TRAINING MODEL STAGE 4
EVALUATION AND COMPLETION
Year 3 September – Year 3 November

Objective:	Based on the results of piloting, to finalise the digital materials presenting them in the final conference and getting them ready for publishing.
Activities	1. School teams will work with finalisation of their digital materials based on received feed-back 2. School teams will provide their experiences and examples of digital learning materials 3. School teams will prepare their presentations in the final conference 4. Schools will present their work in the final conference 5. The lessons learnt will be collected, analysed and presented
Tools	- Instructions to pilot schools for stage 4 [see below instructions] - Template 5: Presenting the project of schools [See template 5 in Toolbox] - Instructions concerning the presentations on the final conference - Expert meetings - School team meetings - Project internal Workshop 4 (in the partner country) - Project Final Conference (in the partner country) [See below conference programme]

WORK PLAN FOR STAGE IV
September – December 2012

This document presents the main activities of the final stage of the project *"ICT based Education as a Driver of Change in Learning"* as well as instructions for the project pilot schools in order to finalise the digital materials and preparation for the final conference of the project.

The main outcomes of the Stage 4 will be the following:

6. School teams have finalised their digital learning materials
7. School teams´ experiences and examples of digital learning materials have been included in the Toolkit and presented in the final conference
8. The web-based and printed Toolkit have been finalised
9. international training model for the use of ICT has been finalised and presented as a part of the Toolkit
10. The lessons learnt have been analysed and summarised
11. Project final conference has been arranged in St. Petersburg on November 22, 2012

1. Finalisation of the digital learning materials

-   based on experiences gained through piloting the materials as well as on the feed-back received in the May workshop the school teams will finalise the materials. The materials (parts) will be presented in the final conference and samples of them will be included in the Toolkit

2. Toolkit

What is the Toolkit?

1. a practical guide and a monitoring instrument for schools

2. Material for teachers to guide and support them in selecting, preparing, and presenting digital material, as well as in analysing its appropriateness and relevance, and the educational utility of ICTs in the teaching-studying-learning process.

3. Kind of a process calendar that outlines the design and development process with content that will support both the school and the individual teacher in the e-learning material design, development, piloting and use.

Toolkit contains a short introduction to each stage of the project and provides implementation support instruments and materials to guide the schools through the project. It is also a monitoring instrument for the teacher's progress and a tool for reflection on her professional development and her work in general. The web-based Toolkit will be prepared in English and the printed version in the Russian language. The web-based Toolkit includes the following three parts: toolbox, showroom and training model.

Project Showroom

The Toolkit covers the activities of our whole project. It contains examples of the school materials produced in the project and the participants' reflections of the process.

Instructions for the schools

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Template 5

The schools (or school pairs if you have a joint material) will present the summary of their digital material using the Template 5. This will be included in the Toolkit. Please send the filled Template 5 in English by October 5 to Jouni Immonen (jouni.immonen@fcg.fi). **Annex 1**

Showroom

Experiences of the teams and samples of digital materials will be presented in the Toolkit Showroom. The materials from the schools will be prepared based on the attached division of work. The detailed guidance on how to prepare these materials will be given by project experts who will contact schools soon. **Annex 2**

3 Final conference & workshop

The project final conference will be held in St. Petersburg on Thursday, November 22, 2012. On Wednesday 21st November the project internal workshop will be held in order to prepare for the conference. The representatives of the Finnish schools will arrive in St. Petersburg in Tuesday evening, 21st Nov.

Attached **(Annex 3)** please find a draft conference programme. Based on the draft programme the project schools will prepare their presentations based on the annexed instructions **Annex 4**.

Note: The project management and experts will contact each project schools to discuss in more detailed about the above activities and guide in the preparation of the presentations for the Toolkit and the conference. We are also happy to respond all the questions you may have already at this stage.

With kind regards

Jouni, Galina, Marja, Olga, Anu, Dmitri, Veronika

Final Conference

22 November, 2012

Venue: St.Petersburg Second Gymnasium, Kazanskaya Str., 27, St.Petersburg

Facilitators: **Galina Borisova,** *project manager, North-West Agency of International Projects(NWAIP)* **Jouni Immonen***, project manager, FCG Finnish Consulting Group Ltd* *Interpreter:* **Tatiana Avetova,** *NWAIP*	
08.30	*Bus from the hotel to the Conference venue – St.Petersburg Second Gymnasium, Kazanskaya Str., 27* *Participants meet in the lobby at ….*	*Finnish delegation* *NWAIP contact person – Ekaterina*
9.15 – 09.30	Registration of the Conference participants	
09.30 – 09.45	Opening of the Conference. Welcome speeches	*Russian speaker -* **Yury Solyanikov** *– Deputy Chair of St. Petersburg Education Committee* *Finnish speaker –* **Juho Helminen**, Senior Adviser *FNBE*
09.45 – 10.15	Project outcomes: - schools´ digital materials - Toolkit - Training Model	***Jouni Immonen*** ***Galina Borisova***
10.15 – 11.45	Panel discussion "Joint development of e-learning materials – lessons learnt" Chair - **Olga Shilova,** *Professor of ICT in Education, Herzen State Pedagogical University of Russia, NWAIP expert*	*Presentations:* *School № 238 with advanced learning of English language, Admiralteysky District - The Finnish-Russian School of Eastern Finland* *School № 551, Kirovsky District - Joutseno School, Lappeenranta*
11.45 – 12.15	***Coffee break***	
12.15 – 13.45	Panel discussion "Using e-resources in teaching, studying and learning – lessons learnt' Chair - **Marja Mononen-Aaltonen,** *FCG Expert in capacity building and pedagogical use of ICT*	*Presentations:* *Viikki Teacher Training School of Helsinki University* *School № 227,* Frunzensky District *Pohjolanrinne School, Riihimäki*
13.45 – 14.45	Master classes Parallel classes	*The Second St. Petersburg Gymnasium, Admiralteysky District* *The Finnish-Russian School of Helsinki School № 548 with advanced learning of English language, Krasnoselsky District*
14.45	Concluding remarks & final discussion	**Aleksey Boyko,** *Head of Information*

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– 15.30		*Department of the Centre of Museum Pedagogics and Youth Creations, State Russian Museum,* **Dmitry Rubashkin,** project expert, **Elena Ivanova**, *Admiralty district IMC,* ***Tatjana Lazikina,*** *deputy director,* *any other representatives from the IMC* ***EC representative,*** *to be confirmed*
15.30 – 15.45	Closing of the Conference	Galina Borisova Jouni Immonen
15.45 – 16.45	Buffet	