Entrepreneurial skills for a modern education in Albania - EntraAL

WP3. DEVELOPMENT

Designing of training courses and integration

to the TEAVET and U3M-AL Centres

Deliverable 3.2.

Integration of the entrepreneurship courses to the existing TEAVET and U3M-AL Centres in Albanian Universities

"Eqrem Çabej" University of Gjirokastra, Albania

Date 31.05.2021

Co-funded by the
Erasmus+ Programme
of the European Union

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D.3.2. INTEGRATION OF ENTREPRENEURSHIP COURSES TO THE EXISTING LLL CENTRES IN ALBANIAN UNIVERSITIES

WP3. Designing of training courses and integration to the TEAVET and U3M-AL Centres.
Lead Organisation: University of León (P2)

● The work package is developed in three phases and deliverables:
● D.3.1. Designing the entrepreneurship courses (3 modules): 1) development of entrepreneurial mind-set for pre-university teachers, 2) entrepreneurship for university teachers, and 3) entrepreneurships for university students.
● D.3.2. Integrating the courses to the existing TEAVET and U3M-AL Centres in Albanian universities.
● D.3.2. Creation of an Albanian Entrepreneurship Network.

The aim of deliverable D.3.1. is to present a comprehensive Working Plan for implementing new courses on entrepreneurship for university teachers, pre-university teachers and university students, and to identify the complementary equipment that is necessary to be bought for successful implementation of activities. This working plan considers:

1) LLL Centre positioning in the university as entrepreneurship education provider,

2) products or services linked to concrete activities to meet entrepreneurship LLL education needs,

3) complementary equipment needed, the need it covers, under with activity will it be used and where will it be installed. ONLY the following items relevant to entrepreneurship can be bought:

● laptops
● flipcharts
● mics
● sound system
● camera
● Internet server

4) dissemination strategies, and

5) quality assurance procedures to comply with MoESY goals.

ABOUT THE EQUIPMENT PURCHASE: Equipment purchase is managed by the coordinator (University of Turku) and the co-coordinator (University of Vlora) that will assist the coordinator for monitoring the equipment purchase and will take care of the onsite visits to verify that the equipment follows the requirements of the European Commission. The equipment will be bought at the latest by 31.11.2021.

Deadline for sending this report: 31.05.2021 – to Google Drive (3.2)

LLL CENTRE LOCATION AND POSITIONING

1.1. State the name, address of the Centre, contact information (*email address, cell phone number, or a link to the LLL centre website*) and structure of the centre

Name: LifeLong Learning Centre (Centre of continuing education)

Address: Universiteti "Eqrem Çabej"

Lagjia "18 Shtatori"

Gjirokastër, Albania

Office Telephone Number: +355 8426 80 25

e-mail: maredhenietmejashte@uogj.edu.al

Contact information: Marjeta Fule

Mobile : +355 69 2210390
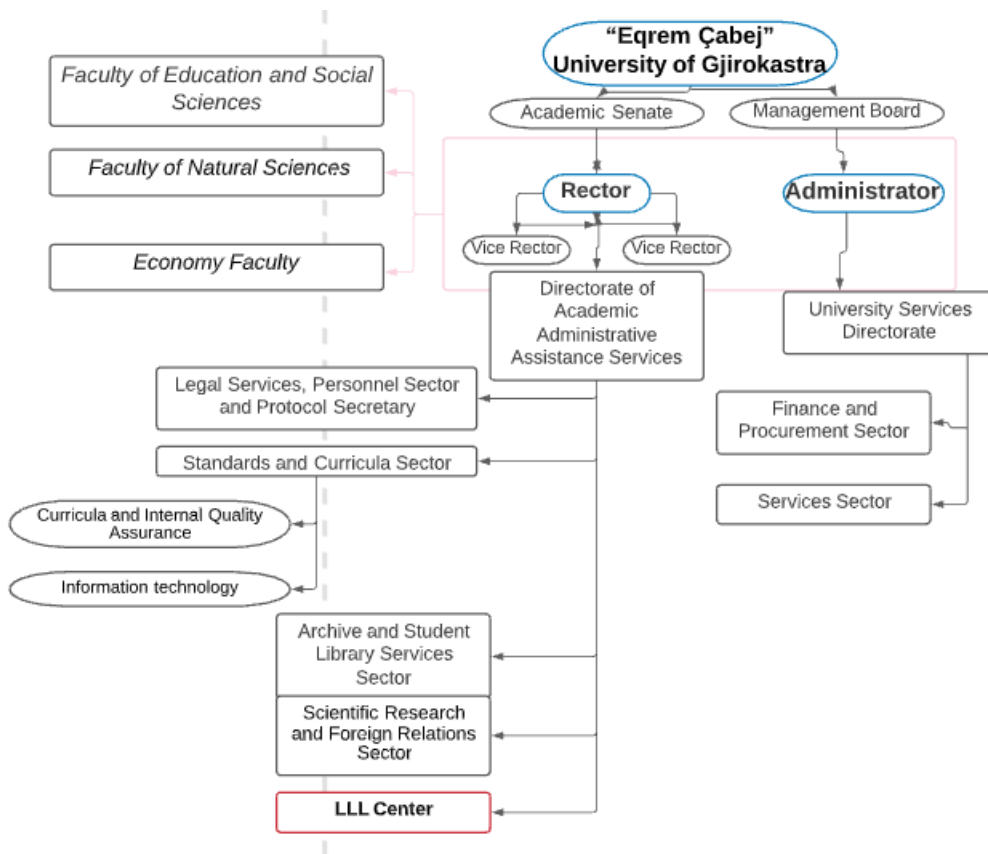
e-mail: mfule@uogj.edu.al

Web page: https://uogj.edu.al/category/lll/

1.2. Explain the situation of the LLL Centre in the university organigram and the resources allocated

(Situation in the university organigram and resources currently allocated to run and maintain the Centre during the project and after) (aprox. 200 words)

CLLL (Life ong Learning Centre) was founded by UGJ, as a result of being involved as a beneficiary partner in the TEAVET project. LLL is a centre that provides training services for pre-university teachers. According to the University organogram, the LLL centre is responsible to the Research and External Relations Office. This centre has implemented the objectives of the TEAVET project under the Erasmus Plus Program entitled "Improving the teaching competencies in Albanian Universities''.

The position of the Centre in the University organogram:

The main result of the project was the creation of a system for teacher training in LLL approved by the MoESY, designing and implementing training courses to improve teaching and learning competencies for in-service teachers in line with EU strategies and those of the Ministry of Education, Sports and Youth. The establishment and operation of the LLL centre was preceded by a formal process of registration, accreditation and attendance of teacher training programs, with recognition by the Ministry of Education, Sports and Youth.

The centre is equipped with hardware and software tools to support didactic processes for the training courses. Teachers of the Southern Region and beyond can attend specialized courses in the field of teacher competencies accredited by ASCAP.

Maintenance and other contributions necessary for the successful operation of the centre are presented in the organogram of the LLL Centre.

1. Manager of the centre.

2. IT specialist - maintenance of the laboratory and the centre site.

3. Other human resources: Academic Staff, Career Counselling and ALUMNI.

INFRASTRUCTURE RESOURCES

LLL is accomplishing its mission in the field of training and continuing education, supported by modern facilities, provided by TEAVET project:

• Network Server and UPS

• Desktop Computers

• Laptops

• Photocopy machines

• Color Laser All - in- One Printer

• Portable Projector Screen

• Smart board for didactic purposes

• Multimedia projectors

1.3. Explain the potential of the LLL Centre as a provider for entrepreneurship education

(The positioning and potential of the LLL Centre in the university, and at regional and national level, as entrepreneurship education provider) (aprox. 200 words)

Our University LLL Centre bases its work on the national strategy for the Development of Pre-University Education that includes the implementation of a Comprehensive Vocational and Educational Training (VET) System for the professional development of in-service teachers at pre-university level. The TEAVET project through the LLL Centre is contributing to the comprehensive VET system for teachers by developing a Lifelong Learning Teacher Training System of high quality, by means of an accreditation procedure.

The Centre has offered teacher training course programs for different levels of education on scientific methodologies, pedagogical issues, ethics and ICT use in teaching/learning process according to European standards.

The following table presents information on training modules offered to teachers. The modules are accredited by ASCAP (the Quality Assurance Agency in Pre-University Education). The 16 accredited teacher qualification modules were to be carried out in the framework of the TEAVET project, an Erasmus Plus program. Therefore, during 2020, it became possible to provide free courses by EÇUGJ academic staff. The number of trained and certified teachers is 560 in total, in 14 out of the following 16 training modules for teachers.

No.	Module Title (TEAVET)	Kodi ASCAP	ECTS	Target group
1	Teaching combined with learning management systems	19CN112	2	Teacher
2	Learning and assessment culture in Albania	19CN113	1	Teacher
3	Digital tools for teaching and learning	19CN114	2	Teacher
4	Educating critical thinking through the media	19CN115	1	Teacher
5	Child Developmental Psychology	19CN116	1	Teacher
6	Teaching Methodologies	19CN117	1	Teacher
7	Classroom Management	19CN118	1	Teacher
8	Designing Learning for All, Teaching Forms and Learning Styles	19CN119	2	Teacher
9	Project-Based Teaching and Learning	19CN120	1	Teacher
10	Assessment of Learning Outcomes	19CN121	1	Teacher
11	Comprehensive Classroom Strategies	19CN123	2	Teacher
12	Learning culture	19CN124	1	Teacher
13	Basic Skills for Active Citizenship	19CN125	1	Teacher
14	Media literacy and online communication	19CN126	1	Teacher
15	Media literacy in a digitalized world	19CN127	1	Teacher
16	Active Citizenship in Global Society	19CN122	1	Teacher

Based on the successful experience so far, motivation, dedication, engagement and expertise of the academic staff, positive trainee feedback, and continuous engagement in European Projects, it is strongly believed that the LLL Centre has all the intellectual potential to successfully continue its activity as a provider for entrepreneurship education in the framework of the EntrAL Project.

However, there are some problems that need to be dealt with in the course of the project:

The University authorities are considering the possibility of moving the TEAVET Centre (currently on the 1st floor of Building A) to a more spacious environment in order to meet the needs of an increasing number of interested trainee applicants and products it is going to offer in the framework of this project.

As it may be clearly seen in the University organogram, the LLL centre is currently responsible to the Research and External Relations Office. With the beginning of the new academic year, it

is thought as more appropriate and efficient to include it in the organogram of the Faculty of Education and Social Sciences, under the jurisdiction of the Department of Education and Teaching Methodology.

With these problems being sorted out, it is expected that the LLL Centre is a safe assumption that the Centre is going to operate more efficiently.

2. LLL CENTRE WORKING PLAN WITHIN EntrAL PROJECT

Describe the working plan to be implemented by the LLL Centre of the Albanian university under EntraAL Project. The working plan is based on concrete tables of products or services delivered by the LLL Centre and the corresponding activities to be developed within this product/service.

1	Product/service	**Entrepreneurship modules for pre-university teachers**	
Description		The modules are going to train pre-university teachers on developing entrepreneurial education skills and competencies.	
Needs to be covered		The modules will cover the need for: Modern entrepreneurship-related training to reduce the gap in the personal experience Entrepreneurship integration in teaching Developing new entrepreneurial skills Entrepreneurship risk management	
Activities to be developed		1.1	Module Designing
		1.2	Module testing and approval
		1.3	Publication of module information
		1.4	Trainees' registration
		1.5	Organization of training
		1.6	Measuring training achievements
Responsible of the product/service and other staff involved		Dean of Faculty of Education and Social Sciences, Department of Education and Teaching Methodology, Trainers, Other LLL Centre staff	
Target groups		Local Educational Authorities Pre-university teachers Psychologists and social workers Other stakeholders	
Complementary equipment needed (to be bought) and location (Specify Devices, Model, Brand & Quantity and place where will be installed)		● **2 Laptops** to be used by this target group during their attendance in LLL Center;	
Data and indicators of achievement (to cover the identified needs)		● The number of the participants ● Final Testing Achievements ● Trainee' feedback ● Trainers' report	

2	Product/service	Entrepreneurship modules for university teachers and researchers
Description		The modules are going to train pre-university teachers on developing entrepreneurial education skills and competencies.
Needs to be covered		The modules will cover the need for:

	● Development of an entrepreneurship strategy, followed by a University-level action plan. ● Modern entrepreneurship-related training to reduce the gap in the personal experience ● Entrepreneurship integration in teaching ● Developing new entrepreneurial skills ● Entrepreneurship risk management	
Activities to be developed	2.1	Module Designing
	2.2	Module testing and approval
	2.3	Publication of module information
	2.4	Trainees' registration
	2.5	Organization of training
	2.6	Measuring training achievements
Responsible of the product/service and other staff involved	● Dean of Faculty of Education and Social Sciences, ● Department of Education and Teaching Methodology, ● Trainers, ● Other LLL Centre staff	
Target groups	Academic staff	
Complementary equipment needed (to be bought) and location *(Specify Devices, Model, Brand & Quantity and place where will be installed)*	● **2 Laptops** to be used by this target group during their attendance in LLL Center;	
Data and indicators of achievement (to cover the identified needs)	● The number of the participants ● Final Testing Achievements ● Trainee' feedback ● Trainers' report	

3	**Product/service**	Entrepreneurship modules for university students
	Description	The modules are going to train university students on developing entrepreneurial education skills and competencies.
	Needs to be covered	The modules will cover the need for: ● Development of entrepreneurial mind-set ● Increase in motivation for involvement in entrepreneurial activities ● Brainstorming & developing business plans

	● Entrepreneurial risk management	
Activities to be developed	3.1	Module Designing
	3.2	Module testing and approval
	3.3	Publication of module information
	3.4	Trainees' registration
	3.5	Organization of training
	3.6	Measuring training achievements
Responsible of the product/service and other staff involved	● Dean of Faculty of Education and Social Sciences, ● Department of Education and Teaching Methodology, ● Trainers, ● Other LLL Centre staff	
Target groups	University Students	
Complementary equipment needed (to be bought) and location *(Specify Devices, Model, Brand & Quantity and place where will be installed)*	● **2 Laptops** to be used by this target group during their attendance in LLL Center;	
Data and indicators of achievement (to cover the identified needs)	● The number of the participants ● Final Testing Achievements ● Trainee' feedback ● Trainers' report	

4	**Product/service**	Counseling on Entrepreneurship with university students
Description		Meeting and discussion sessions with students and counselling them on entrepreneurship; Advisory meetings with successful entrepreneurs; Presenting good practices
Needs to be covered		The product will cover the need for: ● Development of entrepreneurial mind-set ● Increase in motivation for involvement in entrepreneurial activities ● Brainstorming & developing business plans ● Entrepreneurial risk management ● Developing team working spirit
	4.1	Supervised access to the center and its equipment

Activities to be developed	4.2	Discussion sessions
	4.3	Creating a student network for LLL center
	4.4	Counselling students on Entrepreneurship
	4.5	Promoting good practices
Responsible of the product/service and other staff involved	● Department of Education and Teaching Methodology, ● Trainers, ● Other LLL Centre staff	
Target groups	University Students	
Complementary equipment needed (to be bought) and location *(Specify Devices, Model, Brand & Quantity and place where will be installed)*	● **1 Laptop** to be used by this target groups during their attendance in LLL Center ● **1 Sound system** ● **1 Microphone**	
Data and indicators of achievement (to cover the identified needs)	● The number of the participants ● Participants' feedback ● LLL Centre report	

5	Product/service	LLL Centre Web page development and maintenance https://uogj.edu.al/category/lll/
Description		The existing web page is going to be kept updated presenting all the necessary information for everyone interested in our training modules and other activities. The web page shows the list of services offered by the center, trainer's curriculum, contacts, access to platforms to be used, academic/ administrative-supporting staff, etc. This service will help further development of the web page adding new modules and activities on Entrepreneurship.
Needs to be covered		The product will cover the need for: ● Information dissemination ● Online notification ● Information on schedules, credits (ECTS) for each module and other details of LLL Centre activities
	5.1	Developing the website by adding the new Entrepreneurship modules and offering all the necessary information and access to these new modules of training;

Activities to be developed	5.2	Publishing photos and videos from the ongoing trainings;
	5.3	Trainers' background and information
	5.4	Publishing additional information: contacts, timetables, email addresses, schedules, planned information sessions, etc.
Responsible of the product / service and other staff involved	Manager of LLL Centre IT Staff	
Target groups	Everyone Interested in LLL Centre operation	
Complementary equipment needed (to be bought) and location *(Specify Devices, Model, Brand & Quantity and place where will be installed)*	● **1 internet server**	
Data and indicators of achievement (to cover the identified needs)	● Number of visitors to the webpage ● Number of online applicants for Entrepreneurship modules ● Access frequency of specific pieces of information ● Ratings of visitors to the webpage.	

6	Product/service	Improving information access via internet
Description		This product will improve the possibilities of accessing information using the LLL Centre's internet access
Needs to be covered		The product will cover the need for: ● Online registration and ASCAP, RED, etc. web page access; ● Guidance for students to enable quick access to relevant information ● Guidance for task research preparation; ● Finding digital tools online.
Activities to be developed	6.1	Instructional meetings
	6.2	Continuous supervision of their work in the center
Responsible of the product/service and other staff involved		● Department of Education and Teaching Methodology, ● Trainers, ● Other LLL Centre staff
Target groups		● Teachers, ● Academics,

	● Students ● Everyone interested
Complementary equipment needed (to be bought) and location *(Specify Devices, Model, Brand & Quantity and place where will be installed)*	● **3 Laptops**, to be used by target groups during their attendance in LLL Center
Data and indicators of achievement (to cover the identified needs)	● Number of internet users in the LLL Centre

7	Product/service	Maintenance of database for LLL Centre beneficiaries
Description		The service will continuously maintain the database for all beneficiaries of the LLL Centre
Needs to be covered		The product will cover the need for: ● Gathering and reflecting information of the trained teachers and their trainings ● Gathering and reflecting information of the trained students ● Easing the identification of teachers' and students' needs, for reports related to trainings or studies related to them ● Gathering and reflecting information of the LLL Centre activities
Activities to be developed	7.1	Creating the database;
	7.2	Updating it;
Responsible of the product/service and other staff involved		● LLL Centre staff ● IT staff
Target groups		All beneficiaries
Complementary equipment needed (to be bought) and location *(Specify Devices, Model, Brand & Quantity and place where will be installed)*		● **1 Flip chart**

Data and indicators of achievement (to cover the identified needs)	● Database accuracy ● Feedback from beneficiaries

8	Product/service	Information and Cooperation Meetings
Description		Meetings with university staff, representatives of Regional Education Directorate (RED), Regional Directory of Pre-University Education, Gjirokastra Municipality, Labour Office and Chamber of Commerce and Industry to inform them on the activities held during the academic year and to foster the collaboration among partners.
Needs to be covered		Dissemination of the LLL center activities on Entrepreneurship
Activities to be developed	8.1	Inform the academic staff, the representatives of other institutions with the results of the project
	8.2	Inform the participants on the interest and results of the training
	8.3	Inform the participants on the on-going activities of the LLL center
	8.4	Discussions and feedback
Responsible of the product/service and other staff involved		● Dean of Faculty of Education and Social Sciences, ● Department of Education and Teaching Methodology, ● Trainers, ● Other LLL Centre staff
Target groups		● Academic staff ● RED representatives, ● High schools representatives, ● Labor Office representatives, ● Chamber of Commerce representatives, ● Education sector representatives in the Municipality of Gjirokastra
Complementary equipment needed (to be bought) and location *(Specify Devices, Model, Brand & Quantity and place where will be installed)*		● **1 Flip chart** ● **1 Sound system** ● **1 Microphone** ● **1 camera**

Data and indicators of achievement (to cover the identified needs)	● The number of meeting participants ● Their feedback

3. DISSEMINATION AND QUALITY ASSURANCE

3.1. Describe the dissemination strategies of the LLL Centre as provider of *entrepreneurship* education (to pre-university teachers, university teachers and university students).

The main target groups of the LLL center operation are as follows:

- Academic staff and researchers interested in entrepreneurship education,
- Pre-university teachers interested in entrepreneurship education
- Incoming and outgoing students interested in entrepreneurship education;
- Business Partners (e.g. Chamber of commerce, etc.);
- Local Educational Institutions
- Alumni.

The following elements are part of the dissemination plan of the LLL Centre:

- The LLL Centre webpage (https://uogj.edu.al/category/lll/) will serve for information purposes about the services and activities provided by the center.
- Immediately after having been trained, staff members involved in LLL Centre activity, apart from taking up their advisory role towards the academic community of their home university, are going to plan **at least one local information day and two local seminars.**
- **Video files** with advertising content will be created and published on the webpage and will be distributed among the target groups. They will include general information, products and services provided by the LLL Centre.
- **Internal institutional meetings** are to be regularly organized in order to involve all relevant stakeholders from the institution in the implementation of the LLL Centre activities and in the development of reports, guidelines, methodologies, tools, and strategies.
- **Organization of round tables and seminars with the local** educational community (RED) and authorities, and other relevant stakeholders (e.g. Chamber of Commerce, etc.).
- **Leaflets and newsletters** will be created and distributed, in order to give detailed information to all target groups. These leaflets and newsletters will be innovatively designed in order to attract a high number of interested people.

3.2. Describe the quality assurance procedures of the LLL Centre.

Responsible bodies

- The Internal Quality Assurance Unit (IQAU) is a structure responsible for drafting policies and procedures for internal quality assurance, implementation and continuous improvement of the quality system in UGJ, based on state quality standards (Quality Code in Higher Education) and European guidelines for quality assurance in the European Higher Education Area. The mission of this unit is to guarantee the implementation of procedures approved by the governing bodies through the control and evaluation of the teaching process in terms of teaching and activities related to it.

Other related responsible bodies:

- Dean of Faculty of Education and Social Sciences
- Department of Education and Teaching Methodology
- Trainers
- LLL Centre staff

Approaches and methods for quality assurance

- **Certification of trainers**
- **Self-evaluation**-LLL Centre put in place a process of self-assessment on an annual basis, according to the statutory framework for quality assurance. The findings are to be presented in the annual report.
- **Formative evaluation - research**- The annual self-assessment of LLL Centre is based on the formative results of (on-going) evaluations and investigations, which include: trainees' survey, trainers' survey, survey of other stakeholders involved, reviews of management principles and evaluations by the Internal Quality Assurance Unit. The findings are to be presented in the annual report. The **formative evaluation** aims at judging the worth of a program while the program activities are forming (in progress). It will be conducted during any phase of the process. This part of the **evaluation** will focus on the process. Formative evaluation will also be useful in analyzing learning materials, student learning and achievements, and teacher effectiveness etc. Formative evaluation will be considered primarily a building process which accumulates a series of components of new materials, skills, and problems into an ultimate meaningful whole.
- **Summative evaluation** as a method of judging the worth of a program at the end of the program activities (summation). The focus of this element of evaluation will be on assessing the outcome in order to estimate whether the results of the activities being evaluated have met the stated goals.

  The tools for conducting surveys (questionnaires, interviews, etc.)will be provided by the Internal Quality Assurance Unit and Training and Lifelong Learning Centre. The model or methodology used to gather the data will be a specified step-by-step procedure and will be carefully designed and executed to ensure the data is accurate and valid.

Annex

The equipment required for each activity is listed in #1. According to the approved guidelines of the consortium, this annex includes the list of the items to be considered in the TENDER of the project. The other items listed in #1 can be provided by the university.

	"Eqrem Çabej" University of Gjirokastra	unit	quantity	price All	price euro	total leke	total euro
1	laptop basic	unit	10	110,000.00	887.10	1,100,000.00	8,870.97
2	flipchart	unit	2	17,000.00	137.10	34,000.00	274.19
3	sound system	unit	2	77,000.00	620.97	154,000.00	1,241.94
4	mics	unit	2	15,000.00	120.97	30,000.00	241.94
5	camera	unit	1	62,000.00	500.00	62,000.00	500.00
6	Internet server	unit	1	320,000.00	2,580.65	320,000.00	2,580.65
	Total (<=14.000€)					**1,700,000.00**	**13,709.68**