



Advice on observations and disseminating knowledge



# DEAR PARTICIPANT,

Thank you for your interest in the ITINERIS programme.

You've been awarded a mobility grant to help you develop new skills.

By applying for a study visit and receiving a grant, you take on certain responsibilities before, during and after your visit.

Whenever we're going away somewhere, it's always useful to have advice from friends to help ensure a successful trip.

We trust that that's how you'll view this little booklet.

We hope that this guidebook will help you to plan your trip and enable you to get the most out of it.

njog your trip



#### **MY TRAVEL DIARY**

Participant's name:			
Institution:			
Title of ITINERIS observation proje	ect:		
Country and city visited:			
Dates:			
from	to		
Contact details of host organisation:			
Other member of the group:			
Name and address of accommodation	on:		



# USE THIS PAGE TO DESCRIBE YOUR LEARNING OBJECTIVES FOR THE VISIT:

Defining your expectations will help you to focus on what is most important and play an active role during your visit.

The skills and experience gained during an ITINERIS visit should be able to be shared between colleagues. Specific techniques observed among partners should be used as a point of comparison when developing or revising the training system, teaching methods, assessment methods, and teaching materials.

The results and outcomes of the mobility experience will be disseminated internally and externally to the network through a variety of media and communication channels (newsletter, information on the intranet and the website, specially created materials and tools, related events...).

Knowledge gained during mobility visits will be disseminated in various different ways:

- Photo exhibitions
- Videos
- Virtual presentations based on the personal accounts recorded,
- Interviews and reports which will be disseminated at the «Estivales de FormaForm» event
- Sector-related presentations
- Articles for dissemination on the FormaForm website
- Notes and reports which will be disseminated through the FormaForm website (www.formaform.be)
- Collaborations between trainers/educationalists in the widest sense, including cross-sector providers, set up via the FormaForm network.

If this dissemination objective is to be met, it is vital for both the ITINERIS project and for partner organisations that knowledge acquired during visits is exploited.



This is part of an overarching knowledge-sharing and skills reinforcement strategy in your organisation, and even in partner organisations, as we are seeing more and more diverse collaborations – across all sectors!

Knowledge, therefore, has to be disseminated to lodge it in the collective memory of our organisations and avoid the possibility of wasting what has been observed and developed by vocational training professionals.



#### **PERSONAL NOTES**



#### **PREPARE WELL BEFORE YOU GO**

- Contact the person at the host institution who is responsible for organising your visit to confirm your participation.
- Find out a little about the country and the region you are visiting.
- Put together a short presentation about your visit as your hosts will certainly be keen to learn about Belgium and our training system.
- Get hold of a few documents about your home institution.
- Try not to have too many paper documents, use links to electronic resources.
- Brush up the language in which you will be working.
- Tell your colleagues about your trip, ask them if there is anything they hope to learn from it or any particular information they need.

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#### YOU MUST ALSO:

- Take out accident/medical insurance (consult your institution).
- Consult your institution to organise your mission.
- Organise your journey:
  - Local transport
  - Accommodation



# PLAN YOUR TRIP AND YOUR EDUCATIONAL OBSERVATIONS DURING YOUR VISIT

What practices will you be observing?

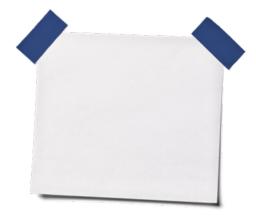
Bearing in mind what you intend to observe, what will you need while you are there?

- What educational materials do you definitely need to take with you?
- What particular recording equipment will you need while you are there? Camera, video camera, recording device, USB memory stick/mini hard drive...
- Will you require any specific equipment (small tools, a measuring instrument, PPE...)? If so, it's a good idea to get it all prepared.
- Compile a list of the documents you need to take with you (reference frameworks...), on paper on in electronic format, and a list of the websites you could use while you are there.
- Would a PC or a tablet be useful?
- Get yourself a good chunky notebook, as loose sheets of paper can easily get lost.
- Organise your week!



Record information, make regular summaries, ensure you have what you need to do this!

- You'll probably have to consult with your colleagues in your host institution: jot down anecdotes and experiences at the time so you don't forget them, do a few technical sketches if necessary, ask for plans and specifications that may be useful.
- Have your smartphone ready to take photos and record audio, that will make everything easier.
- Don't forget your **certificate of attendance** at the end of your visit.





#### PLAN FOR WHEN YOU GET BACK

You'll be asked to share what you learned from your visit and your experience there:

• How do you intend to disseminate this information when you get back?

Depending on how you plan to disseminate the information, your observations and recordings will need to be in the form of photos, videos, processes described on paper... or in electronic format.

• An audio report can also be a useful way of avoiding having to take lots of notes... it's so much more practical and convenient.

The communication channel you use will depend largely on how you collected the information during your trip, so it's worth doing a bit of planning in advance!

 If your observations/training culminate in a training project, make sure that you are familiar with all aspects of it at the end of your visit, to avoid problems when you come to implement it.

And when I've done my observations, what do I do with them, and how? (grid/analysis..)

Ensure that you have your reference frameworks BEFORE you go as these will allow you to put everything into context. They will probably be useful during your visit in enabling you to start thinking about how to organise your observations, how you might develop your courses, teaching sequences in the courses you deliver, reference frameworks.







#### WHAT SHOULD I SAY IN MY REPORT?

A story is often an excellent way to share valuable learning experiences. Find out about the history of the techniques you observe, and the personal histories of the people you meet. Human journeys are always enlightening.

Telling a story allows you to provide a great deal of information and there is an emotional element which will grab people's attention and help them to remember the details. Photos and other documents can be used as memoryjoggers – for you and your learners!

The highlights of your observation visit, anecdotes, and events experienced are always useful things to include in your own account. Personal experiences are always powerful.

So we'd advise you to include as much description as possible.

The story should, however, be simple with a logical structure and a clear conclusion. As far as possible, avoid using technical jargon which will be incomprehensible for most of your audience – or you will risk losing them!

You can use images (drawings, diagrams, photos, etc.) to make your account more memorable.





#### **KEY STORIES/ANECDOTES**



# PITFALLS TO AVOID

Don't attempt to reproduce what you observed just as it happened.

The other person's personal experience will undoubtedly be different from your own and it will probably be impossible to recreate exactly what they shared with you. Take the positive lessons and adapt them constructively to your situation in your institution.

Ask the person whether they would go about it in the same way if they could do it again. This will be powerful and informative as regards the pitfalls to avoid and the ones they themselves probably encountered.





# **PITFALLS IDENTIFIED**

# **LESSONS LEARNED**

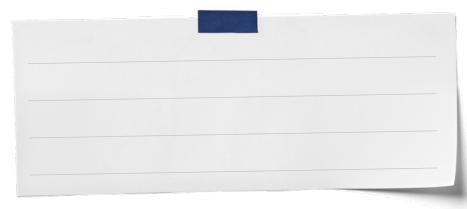


# POTENTIAL FOR DEVELOPMENT, A FINAL PIECE OF ADVICE...

During your observation, you may have to test or develop different tools, techniques, development possibilities...

Some of these will probably be adopted. Others, perhaps, will remain in your filing cabinet and will certainly come in useful at a later stage when an opportunity comes along to develop or implement them.

When ideas spring to mind, make notes there and then about possible avenues for further reflection. These can then be acted upon at any time.





#### **IDEAS TO BE DEVELOPED**



# CONTACTS, PERSONAL NETWORK

Note down the contact details of the people you meet, you'll need them if you have to get back in touch with them at a later stage:



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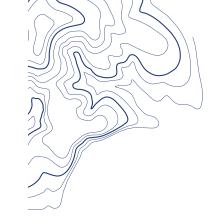














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