

Project activities plan:

No.	Description of the action	Time, place	Partners involved
1.	Development of the questionnaire for the target groups.	Kedainiai Vocational Educational Centre (KVETC); September-October, 2015.	KVETC, LTDH.
2.	First project meeting: Discussion of the general project framework. Concrete steps for project implementation. Provision of a Tool box full of suggestions (eg: exercises, tests, games, working methods). Development of an electronic tool for carrying out the survey and uploading modules. Decision upon modules for each project partner. Questionnaires for the situation analysis presentation, discussion.	3rd week of October, 2015. The University of Latvia (LU).	KVETC, LU, EITC, PTG, LTDH. Responsible – meeting organizer- LU
3.	The investigation of the situation. The processing the data and preparation of concluding material. Webpage construction; Facebook group creation; Electronic tool development. Information for the website; Articles at local newspapers; Modules preparation	October, 2015 - March, 2016. Project partners' institutions.	KVETC, LU, EITC, PTG, LTDH KVETC, LTDH EITC. KVETC, LU, EITC, PTG, LTDH KVETC, LU, EITC, PTG, LTDH KVETC, LU, PTG
4.	Second project meeting: Situation of the foreign language application in the companies analysis. Data presentation. Project development discussion. Discussion on vocational English language modules' (teaching material) preparation. Update of the website, newsletter preparation.	3rd week of March, 2016. Parnu Adult Gymnasium (PTG)	KVETC, LU, EITC, PTG, LTDH. Responsible – meeting organizer PTG.
5.	Modules (business, services, transport) development.	March, 2016 – October, 2016,	KVETC, LU, PTG,

	Preparation of the modules' printed version. Update of the website; electronic tool development. Development of the newsletter.	Project partners' institutions.	KVETC, LU, PTG EITC LTDH
6.	Third project meeting: Modules' presentation. Discussion on issues occurred. Discussion of the second year plan issues. Update of the website. Organization of the local seminar.	3rd week of October, 2016 Kedainiai Vocational Educational Centre (KVETC);	KVETC, LU, EITC, PTG, LTDH Responsible – meeting organizer KVETC
7.	Testing of Vocational English language modules. Update of the website. Preparation and issuing of the modules' printed version. Preparation of newsletter.	October, 2016-April, 2017 Project partners' institutions.	KVETC, LU, PTG EITC KVETC LTDH
8.	Fourth project meeting: Conference with main and related target groups. Presentation of modules. Assessment of the project. Presentation of newsletter.	3rd week of April, 2017 Education Innovation Transfer Centre (EITC)	KVETC, LU, EITC, PTG, LTDH Responsible – meeting organizer EITC

Project coordinator - Kedainiai Vocational Educational Centre (KVETC).

Project partners - The University of Latvia (LU), Education Innovation Transfer Centre (EITC), Parnu Adult Gymnasium (PTG), Ltd "Heiro" (LTDH).