



Entrepreneurial skills for a modern education in Albania - EntrAL

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

University of Shkoder "Luigj Gurakuqi", Albania

Date 31.05.2021

"Entrepreneurial skills for a modern education in Albania – EntrAL" project is organised under Erasmus+ Programme, Key Action 2 – Capacity Building in the field of Higher Education 2020
Project Reference: 617886-EPP-1-2020-1-FI-EPPKA2-CBHE-SP

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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) entrepreneurship 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 which 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 on-site 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, cellphone number, or a link to the LLL center website*) and structure of the centre

The LLL center is situated at the Rectorate Building, room 303.

The contact person is:

Mrs. Migena Selçetaj (profesor of the Faculty of Education Sciences)

migena.selcetaj@unishk.edu.al

Mob: +355675208946

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)

The LLL center was established by the decision of the Rector nr 1770, date 24.05.2019 and Senate Decision 1796, date 28.05.2019. These decisions are based on Law no. 80/2015 "On Higher Education and Research in the Institutions of Higher Education in the Republic of Albania as well as the Statute of Shkodra University "Luigj Gurakuqi" dated.02.03.2018, chapter II, point 8, article 13 of the "Memorandum of understanding on the Functioning of Long Life Learning Centers" established in 8 Albanian Universities, also based on the proposal of the Dean of the Faculty of Education Sciences represented by request nr.563 date.16.05.2019, administered by the Rectorate Nr.Prot. 1686.

This center is part of the Faculty of Education Sciences and is under the supervision of the Dean of this Faculty.

There is one person who coordinates the work of this center and she organizes the work with the respective member of the academic.

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

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

University of Shkodra is one of the most important institutions and the biggest centre of education, scientific research and culture of Northern Albania. It was first established as High Pedagogical Institute on 02.10.1957. The High Pedagogical Institute' status changed into University of Shkodra, "Luigj Gurakuqi" by the Ministers' Council decree Nr 124, on 28.05.1991.

The University of Shkodra is the only public University in the Northern part of Albania, therefore it would have an impact also at regional level as it will cover the LLL of all teachers from Northern part of Albania.

The profession of the teacher needs to be updated with his/her skills through the training and qualifications which need to be developed continuously by enriching in this way their professional portfolio. The University of Shkodra can achieve this by using its capabilities that are as following:

1. Human Resources (qualified Staff). Staff experience for the qualification of teachers of all levels and profiles. The academic staff of USH has been qualified in a wide range fields of studies. This was done in the framework of various projects or even individually.
2. More than 60 year of experience in the scientific, psychological, pedagogical and methodical preparation of teachers of all levels and profiles.
3. The premises of the LLL as main responsible for implementing of ENTRA1 (continuation of TEAVET project) are a good basis in the following process.
4. Experiences of 6 faculties of USH (Faculty of Educational Sciences, Faculty of Social Sciences, Faculty of Economics, Faculty of Law; Faculty of Natural Sciences, Faculty of Foreign Languages) in the implementation of the training courses for teachers.

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 University Teachers
	Description	Training of the academic staff with effective ways of teaching, entrepreneurial competences and new methodologies that support entrepreneurial initiatives of the students.
	Needs to be covered	<ul style="list-style-type: none"> • Introduction of new methodologies that support entrepreneurial initiatives of the students • Continuous trainings on the concept of the entrepreneurship (as a result of lack of information on this topics). • Development of creative abilities on entrepreneurship
	Activities to be developed	2.1 Projection of the training modules
		2.2 The approval of the modules and their test
		2.3 Publication of the modules with the respective information.
		2.4 Registration of the participants
		2.5 Implementation of the training
		2.6 Final Evaluation
	Responsible of the product/service and other staff involved	<ul style="list-style-type: none"> • Dean of Faculty of Education • Trainers

	<ul style="list-style-type: none"> • LLL Centre staff
Target groups	Academic staff of the Faculty of Education
Complementary equipment needed (to be bought) and location (Specify Devices, Model, Brand & Quantity and place where will be installed)	laptop basic 14 sound system 1 mics 3 camera 1
Data and indicators of achievement (to cover the identified needs)	<ul style="list-style-type: none"> • The number of the participants • Their feed back • The final evaluation report for each module

2	Product/service	Entrepreneurship modules for university students
Description	Students will be trained on modules to develop entrepreneurial education competencies and skills.	
Needs to be covered	<ul style="list-style-type: none"> • Training for students to expand knowledge on entrepreneurship and to develop an entrepreneurial mind-set; • Support and motivate students for entrepreneurial initiatives and ideas; • Development of entrepreneurial practices with the orientation to the businesses 	
Activities to be developed	3.1	Projection of the training modules
	3.2	The approval of the modules and their test
	3.3	Publication of the modules with their respective information.
	3.4	Registration of the participants
	3.5	Implementation of the training
	3.6	Final Evaluation
Responsible of the product/service and other staff involved	<ul style="list-style-type: none"> • Dean of Faculty of Education • Trainers • 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)	laptop basic 14 sound system 1 mics 3 camera 1	
Data and indicators of achievement (to cover the identified needs)	<ul style="list-style-type: none"> • The number of the participants • Their feedback • The final evaluation report for each module 	

3	Product/service	Entrepreneurship modules for non university teachers
Description		Non university teachers will be trained on modules to develop entrepreneurial education competencies and skills.
Needs to be covered		<ul style="list-style-type: none"> • Training for non University teachers to expand knowledge on entrepreneurship and to develop an entrepreneurial mind-set; • Support and motivate non University Teachers for entrepreneurial initiatives and ideas; • Development of entrepreneurial practices with the orientation to the businesses
Activities to be developed		3.1 Projection of the training modules
		3.2 The approval of the modules and their test
		3.3 Publication of the modules with the respective information.
		3.4 Registration of the participants
		3.5 Implementation of the training
		3.6 Final Evaluation
Responsible of the product/service and other staff involved		<ul style="list-style-type: none"> • Dean of Faculty of Education • Trainers • LLL Centre staff
Target groups		Non University Teachers
Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>		laptop basic 14 sound system 1 mics 3 camera 1
Data and indicators of achievement (to cover the identified needs)		<ul style="list-style-type: none"> • The number of the participants • Their feedback • The final evaluation report for each module

4	Product/service	Counseling on Entrepreneurship with students of the University of Shkodra and students of the secondary professional schools.
Description		Meetings with students of the University of Shkodra and students of the secondary professional schools and counselling their entrepreneurial mind-set; Advisory meetings with entrepreneurs.
Needs to be covered		<ul style="list-style-type: none"> • Students' need for consultations and orientations; • Encourage and support them to take initiatives; • Help the students to build networks with entrepreneurs; • Facilitate the process of adapting to the demands of the labor market

Activities to be developed	4.1	Access to the centre and its equipment under the professors supervision
	4.2	Discussion sessions
	4.3	Creating a student network for LLL centre
	4.4	Counselling students on Entrepreneurship
	4.5	Sharing good practices
Responsible of the product/service and other staff involved	<ul style="list-style-type: none"> Academic staff of University of Shkodra Trainers LLL Centre staff 	
Target groups	University students	
Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>	laptop basic 14 sound system 1 mics 3 camera 1	
Data and indicators of achievement (to cover the identified needs)	<ul style="list-style-type: none"> The number of the participants Their feedback The report of the LLL Centre 	

5	Product/service	Improvement of information Access via internet	
Description		LLL centre offers free Internet Access through computers, tablets and laptops for trainers and trainees.	
Needs to be covered		<ul style="list-style-type: none"> Online registration and ASCAP, Regional Education Office 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		<ul style="list-style-type: none"> Academic staff of University of Shkodra Trainers Other LLL Centre staff 	
Target groups		<ul style="list-style-type: none"> Teachers, Academics, Students School directors, etc. 	

Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>	laptop basic 14 sound system 1 mics 3 camera 1
Data and indicators of achievement (to cover the identified needs)	<ul style="list-style-type: none"> Number of Accesses on the webpage of the LLL Centre

6	Product/service	Updating the database for trained teachers and students
Description		Updating and maintaining the database for all trained teachers and students in the LLL Centre.
Needs to be covered		<ul style="list-style-type: none"> Gathering information of the trained teachers and their trainings; Gathering 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		<ul style="list-style-type: none"> Academic staff of LLL Centre IT specialists
Target groups		All beneficiaries
Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>		laptop basic 14 sound system 1 mics 3 camera 1
Data and indicators of achievement (to cover the identified needs)		<ul style="list-style-type: none"> Database accuracy Feedback from beneficiaries

7	Product/service	Information and Cooperation Meetings
Description		A meeting with staff university, representatives of Regional Education Directorate in Shkodra (RED), Regional Directory of Pre-University Education, Shkodra 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 Centre
	8.4	Discussions and feedback
Responsible of the product/service and other staff involved	<ul style="list-style-type: none"> ● Rector of University of Shkodra "Luigj Gurakuqi" ● Academic staff of LLL Centre ● Trainers 	
Target groups	<ul style="list-style-type: none"> ● Academic staff ● RED representatives, ● High schools representatives, ● Labour Office representatives, ● Chamber of Commerce representatives, ● Education sector representatives in the Municipality of Shkodra 	
Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>	laptop basic 14 sound system 1 mics 3 camera 1	
Data and indicators of achievement (to cover the identified needs)	<ul style="list-style-type: none"> ● The number of the 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 dissemination work of the LLL center will be done via the official website of Shkodra University:

www.unishk.edu.al

The social network sites such as Facebook, LinkedIn, Instagram and YouTube will help to make the project visible in social networks and the information will be regularly updated during the span of the project.

Dissemination of results is an integral part of ENTRAL Project through out its lifetime: during the project, and even after European funding has ended.

- Contacting the Regional Education Office in Lezha and Shkodra and provide the information on the training courses offered by this center;
- Contacting relevant local media;
- organizing round tables and seminars with local educational community and authorities, and other relevant stakeholders;

Promotional videos and activities as part of the Dissemination Plan of the LLL Centre:

- Videos: Advertising videos will be created and published to promote LLL Centre's activities and services offered.
- Brochure: It will improve the dissemination of information regarding the project objectives. They will be produced and circulated appropriately and regularly consisting of brief articles and updates about the Project progress. The staff of LLL Centre will distribute the brochure to their contacts who may be interested in the services offered by the Centre.

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

The Directory of Curricula at Shkodra University (Internal Quality Assurance Unit within this Directory) is responsible for drafting policies and procedures for internal quality assurance based on state of 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 responsible bodies:

- Dean of Faculty of Education;
- Academic Staff of Faculties;
- Trainers;
- LLL Centre Staff.

Methods for quality assurance are as follows:

- Transmitting the modules with responsibility and professionalism;
- Receiving feedback from trainees for trainers and module materials;
- Reporting by the trainer after each module;
- Continuous update of modules with new information.

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.

	UNIVERSITY of Shkodra "Luigj Gurakuqi"	unit	quantity	price lek	price euro	total leke	total euro
1	laptop basic	unit	14	110,000.00	887.10	1,540,000.00	12,419.35
2	sound system	unit	1	77,000.00	620.97	77,000.00	620.97
3	mics	unit	3	15,000.00	120.97	45,000.00	362.90
4	camera	unit	1	62,000.00	500.00	62,000.00	500.00
	Total (≤14.000€)					1,724,000.00	13,903.23