

NO CHILD LEFT BEHIND

**COMENIUS
MULTILATERAL
PROJECT**

**The Cracow Centre of the
Improvement of Educational
Personnel – KCDKO**

THE PROJECT'S ACTIVITIES

Workpackage title

**BASELINE
STUDY**

1. Study of policy and practice in Poland with regards to informal learning.
2. Preparing the report about Polish educational system and non formal educational activities.
3. Translating the report from Polish to English.

The report: THE POLAND ANALYSIS

- **PART I: Educational System in Poland.**
- **PART II: EXTRACURRICULAR
ACTIVITIES**
- **20 pages.**

Workpackage title:

AUDIT
AND RESEARCH

AUDIT and RESEARCH (1) :

1. Translation from English to Polish of three kinds of questionnaires.
2. Meetings with teachers and the schools' authorities.
3. Questionnaire survey:
 - **343 pupils,**
 - **4 schools,**
 - 3 NGOs.**

AUDIT and RESEARCH (2) :

4. Looking for and researching of good practices in non formal educational activities.
5. Collection of the 3 good practises.
6. Translation from Polish to English the results of the questionnaire surveys and the good practises.

Workpackage title

**STRUCTURE
AND CONTENTS
OF THE TRAINING
PACK**

STRUCTURE aND CONTENTS OF THE TRAINING PACK (1)

1. Discussions, comments and suggestions for the first version of the training course.
2. Preparing Module 5 „Management of activities and negotiation skills”.
3. Translating the course material for the pilot course.
4. Organizing and preparing the pilot course for 13 participants in June.

STRUCTURE AND CONTENTS OF THE TRAINING PACK (2)

5. Questionnaire research of the pilot participants.
6. Analyzing the results of the pilot course.
7. Participation in the work on the preparation of the final version of the training course materials.
8. Translation all of the course documents and materials.
9. Presentation the final version of the training pack to the participants of the pilot course.

OTHER ACTIVITIES

MANAGEMENT

**PROJECT TEAM in KCDKO = 4 persons:
Project Manager, Researcher (trainer),
Administrative assistant, Accountant:**

1. Meetings of the team minimum once a month.
 2. Participation of the team members in the partners' meetings (Madrid, London, Sevilla, Vilnius, Iasi).
3. Sharing knowledge with other staff or persons to enable progress on Project.

INTERNAL EVALUATION

Preparing by the Project Team:

- Analyzing the partners meetings results.
- Analyzing the results of project's work.

DISSEMINATION

EXTERNAL DISSEMINATION:

1. By company's website:

www.kczia.eu

2. During other projects' meetings, conferences, events and seminars - examples:

EXTERNAL DISSEMINATION:

PLACE	TIME	NUMBER OF THE PARTICIPANTS
CYPRUS - Nikozia	March 2008	About 25
ITALY - Firenze	April 2008	12
GERMANY - Dresden	June 2008	8
UK - Edinburgh	June 2008	12
FRANCE - Paris	September 2008	10 -20
SPAIN - Bilbao	September 2008	20 -30
POLAND - Krakow	October 2008	20
ROMANIA – Mircurea Ciuc	November 2008	10
SPAIN - Castillon	November 2008	About 30

EXTERNAL DISSEMINATION:

PLACE	TIME	NUMBERS OF THE PARTICIPANTS
ITALY - Venice	February 2009	8
POLAND - Krakow	February 2009	20
POLAND - Krakow	June 2009	10
POLAND - Warsaw	September 2009	60 - 70
POLAND - Krakow	October 2009	20
GERMANY - Essen	October 2009	About 15
GERMANY - Schwabisch	October 2009	12
LITHUANIA - Kaunas	October 2009	15
POLAND - Krakow	November 2009	8

Preparation of **the newsletter** about the project in Polish language.

Preparation of the **leaflet (booklet)** in Polish and English about KCDKO with the information about the project and project's website (about 100).

**Sending e'mails with the
informations about the project and
project's website
(between 40 – 50).**

Informing about the project
**Malopolska's and Cracow's local
educational authorities.**

INTERNAL DISSEMINATION

1. On the hospitality board in the office.
2. During meetings with personnel.

Prepared by:

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