



NordPlus Adult project

INNOVATIVE VOCATIONAL FOREIGN LANGUAGE TEACHING – A KEY TO ADULT LEARNING MOTIVATION

Project ID: NPAD-2015/10009

Management

Timetable of activities

- Modules development – 1 unit 3 weeks
- Editing and preparation of the material for publishing – 1 unit 1 weeks

After every 4 weeks each unit should be sent to the coordinator.

- Development and maintenance of the website – constantly
- Testing of the modules – the next project year

Timetable of activities

- **Research:**
 - ✓ 6 weeks for developing questionnaires
 - ✓ 4 weeks for employers, teachers, adult learners questionnairng
 - ✓ 6 weeks for data analyses
 - ✓ 2 nd meeting - results and data presentation
- **Dissemination** – constantly



Timesheets

- Separate timesheet for each activity
- Period – 1 month
- Every 2 months must be sent to the coordinator

Each person should keep a separate accounting of the hours spent for the project activities

The documentation of the value of travelling by car is:

- an official document of the kilometre rates of the travelling participant's organisation
- a print of the individual distance, e.g. from Google Maps or similar
- a document with a transparent calculation of distance and rate.



Other documentation

- All costs must be documented by invoices or receipts.
- All documentation must be signed and certified by the legal representative of the organisation responsible for the costs.
- The tickets and invoices for accomodation must have all participants names.
- All documentation must be scanned and sent to the coordinator (every 2 months).
- All documentation connected with meetings must be sent to the coordinator (2 weeks after the meeting).



Thanks for your attention!