



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 Ismail Qemali Vlore., Albania

Date 3/05/2021

This report has been written with the participation of:

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"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

This publication reflects the views only of the authors, and the Commission cannot be held responsible for any use
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Erasmus+ Programme
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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 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)

1. 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 center website) and structure of the centre

The Center of Interdisciplinary Studies for Regional Development (RDC)

The center is located on the fifth floor of the building of the Faculty of Technical Sciences at the address:

Rruga Kosova, Blv Vlore-Skele, Building C.

The contact person is **Dr. Eva Cipi**, the director of the center. The e-mail address eva.cipi@univlora.edu.al, tel. +355602060990.

Other staff involved:

- Prof. Dr. Roland Zisi
- Dr. Enida Pulaj
- Dr. Mariglana Meminaj
- Yllka Arapi
- Eloina Tozaj
- Amali Cipi
- Elmira Kushta

RDC has been established as a center for regional development under the U3M project with the purpose of developing the activities of the third mission of universities. Under this center, the LLL teacher training center has been implemented, which has been operating since 2019. The center is accredited by the Academic Senate on February 28, 2018 and later in May 2020 by the Board of Administration of UV for the development of LLL teacher training activities.

The structure of the center contains 2 full time employees, the director and the specialist of the center, as well as the engagement part time of 18 researchers and trainers from the faculties of humanities, the faculty of economics and the faculty of technical sciences where teaching study programs are developed.

The center's website is:

https://sites.google.com/d/1rdbDO15wYefxLHSELOdKhG2S_44dANMx/p/1HXjicgKmnOUUnPO28G4HT5-pM-9ANsyLA/edit

1.2. Explain the situation of the LLL Centre in the university organigrama 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 Center of Interdisciplinary studies for Regional Development with LLL Teacher Training integrated already operates according to a business plan approved in 2020 by the UV Board of Administration. Due to the pandemic, the center organizes online training courses for teachers qualification, providing income for the institution as well as for the academic training staff. The center has created a good experience in the occasional launch of teacher training courses as well as a database of enrollees and participants in these courses. Thus, the center offers a quality training service and it is positively evaluated by teachers.

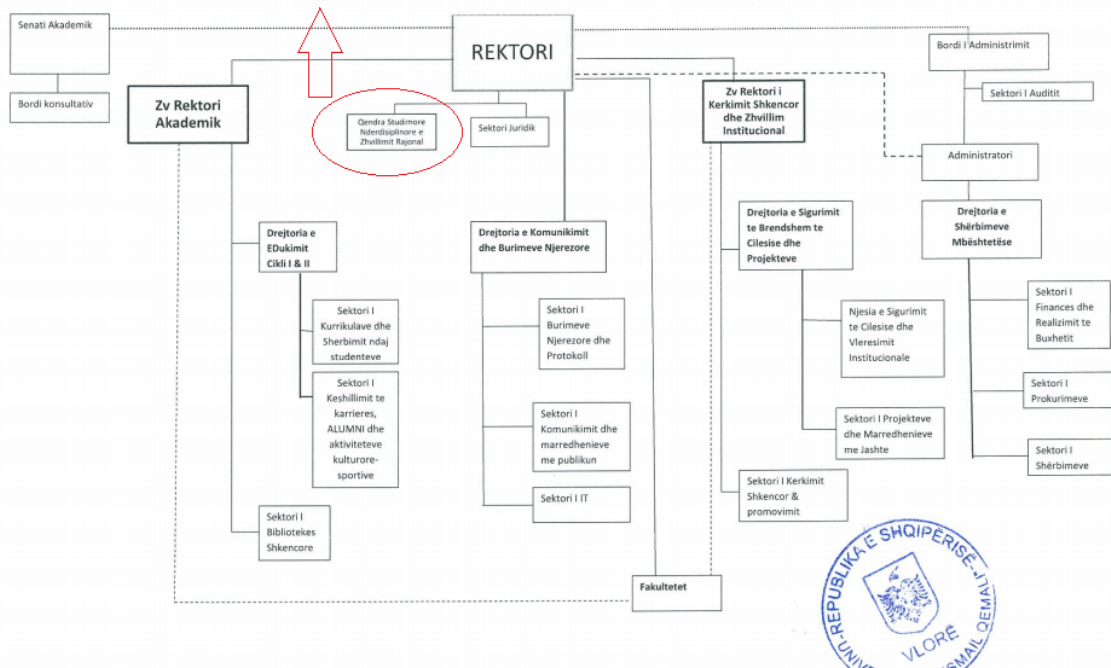
The center, described as interdisciplinary, is allocated in the organigrama as a center depending on the rector and according to the organization chart of the institution. The center functions according to a regulation of activity management as well as a regulation of integration of academic trainers in the activities of the center. The center is supported

by the university budget as part of the university structure. Of the revenue it provides, 60% is used to pay trainers, while 40% is used for expenses and maintenance provided in the annual budget requests.

However, the center needs infrastructure improvements with digital tools that is going to support entrepreneurial training activities.

The position of the Centre in the University organigrama

THE CENTRE OF INTERDISCIPLINARY STUDIES FOR REGIONAL DEVELOPMENT



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)

The Center of Interdisciplinary studies for Regional Development has created a good experience in promoting and organizing training courses for teachers and academic staff. In these courses, there have been included students of different faculties as well. Over 2000 teachers have been part of the center's activities benefiting from training or research services.

The center has expanded its activity to include academic staff in the development of national and local projects. One of these projects is the modeling of digital classrooms in the elementary education to increase the effectiveness of teaching and learning which is underway. At the national level, the center has developed research proposals on interdisciplinary studies on the construction of training modules for expertise in the application of intelligent systems for the control and maintenance of water systems based on renewable energy. The center is involved in implementing the business club corner for young people by supporting 25 entrepreneurial ideas and potentials.

Academic and support staff are involved in these activities showing potential expertise needed in organizing seminars and workshops that means more support for innovation

and entrepreneurship. The center is equipped with digital tools for the development of further ideas on the benefits of doing business in Albania.

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	New updated Web page of the RDC & TLLL Centre	
Description		The web page of the centre will be part of the university web page and will offer all the necessary information for teachers and other stakeholders that are interested in our training modules. The main page will show a summary of EntrAl project and will contain subpages, the list of services offered by the centre, trainers curriculum, contacts, access in registration system or other online platforms to be used, etc.	
Needs to be covered		<ul style="list-style-type: none"> ● Online information and notification of project activities ● Services of teacher training ● General Information about modules of training, credits and trainers ● Internet access to search best teacher experiences ● ASCAP website links and access in order to facilitate the registration procedure for teachers ● Access in the FB page of the project ● Timetable of services 	
Activities to be developed		1.1	Improving and updating the website according to the new project request.
		1.2	Uploading new information to facilitate the access to the new modules
		1.3	Publishing photos and videos from the ongoing trainings;
		1.4	Publishing information about trainers, according to people assigned by each university
		1.5	Publishing additional information: contacts, timetables, email addresses, schedules, planned information sessions.
Responsible of the product/service and other staff involved		Eva Cipi, Enida Pulaj Arbana Shabani – specialist Eloina Tozaj – communication specialist Altin Malile – IT specialist	
Target groups		University students, academic staff and pre-university teachers	
Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>		<ul style="list-style-type: none"> ● laptop basic 10 units ● flipchart - 2 units ● sound system - 2 units ● mics – 2 units ● camera – 1 unit ● Internet server - 1 unit 	

Data and indicators of achievement (to cover the identified needs)	<ul style="list-style-type: none"> • Number of visitors in the website – 200 • Number of applicants for each module – 30
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2	Product/service	Work plan, regulation of the centre
Description		Work plan within the EntrAI Project
Needs to be covered		<ol style="list-style-type: none"> 1. Informing the staff about the project and the teacher training modules; 2. Deciding about the working group of trainers; 3. Organization of the activities related to the project;
Activities to be developed		2.1 Presentation with the current phase of the project
		2.2 Discussions
		2.3 Organization of the ideas about the activities
		2.4 Work plan draft, regulation of centre access
Responsible of the product/service and other staff involved		Eva Cipi, Enida Pulaj Arbana Shabani – specialist Eloina Tozaj – communication specialist Altin Malile – IT specialist
Target groups		University students, academic staff and pre-university teachers
Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>		<ul style="list-style-type: none"> • laptop basic 10 units • flipchart - 2 units • sound system - 2 units • mics – 2 units • camera – 1 unit • Internet server - 1 unit
Data and indicators of achievement (to cover the identified needs)		<ul style="list-style-type: none"> • Number of meetings – 2 • Number of participants - 30 +30+30 per target groups • Number of applicants per target group 20 students 20 University teachers 30 pre university teachers

3	Product/service	3 Accredited modules of training
Description		Preparation of the documents and all materials for the accreditation of the modules, in order to be within the required standards of qualification
Needs to be covered		<ul style="list-style-type: none"> • Research of materials for the modules content • Preparation of the documents for the accreditation process
		3.1 Contacts with the ASCAP representative

Activities to be developed	3.2	Gathering the material for the modules
	3.3	Gathering and preparation of all the documents in the appropriate format
	3.4	Application to the MoES
Responsible of the product/service and other staff involved	Eva Cipi, Mariglana Meminaj, Other project member	
Target groups	Ascap representatives, academic staff	
Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>	<ul style="list-style-type: none"> ● laptop basic 10 units ● flipchart - 2 units ● sound system - 2 units ● mics – 2 units ● camera – 1 unit ● Internet server - 1 unit 	
Data and indicators of achievement (to cover the identified needs)	<ul style="list-style-type: none"> ● three modules : accreditation of modules 	

4	Product/service	Training courses for teachers and academic staff	
Description		Teachers Training courses to be developed where learners will have the opportunity to identify their own personal goals as entrepreneur teachers. There will be two groups of trainings: for teachers and for academic staff	
Needs to be covered		<ul style="list-style-type: none"> ● entrepreneurial skills training ● information gathering about the needs and other requests 	
Activities to be developed	4.1	To be enrolled on the registration platform	
	4.2	To organize training courses according to the target group	
	4.3	Preparation of training materials	
Responsible of the product/service and other staff involved		Enida Pulaj Eva Cipi Other project member	
Target groups		<ul style="list-style-type: none"> ● Teachers ● Academic staff 	
Complementary equipment needed (to be bought) and location <i>(Specify Devices, Model, Brand & Quantity and place where will be installed)</i>		<ul style="list-style-type: none"> ● laptop basic 10 units ● flipchart - 2 units ● sound system - 2 units ● mics – 2 units ● camera – 1 unit ● Internet server - 1 unit 	
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 Trainers 	

5	Product/service	Newsletter
Description		Newsletter for the dissemination entrepreneurial activities of the Centre
Needs covered		Dissemination of Centre activities and knowledge about entrepreneurial competencies
Activities to be developed		5.1 Inform the academic staff, the representatives of other institutions with the results of the project
		5.2 Information about courses and future needs
		5.3 Inform the participants with the results of the trainings
		5.4 Inform the interested stakeholders with the news of the LLL Centre
Responsible actors (staff in charge)		Elmira Kushta Mariglana Meminaj
Other staff involved		Arbana Shabani
Target groups (to whom)		<ul style="list-style-type: none"> ● Academic staff ● Teachers ● Schools directors, ● students
Indicators of accomplishment and data		<ul style="list-style-type: none"> ● The number of newsletters per year – 2 ● Number of delivery addresses
Equipment needed		<ul style="list-style-type: none"> ● laptop basic 10 units ● flipchart - 2 units ● sound system - 2 units ● mics – 2 units ● camera – 1 unit ● Internet server - 1 unit

6	Product/service	New Business Idea Corner
Description		A corner created at the centre for the student access and innovative submission ideas on doing business and solving problems
Needs covered		Point to encourage students to produce ideas and to develop entrepreneurial skills
Activities to be developed		6.1 Promoting the corner objectives
		6.2 Creating a regulation to manage students Access in the centre
		6.3 Creating a strategy how to gather students ideas and to support entrepreneurial initiatives
		6.4 Publishing in the website the improved and approved ideas.
		6.5 Organizing competitions of Best New Business Ideas by inviting people from companies and organizations

Responsible actors (staff in charge)	Elmira Kushta Mariglana Meminaj
Other staff involved	Arbana Shabani
Target groups (to whom)	<ul style="list-style-type: none"> ● Academic staff ● Teachers ● Schools directors, ● students
Indicators of accomplishment and data	<ul style="list-style-type: none"> ● The number of newsletters per year – 2 ● Number of delivery addresses
Equipment needed	<ul style="list-style-type: none"> ● laptop basic 10 units ● flipchart - 2 units ● sound system - 2 units ● mics – 2 units ● camera – 1 unit ● Internet server - 1 unit

Albanian Standards for equipments and specification document of them.

<https://akshi.gov.al/standarde-tik/specifikime-teknike/>

<https://akshi.gov.al/wp-content/uploads/2020/12/Standardet-TIK-2021.pdf>

2. DISSEMINATION AND QUALITY ASSURANCE

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

In order to ensure the dissemination and quality assurance, there is the strategy to be implemented, that consists in several actions starting from announcing the project implementation and other services to be updated very soon in the centre. This will be done through UV website and UV FB webpage. Posters will be delivered to show details of EntrAI project objectives. Also two info days will be organized at least with the students and teachers in focus. The academic staff will participate in order to be informed about the new services of the centre and entrepreneurial activities to be organized by the centre. Lecturers of each faculty will be invited to join our centre according to the existed regulation of the centre for trainers and trainees. We have to explain that academic staff can become trainers or candidates of our courses. For purposes of dissemination, we have planned to publish frequently photos and information taken during the activities in order to inform and to encourage students to bring their innovative business ideas and to develop them with the centre support. Teachers of pre-education system will join training activities inviting succesful businesses representatives from Vlora regional to show their experiences that consist in how to start and to develop business. Regional Education Directorate will be a good partner in organizing these training workshop days. As dissemination tolos, we are going to prepare leaflets and to distribute them in all faculties and schools in order to reach a bigger audience at Vlora community. The electronic versión will be used in FB page. The centre will promote the students initiative of New Business Idea by inviting and encouraging students to join our centre and to benefit by the partnership through the competitions and awards to winners with the anual best idea of business. In collaboration with schools, we will invite teachers and students of pre education level to join our

ceremonias and promotional events of the centre. The website of the centre, social media, TV and radio will be used for promoting all the activities of the centre in the future.

2.2. Describe the quality assurance procedures of the LLL Centre

The quality assurance is a challenge to be ensured. UV has the Quality Assurance Unit, that will monitor and will follow the new activities of the centre staff and people that are responsible of training courses implementation. This activity requires the development of a quality monitoring plan that integrates the coordination and organization standards of training courses in the centre, people selected as trainers and the quality of course development, integration of entrepreneurial experiences in these courses. Each course will be followed by a evaluation process completing questionnaires to identify the quality of materials, lecturers, the methodology and literature standards, tools applied during the training sessions, etc.

The questionnaires will integrate the evaluation of facilities and modalities of interaction between trainers and trainees. The training sessions will be accessible by the head of the centre who will prepare a short report with a short SWOT analysis to be discussed after the training course.

The questionnaires will be used to gather more information by including the feedback on the new needs and ideas in order to design new modules for teachers training on entrepreneurial teaching skills. It is very important to gather student's evaluation of new teaching methods used by teachers trained. Annual questionnaires will be applied by the centre in order to check the impact of training modules and the effect impact. The questionnaires design is going to find the student's evaluation regarding the new entrepreneurial skills and competences of teachers. These questionnaires will use the online forms in order to ensure the standards of privacy.

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 UV	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