

## E.5 Work Plan

**WBL4JOB project methodology relies on the following four phases:**

| Phase I  | Phase II  | Phase III   | Phase IV   |
|--|---|---|--|
| Preparation of project kick-off, management structures and training materials for capacity building  | Capacity building and development of National Policy for Implementation of WBL (NPI-WBL) / AHEMs.   | Piloting Apprenticeship Higher Education Models (AHEMs)   | Finalization of national policies for WBL and Apprenticeship Higher Education Models (AHEMs)   |
| <p>This phase will be dedicated to :</p> <ul style="list-style-type: none"> <li>· setting up of management methodology and structure, in updating fact-finding analysis on the current situation of the WBL in Armenian and Moldova</li> <li>· development of training package by partners from programmes countries.</li> <li>· purchase of equipment for HEIs.</li> </ul> <p>Duration: 5 months.</p> | <p>This phase is devoted to :</p> <ul style="list-style-type: none"> <li>· capacity building of staff from HEIs, Ministries of education and Banks/Banks' unions and development of NPI-WBL,</li> <li>· development of draft supporting legal framework for the implementation of Apprenticeship Higher Education Models (AHEMs) Armenia and Moldova</li> </ul> <p>Duration: 18 months.</p> | <p>Starting from the second half of the second year the project will mostly focus on :</p> <ul style="list-style-type: none"> <li>· the piloting of the AHEMs through implementation of one year specialized apprenticeship based programme "Specialized Licence in Banking and insurance" (SLBI).</li> </ul> <p>Duration: 10 months.</p> | <p>The second half of the project's final year will be devoted to :</p> <ul style="list-style-type: none"> <li>· delivery of workshop to discuss the results of piloting of AHEMs, NPI-WBLs and legal frameworks</li> <li>· delivery of national/final dissemination conferences</li> <li>· elaboration of final report and external assessment audit.</li> </ul> <p>Duration: 3 months.</p> |

**The project activities are re-grouped in six Work Packages (WP):**

|  |   |
|--|---|
| WP 1 - Preparation: Setting up of management methodology and structure | WP4 - Dissemination and exploitation: Dissemination of project's outputs/outcomes with foreseen diverse dissemination activities: |
| WP 2 - Development: Development of apprenticeship policies and models  | WP 5 - Quality Plan: Project quality monitoring and assurance   |
| WP 3 - Development : Piloting of apprenticeship models                 | WP6 - Management: Project Management  |

**Activities are purposed in Programme and Partner countries and some activities are in both.**

Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

**WORKPLAN for project year 1**

| Ref.nr/<br>Sub-ref nr | Activities   | Deliverable  |   | Leading partner / support             | M1 | M2                | M3 | M4 | M5 | M6             | M7 | M8                 | M9 | M10 | M11 | M12 |                    |
|-----------------------|--|--|---|---------------------------------------|----|-------------------|----|----|----|----------------|----|--------------------|----|-----|-----|-----|--------------------|
|                       | Title  | EU Countries   | Armenia / Moldova                         |                                       |    |                   |    |    |    |                |    |                    |    |     |     |     |                    |
| PREP 1.1              | Project kick-off meeting in Yerevan  | Contributions  | Kick-off meeting                          | EUCEN<br>IMC<br>/<br>UJML3<br>UNISTRA | x  | <b>10-11</b><br>x |    |    |    |                |    |                    |    |     |     |     |                    |
| PREP 1.2              | Fact-finding (FF) analysis on the situation of the WBL in PCs and needed skills in the bank & insurance sectors                                | Outline for fact-funding analysis                        | FF reports for Armenia and Moldova        |                                       |    |                   | x  | x  | x  | <b>20</b><br>x |    |                    |    |     |     |     |                    |
| PREP 1.3              | Purchase of equipment for HEIs in PCs  |  | Equipment for HEIs in Armenia and Moldova |                                       |    | x                 | x  | x  | x  | <b>30</b><br>x |    |                    |    |     |     |     |                    |
| DEV 2.1               | Preparation of Training Package - "Apprenticeship Policy and Implementation Toolkit" (APIT)  | Training package – APIT"                                 |   | UJML3<br>UNISTRA<br>/<br>EUCEN<br>IMC | =  | =                 | =  | =  | =  | 14<br>=        |    |                    |    |     |     |     |                    |
| DEV 2.2               | Organization and delivery of capacity building training on apprenticeship policies, schemes and tools (Lyon)                                   | 3 days training<br>52 trained staff from Armenia/Moldova |   |                                       |    |                   |    |    |    |                | =x | <b>19-23</b><br>=x |    |     |     |     |                    |
| DEV 2.3               | Development of NPI-WBL in HE systems in PCs inspired by European experiences   | Feedback on draft NPI-WBL                                | Draft NPI-WBL                             |                                       |    |                   |    |    |    |                |    | x                  | =x | x   | x   | =x  | <b>19</b><br>=x    |
| DEV 2.4               | Development of generic and flexible AHEMs for PCs including practical implementation tool: SLBI  | Feed-back on draft AHEM                                  | Draft AHEM                                |                                       |    |                   |    |    |    |                |    | x                  | x  | =x  | x   | =x  | =x                 |
| DEV 2.5               | Organization of capacity building workshop on amendments to national legislations and regulations for supporting AHEM implementation (Yerevan) | Workshop materials on legal aspects of apprenticeship    |   |                                       |    |                   |    |    |    |                |    |                    |    |     |     |     | <b>13-16</b><br>=x |

|          |  |  |   |                                     |    |      |    |    |    |    |    |    |    |    |    |       |    |
|----------|--|--|---|-------------------------------------|----|------|----|----|----|----|----|----|----|----|----|-------|----|
| DISS 4.1 | Elaboration and publication of project dissemination & exploitation strategy (DES) and dissemination materials, media coverage of project activities | Feed-back on dissemination products and project web site | Dissemination strategy and products, web site | UFAR / All partners                 | =x | =x   | =x | =x | =x | =x | =x |    | =x | =x | =x | =x    |    |
| DISS 4.2 | Creation and regular update ofWBL4JOB project Website  | Information for webpage                                  | Updated webpage                               |                                     | =x | =x   | =x | =x | =x | =x | =x |    | x  | =x | =x | =x    | =x |
| DISS 4.4 | Awareness raising activities on apprenticeship, the developed NPI-WBL and AHEM   |  | Awareness raising activities                  |                                     | x  |      | x  | =x | x  | =x | x  |    | x  | =x | x  | =x    |    |
| QP 5.1   | Elaboration of project monitoring and quality assurance strategy (MQAS)  | Project monitoring and quality assurance strategy        | Feed-back on MQAS                             | External expert UFAR / All partners | =x | 5 =x |    |    |    |    |    |    |    |    |    |       |    |
| QP 5.2   | Regular monitoring of project activities and reporting   | Regular monitoring reports on project activities         | Contribution to monitoring and reporting      |                                     | x  | =x   | =x | =x | =x | =x | =x | =x | =x | =x | =x | =x    | x  |
| QP 5.4   | Preparation of reports per work packages   | Annual reports per work packages                         | Contribution to monitoring and reporting      |                                     |    |      |    |    | =x | =x |    |    |    |    | =x | 30 =x |    |
| MNGT 6.1 | Project day-to-day, financial and overall management   | Contribution to project management                       | Project coordination and daily management     | UFAR / All partners                 | =x | =x   | =x | =x | =x | =x | =x | x  | =x | =x | =x | =x    |    |
| MNGT 6.2 | Organization of coordination meetings of project SC  | 3 Coordination meetings of Steering Committee            | 4 Coordination meetings of SC                 |                                     |    | =x   |    |    |    |    | =x |    |    |    |    |       |    |
| MNGT 6.3 | Organization of monitoring visits, participation to the country meetings and reporting   |  | Reports of monitoring visits                  |                                     |    |      |    |    |    | x  | x  |    |    |    | x  | x     |    |

**WORKPLAN for project year 2**

| Ref.nr/<br>Sub-ref nr | Activities   | Deliverable   |  | Leading partner/<br>support  | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 |    |
|-----------------------|--|---|--|--|----|----|----|----|----|----|----|----|----|-----|-----|-----|----|
|                       | Title  | EU Countries  | Armenia/<br>Moldova                                      |  |    |    |    |    |    |    |    |    |    |     |     |     |    |
| DEV 2.4               | Development of generic and flexible AHEMs for PCs including practical implementation tool: SLBI                                  | Feed-back on AHEM   | Draft AHEM   | UJML3<br>UNISTRA<br>/<br>EUCEN<br>IMC  |    |    |    | =x | =x | =x |    |    |    |     |     |     |    |
| DEV 2.5               | Delivery of capacity building workshop on amendments to national legislations for supporting AHEM (Yerevan)                      | Workshop materials on legal aspects of apprenticeship   | 3 days training<br>52 trained staff from Armenia/Moldova |  | =x |    |    |    |    |    |    |    |    |     |     |     |    |
| DEV 2.6               | Development of amendments to national legislations to support the implementation of AHEMs in PCs                                 | Feed-back on Draft amendments to national legislations  | Draft amendments to national legislation /regulations    |  |    | x  | =x | x  | =x | =x |    |    |    |     |     |     |    |
| DEV 3.1               | Organization and delivery of capacity building trainings on apprenticeship oriented teaching and learning (Chisinau and Yerevan) | Training materials on apprenticeship oriented teaching, learning and assessment<br>Capacity building training apprenticeship oriented teaching, learning and assessment |  | ShSU<br>USARB<br>TCUM<br>/<br>EUCEN<br>IMC<br>JML3<br>UNISTRA<br>HEIs from PC<br>Ministries<br>Banks' unions |    |    |    |    |    | =x | =x |    |    |     |     |     |    |
| DEV 3.2               | Development of university-enterprise partnership innovative schemes through the piloting of the AHEMs/SLBI at HEIs in PCs        | Feed-back on piloting activities  | Piloted and finalized AHEM                               |  |    |    |    |    |    |    |    | x  | x  | =x  | x   | =x  | =x |
| DISS 4.1              | Elaboration and publication of dissemination materials, media coverage of project activities                                     | Feed-back on dissemination products and project web site  | Dissemination strategy and products, web site            | UFAR<br>/<br>  | =x |    | =x |    | =x |    | =x |    | =x |     | =x  |     |    |
| DISS 4.2              | Regular update of project Website  | Information for webpage   | Updated website  |  | =x | =x | =x | =x | =x | =x | =x | =x | =x | x   | =x  | =x  | =x |

|          |   |   |   |                                     |    |    |    |    |    |    |    |    |    |    |    |    |       |  |
|----------|---|---|---|-------------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|-------|--|
| DISS 4.3 | Organization and delivery of national consultative workshops on NPI-WBL and AHEM in Armenia and Moldova | Contribution and participation to National consultation workshops in each PCs         | National consultation workshop in each PCs<br>Trained teaching and administrative staff from HEIs and banks | All partners                        |    |    |    | =x | =x | =x |    |    |    |    |    |    |       |  |
| DISS 4.4 | Awareness raising activities on apprenticeship, the developed NPI-WBL and AHEM                          |   | Awareness raising activities  |                                     | x  | =x | x  | =x | x  | =x | =x |    | x  | x  | x  | x  |       |  |
| QP 5.2   | Regular monitoring of project activities and reporting  | Regular monitoring reports on project activities                                      | Contribution to monitoring and reporting  | External expert UFAR / All partners | =x | =x | =x | =x | =x | =x | =x | x  | =x | =x | =x | =x |       |  |
| QP 5.3   | Contributions to project intermediate report  | Contribution to project intermediate evaluation report                                |   |                                     |    | =x | =x | =x |    |    |    |    |    |    |    |    |       |  |
| QP 5.4   | Preparation of reporting per work packages  | Annual reports per work packages  | Contribution to reports per work packages   |                                     |    |    |    |    | =x | =x |    |    |    |    |    | =x | =x    |  |
| MNGT 6.1 | Project day-to-day, financial and overall management  | Contribution to project management  | Project coordination and daily management   | UFAR / All partners                 | =x | =x | =x | =x | =x | =x | =x | =x | =x | =x | =x | =x | 23 =x |  |
| MNGT 6.2 | Organization of coordination meetings of project SC   | 3 Coordination meetings of Steering Committee   | 4 Coordination meetings of SC   |                                     |    | =x |    |    |    |    | =x |    |    |    |    |    |       |  |
| MNGT 6.3 | Organization of monitoring visits, participation to the country meetings and reporting                  |   | Reports of monitoring visits  |                                     |    |    |    |    | x  |    |    |    |    |    |    | x  |       |  |
| MNGT 6.3 | Project intermediate Fact-finding (Audit)   | Contribution to fact-finding (Audit) intermediate report                              |   |                                     |    |    |    | =x | =x | =x |    |    |    |    |    |    |       |  |
| MNGT 6.5 | Elaboration of project intermediate report  | Contribution to project intermediate report<br>Project intermediate and final reports |   |                                     |    |    | =x | =x | =x | =x |    |    |    |    |    |    |       |  |



|          |  |   |   |                                     |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|--|---|---|-------------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| DISS 4.4 | Awareness raising activities on the developed NPI-WBL and AHEM |   | Awareness raising activities                  |                                     | x  |    | x  |    | =x |    | =x |    | x  |    |    |    |
| DISS 4.5 | Organization of national dissemination conference in Chisinau  | Contribution and participation to National dissemination conferences in PCs | National dissemination conference in Chisinau |                                     |    |    |    |    |    |    |    |    | x  | x  |    |    |
| DISS 4.6 | Organization of project final conference in Yerevan            |   | Final conference in Yerevan                   |                                     |    |    |    |    |    |    |    |    |    | x  | X  |    |
| QP 5.2   | Regular monitoring of project activities and reporting         | Regular monitoring reports on project activities                            | Contribution to monitoring and reporting      | External expert UFAR / All partners |    | x  |    | x  |    | x  |    | x  |    | x  | X  | x  |
| QP 5.3   | Contributions to project final report                          | Contribution to project intermediate and final reports                      |   |                                     |    |    |    |    |    |    |    |    |    | =x | =x | =x |
| QP 5.4   | Preparation of reporting per work packages                     | Annual reports per work packages  | Contribution to monitoring and reporting      |                                     |    |    |    |    |    |    |    |    |    | =x | =x |    |
| MNGT 6.1 | Project day-to-day, financial and overall management           | Contribution to project management  | Project coordination and daily management     | UFAR / All partners                 | =x | =x | =x | =x | =x | =x | =x | =x | =x | =x | =x | =x |
| MNGT 6.2 | Organization of coordination meetings of project SC            | 3 Coordination meetings of Steering Committee                               | 4 Coordination meetings of SC,                |                                     |    | =x |    |    |    | =x |    |    |    | =x |    |    |

|          |  |  |                                   |  |  |  |  |  |  |   |  |  |  |    |    |    |    |
|----------|--|--|-----------------------------------|--|--|--|--|--|--|---|--|--|--|----|----|----|----|
| MNGT 6.3 | Organization of monitoring visits, participation to the country meetings and reporting |  | Reports on Monitoring visits      |  |  |  |  |  |  | x |  |  |  |    |    |    |    |
| MNGT 6.3 | Project final Fact-finding (Audit)   | Contribution to fact-finding (Audit) final reports | Fact-finding (Audit) final report |  |  |  |  |  |  |   |  |  |  | =x | =x | =x |    |
| MNGT 6.5 | Elaboration of project final report  | Contribution to project final report               | Project final report              |  |  |  |  |  |  |   |  |  |  | =x | =x | =x | =x |

DRAFT