

## Are EU ready for Life & Work?

### Minutes of Planning Meeting – Cluj-Napoca, Romania 13.03.15 Agenda 2

Present: J O'Neill & F Davis - UK, Durham  
R Kangro, A Kallas & H Reijan - Estonia  
A Beitiks, G Oga & I Silina - Latvia  
J Viana & J Reis – Portugal  
C Hirciaga-Costache – Romania  
L Puscas  
M Nechita  
C Stanciu

1. Roles & responsibilities. A form was distributed for all partners to complete. This is to identify the areas you have started and identify the areas you intend to focus on in the future.
2. E-Twinning. Ainars updated the group and informed partners of:
  - a) the page he has created
  - b) Partners to upload evidence to this area
  - c) Folders have been identified and created. Ainars suggested that a folder is created for each meeting and one for each partner school/institution. Individuals can create their own folders.
  - d) A demonstration of how to use E-Twinning was offered but all partners felt that this was not needed.
3. Newsletter. Julia asked all partners to send evidence of any activities/photographs/articles etc. they wish to be included in the first edition of our Erasmus+ newsletter. A deadline was given that this information should be sent to Julia by 1<sup>st</sup> May.
4. WRL curriculum Plan. Each partner was asked to complete a list of the areas they would like to be included in the WRL curriculum. Each group gave a short overview of the ideas they have this included:
  - i) Personal skills – presentation/interview skills
  - ii) Social skills – belonging to society
  - iii) Life skills
  - iv) Practical training
  - v) What is available? Skills needed- skills test?
  - vi) Parental involvement
  - vii) Work Experience
  - viii) Safety on the internet
  - ix) Teaching a range of work methods
  - x) Appropriate behaviour in the work place

- xi) Literacy/numeracy skills related to the world of work
- xii) Careers events informing students as well as employers
- xiii) How to make individual choices in what they want for life and how to achieve this
- xiv) Health & safety in the workplace
- xv) Spiritual, moral, social and cultural guidance (a requirement in UK)
- xvi) Bullying, Sex & Relationships', team building skills
- xvii) Money management – how to spend the money you earn effectively.

5. Rest of year 1:

- a) Julia clarified that all partners have a clear understanding of what is expected for year 1 of the programme. Ann and Julia will begin to work on planning year 2 in the same way and will send this to partners for approval in the near future.
- b) Julia & Ann will also begin to work on a questionnaire to be sent to employers. Should any partner have any ideas or particular questions they would like to include in the questionnaire please send them to Ann or Julia. When completed the questionnaire will be sent to partners for approval prior to be delivered to employers.
- c) Enterprise. Julia asked Fiona to outline the work currently completed at Durham Trinity with Post 16 students. Catrina outlined the Romanian students have fairs to sell products made and they are currently preparing for a spring fair. Reet has also carried out seasonal activities including an open market in October. Sellers can come to sell their wares but also the school can sell what they have made. The students sell items they have been cooking. Ainars has two open markets (one at Christmas and one in the autumn). Some items are sold which are made by school children and/or local citizens. They also support a local animal shelter charity. They encourage students to recycle papers and magazines to help the animals at this shelter and money is given to them for recycling.

6. Planning for Portugal:

- a) Julia confirmed the dates of our visit which is 10<sup>th</sup> to 14<sup>th</sup> June. The seminar focus will be 'Social inclusion and employment'.
- b) Julio informed partners that the visit will involve visiting two centres from APPACDM. He is happy to include contact with local firms who have good practice with regards to employment and inclusion and will liaise with the university too if possible.
- c) Julio asked if partners can confirm to him who will be visiting from each country, flight times etc. sooner rather than later so that arrangements can be made.

- d) Reet asked if she could bring an additional person from her work centre to Portugal. This was agreed.

7. AOB.

- a) Durham Trinity has created a small booklet which contains photographs and information about the school, pupils, timetable and curriculum. This will be emailed to all partners as we identified in our grant application that we would have an information/display board in our school which will include information on each partner school. All partners agreed this would be completed. Julia will email this to all partners after her return to the UK.
- b) Scouts group. Julia asked the group if they have any Scouts group in their areas as Durham trinity Scouts would like to make some international links to enable them to complete work towards receiving their international badge. All partners will email Julia this information.
- c) Julio thanked Catrina and the staff of her school from all partners involved in the visit.

International seminars were completed and the meeting was closed.