

id DIGITAL INCLUSION **VET**

2023-1-ES01-KA220-VET-0000156671

SUSTAINABILITY AND TRANSFER MANUAL

This Project has been funded with support from the European Commission.

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Co-funded by
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INTRODUCTION

1.1. PURPOSE OF THE HANDBOOK

This document sets out the strategies and procedures to ensure the long-term sustainability and transferability of the results of the "Digital Inclusion VET" project. It is intended to serve as a practical guide for partner organisations and any other entity interested in using, adapting or replicating the project's products and methodology.

1.2. OVERVIEW OF THE "DIGITAL INCLUSION VET" PROJECT

The project has addressed the digital skills gap of unemployed people over 45 years old in Southern Europe, facilitating their adaptation to Industry 4.0. To do so, it has developed a comprehensive training ecosystem that empowers both VET trainers and the unemployed, promoting social inclusion and innovation in VET.

1.3. KEY PRINCIPLES OF THE PROJECT

- **Inclusion:** All outputs have been designed to be accessible, free of charge and adapted to the needs of a vulnerable group.
- **Innovation:** State-of-the-art pedagogical methodologies and technological tools have been integrated.
- **Collaboration:** Transnational cooperation has been the basis for the creation of high quality and culturally relevant outcomes.

2. STRATEGY FOR SUSTAINABILITY OF RESULTS

2.1. GENERAL PRINCIPLES OF SUSTAINABILITY

Sustainability is based on a "digital by default" and open access approach. All results are digital, which reduces maintenance costs and facilitates their distribution. Partner

organisations commit themselves to keep the results accessible for a minimum of three years after the end of the project.

2.2. SUSTAINABILITY OF THE HANDBOOK FOR VET TEACHERS

- **Hosting:** The handbook will remain available for free download on the project website (digitalinclusionvet.eu) and on the Erasmus+ Project Results Platform.
- **Updating:** The consortium commits to carry out a biennial review of the content to assess its currency and, if necessary, add appendices or notes on new technologies or methodologies.

2.3. SUSTAINABILITY OF THE MOOC TRAINING COURSE

- **Hosting and Technical Maintenance:** The MOOC platform will be maintained by the project coordinator (IES Gonzalo Anaya) in collaboration with the technical partner (ilInformatica). Its functioning and accessibility will be guaranteed.
- **Content Update:** The partners will be responsible for periodically reviewing and updating the content, especially links to external resources and references to changing technologies.
- **Continuous Promotion:** The MOOC will continue to be promoted through partners' channels and European platforms such as EPALE.

2.4. SUSTAINABILITY OF THE "VIRTUAL TUTOR APP".

- **Maintenance in App Stores:** The technical partner (ilnformatica) will ensure that the application remains available on Google Play Store and Apple App Store, making the necessary technical updates to ensure compatibility with new versions of the operating systems.
- **Content Management:** Each partner undertakes to keep the localised content sections (courses, job offers) updated in the application.

2.5. SUSTAINABILITY OF THE PARTNERSHIP NETWORK

The network of partners and stakeholders created during the project will be kept active through a mailing list for the exchange of good practices and the exploration of future collaboration opportunities.

3. STRATEGY FOR TRANSFERABILITY OF RESULTS

3.1. GENERAL PRINCIPLES OF TRANSFERABILITY

Transferability is facilitated by the use of **an open access licence (Creative Commons)** for all results. The modular design of the handbook and the MOOC allows for its adaptation and partial use by other organisations.

3.2. HANDBOOK TRANSFER GUIDE FOR TEACHERS

- **Target audience:** VET institutions, employment agencies, NGOs, training consultancies.
- **Transfer steps:**
 1. **Access:** Download the handbook from the project website or the Erasmus+ platform.
 2. **Adaptation:** Use the whole manual or select specific chapters for integration into existing training of trainers programmes.

3. **Implementation:** Use the manual as reference material in courses, workshops or professional development programmes.

3.3. MOOC COURSE TRANSFER GUIDANCE

- **Target audience:** VET institutions, employment agencies, training programmes for the unemployed.
- **Transfer steps:**
 1. **Access:** Direct end-users to the MOOC platform for autonomous learning.
 2. **Integration (Blended Learning):** Use the MOOC as an online resource within a face-to-face or blended learning programme, with the support of a tutor using the Teacher's Manual.

3.4. GUIDE FOR THE TRANSFER OF THE "VIRTUAL TUTOR APP".

- **Target Audience:** VET centres, employment agencies, mentoring programmes, NGOs working with unemployed groups.
- **Transfer Levels:**
 1. **Direct Use (as a complementary resource):**
 - **Access:** Direct beneficiaries to the app shops (Google Play Store and Apple App Store) to download the app for free.
 - **Implementation:** Promote the APP as a recommended resource in career guidance sessions. Users can autonomously benefit from the "Courses", "Job Offers" and "Technological Updates" sections.
 2. **Integrated use (with tutor role):**
 - **Access:** Organisations interested in having their own trainers act as tutors within the application should contact the project consortium (see Annex 5.2) to request the creation of tutor accounts.
 - **Implementation:** Once logged in, the organisation's tutors can manage their own user group, upload localised content relevant to their region (job offers, local courses) and use the messaging system for direct and structured tutoring.

3.5. GUIDANCE FOR THE TRANSFER OF THE PROJECT METHODOLOGY

The "Digital Inclusion VET" methodology can be replicated to address the needs of other vulnerable groups.

- **Steps for Transfer:**
 1. **Needs Analysis:** Conduct a comprehensive competence gap analysis of a specific target group.
 2. **Creating a Balanced Consortium:** Form a partnership that combines pedagogical expertise, knowledge of the target group and technical capacity.
 3. **Iterative and User-Centred Development:** Implement a development cycle that includes co-creation of content and testing phases with end-users to validate and improve results.

4. LESSONS LEARNED AND RECOMMENDATIONS FOR OTHER ORGANISATIONS

4.1. KEY LESSONS FROM IMPLEMENTATION

- **The importance of a multidisciplinary consortium:** For a project of this nature, it is critical to build a consortium that combines diverse profiles: pedagogical expertise (VET schools), adult learning specialisation, technological development capacity and project management. This synergy is the main success factor for the creation of high quality results.
- **The centrality of the user in the development process:** A key success factor is the continuous involvement of the end-user (both trainers and unemployed) in the process. This should not be a final step, but an iterative cycle of testing, feedback and improvement that ensures that products are not only technically functional, but also pedagogically effective and truly useful.

- **Proactive management of external risks:** Every transnational project is subject to external risks (administrative delays, changes in context, etc.). It is essential not only to identify them, but also to have a contingency plan and an agile communication structure that allows the consortium to adapt and make decisions quickly and consensually.

4.2. RECOMMENDATIONS FOR FUTURE PROJECTS

- **Adopt an "ecosystem" approach:** Instead of developing isolated tools, it is recommended to design a set of interconnected and mutually reinforcing outputs (such as the Manual-MOOC-APP synergy). This creates a more complete training pathway and generates a much greater impact.
- **Plan for sustainability from the start:** Sustainability should not be an afterthought. It is recommended that organisations initiating similar projects plan from the proposal stage for hosting costs, content updating mechanisms and long-term user community management.
- **Prioritise high quality localisation:** Machine translation is insufficient for pedagogical materials. Investing in professional translations and cultural adaptations is essential to ensure usability, acceptance and impact of results in different national contexts.

5. ANNEXES

5.1. LINKS TO PROJECT RESULTS

- **Project website:** <https://digitalinclusionvet.eu/>.
- **Manual for Teachers.**
- **MOOC course.**
- **Virtual Tutor APP.**
- **Erasmus+ Results Platform.**

5.2. CONSORTIUM CONTACT

For further information, please contact the project coordinator:

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