

IN-WORK

A roadmap for WIL implementation

2022-1-IT02-KA220-HED-000087184



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A roadmap for WIL implementation (ENG)

Objective of the University Roadmap of Implementation

The aim of this roadmap is to support teachers and staff in planning a Work Integrated Learning program at their institution. The WIL program includes activities such as industry projects and consultancy projects, joint development organized by youths with special needs and their peers on specific topics, work-based learning activities, such as internships (curricular, students) and traineeships (for youths not enrolled in the university) that can be online, on-site or blended.

The WIL program will take place throughout the period of _____.

The University Roadmap of Implementation is a strategic planning tool that will help project partners get prepared for the WIL program. The University Roadmap includes important milestones and deadlines. The University Roadmap will help teachers and staff align their efforts to implement the WIL program, tracking achievements and adjusting strategies, if needed.

Sections of the University Roadmap of Implementation

Teachers and staff need to use the University Roadmap of Implementation to provide updates on their progress regarding the necessary steps for launching the WIL program at their institution. The University Roadmap of Implementation is a strategic planning tool that will help them get prepared for the WIL program and includes the following sections:

- Section A - Milestones in the preparation of the piloting of the WIL program
- Section B - Monthly report of activities

Section A - Milestones in the preparation of the piloting of the WIL program

Important Milestones/ Key Goals		Deadline
Milestone 1 (M1)	Disseminate the WIL program among the main stakeholders, including university students, business companies, NGOs and third sector players, faculty, and instructors, support services, social and health bodies supporting youths with special needs and regulatory bodies through events, conferences, seminars, lectures, trainings, etc.	
Milestone 2 (M2)	Hold meetings with stakeholders to engage them in the WIL program.	
Milestone 3 (M3)	Receive formal expression of interest from stakeholders willing to participate in the WIL program.	
Milestone 4 (M4)	<p>Pair stakeholders.</p> <p>The university has to facilitate the connection between host organizations and students participating in the WIL program. This pairing process will be carried out following a thorough assessment of students' needs, interests, as well as the requirements of the host organizations. In addition, the host organizations need to be able to implement individualized accommodations for students with special educational needs (SEN) and disabilities.</p>	
Milestone 5 (M5)	<p>Define in collaboration with the stakeholders the WIL activities and the expected results.</p> <p>Stakeholders need to co-design the type of the WIL activity (industry project, consultancy projects, joint workshops, internships, traineeships) its modality (on-site, online and blended) and the WIL program description (objective and scope, working hours, supervision and mentorship, etc.)</p>	
Milestone 6 (M6)	<p>All parties (university, student, host organization) sign the WIL Agreement.</p> <p>The WIL agreement outlines the legal and contractual terms of the placement, including expectations, responsibilities, working hours, intellectual property rights, confidentiality, and any other relevant terms and conditions.</p>	

Section B - Monthly report of activities

Date: _____

Milestone 1

Have you disseminated the WIL program among any stakeholders? Please list all relevant dissemination activities (e.g. the events, conferences, seminars, lectures, trainings, etc.) below.

Dissemination event, conference, seminar, lecture/ workshop, training program, etc.	Date held	Number of Participants	Type of stakeholder (e.g. professors, students, SME, etc.)	Observations/notes
<i>e.g. Regional Conference on the Future of Inclusive Education</i>	<i>e.g. 15/11/2023</i>	<i>e.g. 15 attendees</i>	<i>e.g. teachers</i>	<i>e.g. None</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>	<i>complete</i>

Milestone 2 and milestone 3

Have you held any meetings in order to engage stakeholders in the WIL program? If yes, please list them below and provide important info (M2).

Have you received Formal Expression of Interest from stakeholders willing to participate in the WIL program? If yes, please list them below (M3).

Stakeholder who participated in the meeting	Contact person	email	Date held	Did you received a formal expression of interest?	Observations/notes
<i>e.g. Carrefour</i>	<i>e.g. Jordi Pérez</i>	<i>e.g. JordiP@gmail.com</i>	<i>e.g. 15/11/2023</i>	<i>e.g. pending</i>	<i>e.g. None</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>		<i>complete</i>	<i>complete</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>		<i>complete</i>	<i>complete</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>		<i>complete</i>	<i>complete</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>		<i>complete</i>	<i>complete</i>
<i>complete</i>	<i>complete</i>	<i>complete</i>		<i>complete</i>	<i>complete</i>

Milestone 4, 5 and 6

Pair stakeholders (M4). Indicate the stakeholders’ pairs and provide the program's dates.

define the type of WIL activity, WIL modality and WIL program description. (M5).

Define in collaboration with the stakeholders the WIL activities (M6). Have all parties signed the WIL agreement? Please provide details.

Stakeholders’ pair (M4)		Start date (M4)	End date (M4)	Type of WIL activity (M5)	Type of WIL modality (M5)	WIL program description (M5)	Signature by the host organization (M6)	Signature by the student (M6)	Signature by the University (M6)	Observations/notes (M4-M6)
e.g. Carrefour	e.g. Maria Rodrguez	e.g. 15/2/2024	e.g. 16/4/2024	e.g. industry project	e.g. online	e.g. The student will work on a digital transformation project and will support the development of e-commerce platform.	e.g. yes	e.g. yes	e.g. pending	complete
complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete

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