

Retailing Management for Adults in Lifelong Learning

Minutes of meeting, Reykjavik, April 1-2 2009

Present:

Kirsten Fridriksdottir, Verzlunarskoli Islands
Alda Jona Noadottir, Verzlunarskoli Islands
Gudrun Inga Sivertsen, Verzlunarskoli Islands
Egill Helgi Larusson, Verzlunarskoli Islands
Bjorn Gardarsson, Fraedslumidstod atvinnulifsins
Marianna Leikomaa, TAMK – University of Applied Sciences
Hanna Torp, TAMK – University of Applied Sciences
Aileen Sawkins, North Highland College
Marc Farr, North Highland College

1. Status of Implementation of modules.

The module Management has been developed and is ready to be translated.

The other modules are well on way and will be developed by May 4th – 11th. They will be sent to Thurso along with a mind-mapping of content where they will be dropped into the templates and sent back to be translated. The modules should preferably be sent on Note Pad format or as Power Point. The same goes for the translations. When the modules have been developed they should be put into the Online Development map in WebCT/Blackboard.

Again it was emphasized that the modules should be 40 hours of learning, working with texts, websites, tasks and assignments with emphasis on tasks. It was agreed that Facebook and Youtube could be practical tools in the development of modules/tasks.

2. Teachers' guide

A preliminary version will be finished before June 11. The final guide will be ready by end of September.

3. Implementation and Piloting of modules

The course of 9 modules will be implemented by all institutions, some of them from autumn 2009 and else in 2010 when everything is finished. Each institution will decide for itself the cost of participating in the course.

If feasible the partners will pilot 2-3 modules in the autumn of 2009: Management I (NHC), Finances (TAMK) and Economics (VÍ), each piloting session being 6-8 weeks. The piloting will though depend on the financial status of the project, as piloting was not in our application. In the case of not having finances to pilot the modules especially, at least part of them will be implemented in existing courses taught at the partner institutions in autumn 2009.

When students have completed the modules, either one or all of them, each institution gives the student a paper, confirming the completion of said module(s).

4. Dissemination and evaluation.

The meeting went through the Dissemination and Valorization Plan and made a few changes to update the plan.

Bjorn will send an evaluation paper for this meeting to the delegates.

Hanna will set up a RetAiL group on Facebook for further dissemination.

It was decided that we will keep the website functioning after the two years' period. In addition to what is now on the website, there will be an sample module. Other modules will be copyrighted and in use in the Partner institutions.

In regard to the Evaluation Handbook (deadline moved from May to September 09) it was agreed that the handbook will be about the project specific and how it is evaluated – The how and why of evaluation and what could be changed to a better practice.

The project has recently been presented by the partners at various events such as a meeting at the Federation of Trade & Service in Iceland, The Chamber of Commerce in Caithness, Scotland and Reykjavik, in various Finnish on-line papers and other media, in Iceland there has been an article in V-75 (published by the Students Association of Verzlunarskoli Islands) and an article will be published in the May issue of VR Newsmagazine (VR Trade Union).

5. Other business

As decided at the meeting in Tampere the project has bought USB-sticks with the RetAiL logon on for promotion. Besides the logo there will be an introduction on the sticks about the project, designed by NHC.

It was decided to combine the Workshop for teachers and National Stakeholders workshop to be held in September 2009.

6. Visits

On April 1st Iceland Chamber of Commerce invited to a meeting at the Chamber's offices. There the RetAiL project was presented and the managing director Finnur Oddson gave an introduction to Iceland's economy – What happened and where is it headed?

On April 2nd the group visited Sudurland College in Selfoss. This college takes care of the education of prisoners in Iceland which is both conducted on site in the Prison at Eyrarbakki and online. The supervisors of this education, Ingi S. Ingason and Anna Fríða Bjarnadóttir gave a presentation of the college and the education for prisoners.

7. Next meeting

The next and final meeting will be held in Reykjavik on October 5 – 9 2009. This is a status meeting with presentations, assessment of the progress and of the project as a whole for evaluation.