August/September.

Change of budget. As a result of the withdrawal of the Polish Partner a new financial budget, taking into account the new responsibility of the partners, was agreed on.

2. The modules and implementation

The partners divided Work Package 3 between them and will transfer the modules as follows:

Modules from Thurso	New modules	ETCS	Responsibility
Information Technology	n/a (implemented in other modules)	2	-
Marketing	Marketing	4	Scotland
Management	Management I	4	Scotland
Human Resource Management	Management II	4	
Business planning and Development			
Economics	Economics	4	Iceland
Merchandising	Merchandising	4	Iceland
Buying and Selling	Buying and Selling	4	Iceland
Finance	Finance	4	Finland
Labor rights and safety and security	Labor Right	4	Finland

(All together the ETCS are to be 30 (here 34). The final ETCS for each module will be decided when the modules have been adapted. 1 ETCS is approx. 25 hours study work.

There was some discussion about what “implementation” actually meant and the conclusion was that it was getting the modules on the template and piloting them.

The partners will write the modules and send to Thurso. There they will be dropped it into the templates and sent it back to be translated before being implemented. Each partner will be piloting own modules to begin with and then cross piloting each others’.

3. Dissemination and evaluation.

A report of the evaluation of the first two meetings in Reykjavik and Thurso was introduced. For the first period the evaluation has looked at the efficiency of the meeting so far. The overall results for the first two meetings in Retail have been excellent. As the first year is now behind and the project as well as the partnership has undergone some changes, the remaining partners will be asked to evaluate the progress so far in addition to the standard evaluation form for the meeting. Therefore a different evaluation paper for the meeting in Tampere will be sent to each partner.

The dissemination so far has mostly been inside the organizations and the newsletters to stakeholders. In Iceland there was though a meeting of Scandinavian organization of people in the field of education of business people where the project was presented by the promoter of the project.

It was suggested that we involved one or more of the stakeholders during the next meeting in Reykjavik, i.e. a visit to the Iceland Chamber of Commerce.

The following presentations have been decided on:

An annual meeting of all colleges connected to NHC in Scotland

1. An introduction of the project to Hanna’s e-learning course for teachers in Finland and Hungary.
2. The project will be introduced to the Federation of Trade and Services, which is a countrywide federation of companies in commerce and services in Iceland.

For further dissemination it was decided to check the cost of buying memory sticks with the logo of the project.

4. A leaflet

The Scottish partner had continued work on the ideas from the meeting in Thurso and designed a leaflet which all partners were pleased with. The form will be sent to Iceland and printed there.

5. Preparation of Interim Report.

The interim report was discussed. The part of changes in budget and the redistribution of tasks had already been agreed on.

6. Article

During the meeting an article was written in collaboration. This article will be translated into Icelandic and Finnish and published as widely as possible.

7. Visit to Pro Academy

On Wednesday the project group visited TAMK University of Applied Sciences’ ProAcademy, i.e. the degree programme for entrepreneurship. Two ProAcademy students gave the project

group a presentation on what ProAcademy is and how studying there differs from traditional BBA studies. The main difference is the exclusive “learning by doing” approach. Instead of lectures, seminars and book exams the students form their own team companies which operate for real. They do real projects for real clients and study theory in literature when confronted with a real-life problem. Instead of teachers they have coaches whose task is to guide them without giving direct answers to problems. The students also do their final project for a real customer, and the project is graded by the customer.

After the student presentation Jukka Siltanen told us about his experiences as an entrepreneurship coach at ProAcademy. We also heard about their plans to help establish a similar entrepreneurship programme at Namibia Polytechnic in near future.

8. Next meeting

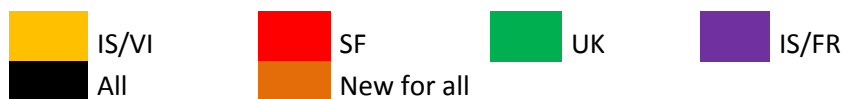
The next meeting will be held in Reykjavik on April 1. and 2. 2009. In connection with this meeting there will be arranged a visit to one of the Icelandic stakeholders to learn about their organization and present the RetAiL project..

Attachment 1

RetAiL

Project plan

Nov 1 2008 - Oct 31 2009



		2008		2009										
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
WP1	Project management comm.													
WP1	Quality assurance plan													
WP1	Meetings													
WP1	Cooperative Platform													
WP1	Interim report													
WP1	Final report													
WP2	ICT-Tools - updated?													
WP2	Meeting in Finland													
WP2	Printed pedagogical handbook													
WP3	Adaptation of modules													
WP3	Translation													
WP3	Workshop for teachers													
WP3	Implementation & piloting													
WP 4	Quality management plan													
WP4	National evaluation													
WP4	Handbook for evaluation, print													
WP4	National dissemination + val													
WP 4	Articles													
WP4	Questionnaire													
WP4	External evaluation													
WP5	Website setup and maintain													
WP5	Poster and leaflets													
WP5	Newsletter													
WP5	National stakeholders meetings													
WP5	Minutes of meetings													
WP5	Stakeholders workshop													

Attachment 2

Unfinished business

	Iceland - Verzlunarskoli
WP5	Minutes of meetings - Nov 2008, May and Oct 2009
WP1	Interim report - Nov/Dec 2008
WP5	Newsletters - Nov 2008, May and Oct 2008
WP5	Posters and leaflets - Nov 2008, Jan and Jun/July 2009
New	Writing of modules - Nov 2008 through March 2009
WP3	Translation into Icelandic - Dec 2008 through April 2009
All	Workshop for teachers - January 2009
WP3	Implementation & piloting - Jan through August 2009
all	National stakeholders meeting - January and Sept 2009
all	Meeting in Reykjavik - April 2009
all	National stakeholders workshop - Sept 2009
all	Meeting in Reykjavik - Oct 2009
WP1	Final report - Nov/Dec 2009

	Finland
All	Project management committee - Report to be sent to KF end of month a. writing of modules Nov 2008 through March 2009 b. reports on implementation January through August 2009 c. reports on translation January through August 2009
WP2	Pedagogical handbook online and print - Feb and May 2009
New	Writing of modules - Nov 2008 through March 2009
WP3	Translation into Finnish - Dec 2008 through April 2009
All	Workshop for teachers - January 2009
WP3	Implementation & piloting - Jan through August 2009
All	National stakeholders meetings - Jan and August 2009
All	Meeting in Reykjavik - April 2009
All	National stakeholders' workshop - September 2009
All	Meeting in Reykjavik - Oct 2009

United Kingdom	
All	Project management committee - Report to be sent to KF end of month a. writing of modules Nov 2008 through March 2009 b. reports on implementation January through August 2009 c. reports on translation January through August 2009
New	Writing of modules - January through March 2009 Proofreading of modules - Feb through March 2009
All	Workshop for teachers - January 2009
WP3	Implementation & piloting - January through August 2009
WP 2	Possible revision of ICT - tools - July-august 2009
All	National Stakeholders meetings - January and August 2009
All	Meeting in Reykjavik - April 2009
All	National Stakeholders' workshop - September 2009
All	Meeting in Reykjavik - October 2009

Iceland - Fraedslumidstod	
WP 4	National evaluation - april and July 2009
co-op	Articles - November 2008 and May 2009
WP4	Handbook for evaluation, print - May 2009
WP4	National dissemination and evaluation - Nov 2008, March and June 2009
WP4	Questionnaire for students and teachers - May/June 2009
WP4	External evaluation - Sep/Oct 2009
All	National Stakeholders meeting - January and August 2009
All	Meeting in Reykjavik - April 2009
All	National Stakeholders' workshop - September 2009
All	Meeting in Reykjavik - Sept/Oct 2009