

## REFINE PROJECT 2004

## WORKPLAN FOR UK PARTNER: University of East London

TOOL to be tested: APEL Code of practice - code for users of APEL to ensure the quality of provision for candidates

Stages in life of project	Outputs: by the end of this stage we will have achieved/produced	Activities leading to this output	Start and completion dates	Partners/associate partners and persons involved	Time input (person/days)
1. Identify partners	Associate Partners contact details	Searching for, contacting and contracting associate partners.	May 2004 June 2004	UK co-ordinator, UEL Office and Project Officer	2
2. design testing brief for partners	Testing brief	Investigate contexts of the associate partners and tailor REFINE testing brief to each one	June 2004 June 2004	Project Officer, UK co-ordinator and associate partners	2
3. Testing	Reports from the partners	<ul style="list-style-type: none"> <li>Dissemination of the testing brief</li> <li>Testing by associates partners on users</li> <li>reports from associate partners</li> </ul>	June 2004 September 2004	Associate Partners and Project Officer	5
4. Project reporting	Interim project report	Preparation of interim report	October 2004	Project Officer	1
4 Dissemination	Presentation/workshop	Preparation of presentation for, and attendance at Kaunas conference	November 2004	Associate partners, project Officer and UK Co-ordinator	2 12 days
6 Associate partners meeting(s)	Report of meeting	Workshops for partners <ul style="list-style-type: none"> <li>Preparation</li> <li>Report from each partner</li> <li>Working meeting(s) to share experiences</li> </ul>	November 2004 February 2005	Project Officer, UK Co-ordinator and associate partners	2
7. overall UK report	UK report	Collation and summary of outcomes of UK testing	February 2005 April 2005	Project Officer and UK Co-ordinator	3
8. Testing other European tools	Reports from associate partners	<ul style="list-style-type: none"> <li>Workshops for Associate Partner</li> <li>Preparation</li> <li>Report from each associate partner</li> <li>Working meeting to share experiences</li> </ul>	April 2005 August 2005	Project Officer, UK Co-ordinator and associate partners	3
9 Overall UK report	UK report	<ul style="list-style-type: none"> <li>Collation and summary of outcomes of UK experiences of using European tools</li> </ul>	September 2005 October 2005	Project Officer and UK Co-ordinator and some UK partners	3
10 Final reporting	Final Project Report	<ul style="list-style-type: none"> <li>Preparation of final project report</li> </ul>	October 2005	Project Officer	1
10 Dissemination to European partners	Meeting report in Rome	<ul style="list-style-type: none"> <li>Preparation for meeting</li> <li>Presentation of UK report</li> <li>Working meeting with European partners</li> </ul>	November 2005	Project Officer and UK Co-ordinator and some UK partners	2  14 days
					Total 26

**Partner:** University of East London  
**UK Co-ordinator:** John Storan, Director Continuum, UEL  
**UK Project Officer:** Professor Bob Johnson, Johnson Associates

**Associate Partners could include:**

Statutory Bodies: QCA, QAA, NOCN, Edexcel, OCR  
Employers organizations CBI and Chambers of Commerce, Fire Service, Macmillan Nursing  
Institutional networks SEEC, NUCCAT, HECIW, NICATS (Queens University?), FACE, NIACE and UACE, East of England, ACCESS to Action, FECs  
Individual contacts Lincoln University (CPAB), Liverpool University, Making experience count modules Thames Valley University, UEL, Goldsmiths  
Others include TUC, Connexions, Youth Forum

Bob Johnson  
04<sup>th</sup> May 2004