

# *Improving Employment Opportunities in the Labour Market for Marginalised Communities*

*Jablonec nad Nisou Nov. 14-17 2011*

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# *What is to be included in the Report\_*

# *Vocational Training Opportunities Scheme*

## *V.T.O.S*

**VTOS is the Vocational Training Opportunities Scheme** which offers unemployed people an opportunity of returning to structured learning in an adult setting.

[www.vtos.ie](http://www.vtos.ie)

[www.ennisvtos.ie](http://www.ennisvtos.ie)

# *Project Cycle*

Project Approved: July 2011

Projects Start: August 2011

Agreement

First Advanced Payment 80%

Progress Report by 31<sup>st</sup> July  
2012

Project Ends: 31<sup>st</sup> July 2013

Final Report and EST by 30<sup>th</sup>  
September 2013

Final Payment (up to 20%)

## *Agreement-Who is involved?*

### **Contract between Beneficiary and the National Agency**

The beneficiary is solely responsible for correct project performance and compliance with the Grant Agreement signed with the National Agency.

**That is US!**

## *Agreement Continued.....*

### **Interim and Final Reports**

- **The report forms will be eforms**
- **Check in advance what information will be asked by National Agency at Interim and Final Report stage**
- **Report forms will be emailed individually-if you don't hear by June 2012 contact them.**

## *Documents You Need to Keep*

- Receipts – Proof for each mobility
- Certificates of Attendance
- Proof that Project Objectives have been achieved – meeting minutes, conference agendas etc.

# *How do you get the full grant amount?*

- Full Realisation of Activities – you must achieve the overall aims and objectives as per the application
- You must do the minimum number of mobilities as per the application
- **Final Report = report on aims, activities and outcomes of each mobility**
- Keep all receipts



## *Reminder : What is a mobility?*

- 1 mobility = 1 return trip abroad by 1 person to a partner institution
- Must be to where approved partner institutions are based
- Must take place between 1<sup>st</sup> August 2011 and 31<sup>st</sup> July 2013
- Must be relevant to the aims and objectives of the Partnership
- Must be undertaken by a staff member or trainee of your organisation or someone who has a contract with your organisation
- If you do less than the minimum number of mobilities.....
  - Funds will have to be returned on a pro rata basis

# *Documents you need to keep*

## **Receipts**

- **Proof for each mobility**
  - Copy of travel tickets, boarding pass, train, bus etc.
  - Confirmation of attendance - certificate of attendance and sign in sheets
- **Proof that Project Objectives have been achieved**
  - Meeting minutes, project outputs, conference agenda etc

## *On the Spot Checks (Audits):*

- Receipts (as previous slide)
- Progress and Final Reports
- Project Materials
- Audits may be carried out up to 5 years after the end of the project

# *Expectations*

What do I expect from the project?

How will I contribute to the project?

## *Project Protocol – Before we Start....*

- Partners Roles and Responsibilities
- Report Schedule
- Communication Rules
- How to Raise Issues or Concerns
- How will we share Resources or Outcomes?

# *Project Protocol*

How will conflict be resolved?

Who sets the agenda?

Who organises meetings?

# *Monitoring and Evaluation*

Ensure that good systems and tools are in place, agreed and understood – they should be used for all aspects of the project

e.g.

- Questionnaires
- Surveys
- Focus Groups
- Interviews
- Checklists as a part of project meetings
- Diary Notes
- Observations

## *Transnational Meetings - Benefits*

- Social & collaborative learning
- Informal/dinner/coffee learning
- Motivating force – new ideas
- Broader perspective
- Networks
- Opportunity to visit city - see place from a different angle



# *Communication*

- Keep language simple – avoid jargon
- Maintain contact prior to and between meetings
- Circulate meeting documents in advance
- Create a **glossary** of important terms e.g. faucet/tap
- Allow more time to go through agenda and take plenty of breaks

# *Challenges*

- Establish partners expectations from the project
- Set deadlines
- Take collective responsibility for change
- Clear agreement of roles and responsibilities from outset
- Consider staffing changes
- Discuss (potential) issues at project meetings
- Develop contingency plans
- Evaluate – learn from mistakes

# *Dissemination & Online Tools for Communication*



**Disseminate information about the project**

EST (European Shared Treasure) Database

This is a requirement

<http://www.leargas.ie/est>

## *Dissemination contd.*

- Each partner has a separate log in and each partner must put something on the website
- National Agency Website
  - Keep them posted – send case study about the project
  - Include photos, quotes and web addresses

# *Toolkits*

## **QAS – Quality**

**<http://www.programkontoret.se/sv/QaS/>**

# *Co-operation and Communication*

Co-ordinate project activities

Google Docs: [www.docs.google.com](http://www.docs.google.com)

PBWorks: [www.pbworks.com](http://www.pbworks.com)

# *Co-operation and Communication*

Record progress and receive input from others

Blogger: [www.blogger.com](http://www.blogger.com)

Wordpress: [www.wordpress.com](http://www.wordpress.com)

Arrange Meetings

Meet-o-Matic: [www.meetomatic.com](http://www.meetomatic.com)

# *Co-operation and Communication*

Create a customised social network/website

Facebook: [www.facebook.com](http://www.facebook.com)

Ning: [www.ning.com](http://www.ning.com)

Twitter: [www.twitter.com](http://www.twitter.com)



# *Co-operation and Communication*

Design Surveys and Evaluation  
Questionnaires

Survey Monkey:  
[www.surveymonkey.com](http://www.surveymonkey.com)

