

TrainERGY project

IO Number: 4

Transnational Knowledge Transfer Partnerships for Energy Efficient Operations Curriculum Co-Creation and Peer-Training

Training scheme



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Training for Energy Efficient Operations - TrainERGY

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1 Introduction

This document provides an overview on the training scheme/schedule that will enable the proper organization of the teaching and learning activities (C1, C2, C3) in full alignment with the requirement **This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.**

while also incorporating the project meeting and afferent events. This scheme provides organizational aspects considerations rather than methodological (academic) and should be used solely as a guide for the organization and management of the operations/logistics involved in such activities.

2 Overview

Overall, C1, C2 and C3 consist of 5 day intensive training, piloting and experimenting activities focused on testing the EEO curriculum from O2 as well as on testing the VLE from O3. Additionally, in parallel with these intensive trainings, the following events/activities will take place:

- 5 days intensive training (5 people per project partner)
- 1.5 days project meeting (2 people per project partner)
- 0.25 days workshop with students (25 students from the organizing institution + up to 16 project meeting staff as available)
- 0.25 days workshop with SMEs (5-10 SMEs from the organizing institution's network + up to 16 project meeting staff as available)
- 0.25 days multiplier/dissemination event (30 people outside of the institution + up to 16 project meeting staff as available)

2.1 The project meeting and TrainERGY project partner staff (TPPS)

- During the 5 day activity – a project meeting (1.5 days) will be ran in parallel
- 2 TPPS per partner (the people involved in the regular project meetings and in the curriculum development) will participate in this meeting and will also serve as demonstrators/teachers.
- The 2 TPPS per partner will use the project meeting budget.

2.2 The training sessions and TrainERGY mobility staff (TMS)

- The direct target/participants in the 5 day activities consist in 5 TMS from each partner institution – but others than the TPPS involved in the project meetings and curriculum development.
- The 5 TMS from each partner of TrainERGY will use the teaching and learning budget for travel, accommodation & subsistence.
- The 5 TMS must have an employment/cooperation/services contract with the project partner in order for the money to be claimed.
- Trainees must bring their own laptops. No printed material will be provided.

2.3 The workshop with students

- In order to widen the scope of this activity, the workshop with students has been re-defined in order to comprise of a short video based screen capture with the key outputs of the project so far that will be exposed to a wide number of potentially interested students from all project partner locations (i.e. via emails) in order to test the interest of the students and their feedback into such a concept. How this will work:

- A short video comprising the key work of the project (i.e. teaching material, SCEnAT *i*, etc) will be developed.
- An online feedback questionnaire will be developed (items: perceived relevance of the materials; personal interest; open ended feedback, etc).
- Mass emails will be sent to the all the relevant students of the partnering organizations encouraging them to watch the video and reply to the online feedback questionnaire.
- Data will be used to improve the outputs of TrainERGY.

2.4 The workshop with SMEs

- During the 5 day session, a 0.25 day workshop with SMEs (5-10) will be organized by the TPPS (16) in order to pilot the VLE and the EEO curriculum upon the industry representatives and get their feedback. This will be done together with the multiplier event.
- The workshop will be mostly presentation based complemented by whiteboard approaches and paper-based feedback.

2.5 The multiplier event

- During the 5 day session, a 0.25 day multiplier session with outside stakeholders (industry, policy makers, students, society, etc) (30) will be organized by the TPPS (16) in order to disseminate & pilot the VLE and the EEO curriculum upon the stakeholders representatives and get their feedback.
- Refreshments will be served through the multiplier event maximum budget (3000 EUR)
- Reporting requirements must be followed (attendance sheet, dissemination material, etc).
- The workshop will be mostly presentation based complemented by whiteboard approaches and paper-based feedback.

3 Evaluation & quality assurance

- All the required quality standards will be ensured in the delivery mechanisms
- Event evaluation at each category will be performed (both in terms of the learning content and organization):
 - Evaluation by the TMS staff (max 40 people)
 - Evaluation by the TPPS staff (max 16 people)
 - Evaluation (only quality of the outputs) by the students from the student workshop (max 25 people)
 - Evaluation (only quality of the outputs) by the SMEs from the SME workshop (max 5-10 people)
 - Evaluation (only quality of the outputs) by the stakeholders present at the multiplier event (max 30 people)
- The evaluation forms will be developed under IO5 (Quality assurance).

4 General schedule of the sessions

Location: <insert address here>

Time	Day 1	Day 2	Day 3	Day 4	Day 5
09:30 – 11:00	Introductions Local industry case studies	Teaching EEO Curriculum Part III	Group work (Case study analysis and modelling)	Mentoring Session (Development of good practices)	Final presentations
11:00 – 11:30	Break	Break	Break	Break	Break
11:30 – 13:00	VLE Crash-course	Group work (Case study analysis and modelling)	Group work (Case study analysis and modelling)	Group work (Development of recommendations and presentation)	Final presentations
13:00 – 14:00	Break	Break	Break	Break	Break
14:00 – 15:30	Teaching EEO Curriculum Part I	Group work (Case study analysis and modelling)	Group work (Development of good practices)	Group work (Development of recommendations and presentation)	Final presentations
15:30 – 16:00	Break	Break	Break	Break	Break
16:00 – 17:30	Teaching EEO Curriculum Part II	Mentoring Session (Case study analysis and modelling)	Group work (Development of good practices)	Mentoring Session (Development of recommendations and presentation)	Final presentations

* Non training activities

4.0 Before the event

- Each university must split their national teams into 2 (so basically 5 participants from the university and 5 from the industry).
- The event will be composed of national teams (they will not change).
- Each sending institution must arrange transportation, accommodation and subsistence payments to the participants (make sure to have the contracts signed).
- Each university must gather data from 2 companies from its country in order to be modelled into SCEnAT *i* (these will be the case studies that each group will work on).
- Each university must organize a SCEnAT *i* pre-training before the participants come to Sheffield. This pre-training is flexible, however the following core elements should be followed:
 - 1) get the participants familiarized with the 2 companies that will be modelled;
 - 2) get the participants familiarized with SCEnAT *i*;
 - 3) initiate the participants into modelling the 2 companies (each group to model its assigned company);
 - 4) inform the participants about what will be required in Sheffield (i.e. attendance of the teaching sessions, group working to analyze in-depth the case studies, further modelling, PPT development, best practices report development, presentation, evaluation of the event).
- Mentoring: each group must be assigned their own mentor or mentors. These mentors will be responsible for providing all the necessary mentoring mentioned in the scheduled either in person during the training week or online (either way it is fine). Though it is of core importance that at least 1 mentor per group is available at any point when requested by the students. The mentoring sessions are meant to provide guidance to the participants in terms of successfully delivering the assignment.
- Informing the trainees: each team of trainees must be pre-informed (before the training event) about all the specificities of their assignments & tasks to be done during the training week.

4.1 Day 1

- **Introduction to the event (2 hours)**
 - Welcome note + Introduction to TrainERGY
 - Who is who
 - What is the aim & rationale, learning objectives, assignment
 - Explain the agenda
- **VLE crash-course:**
 - Introduction to LCA, SCEnAT *i* and VLE
 - Demonstration of SCEnAT *i* and of the VLE
- **Teaching EEO Curriculum Part I**
 - Delivering the lecture
- **Teaching EEO Curriculum Part II**
 - Delivering the lecture

4.2 Day 2

- **Teaching EEO Curriculum Part III**
 - Delivering the lecture
- **Group-work and case study analysis and modelling:**
 - Basically each team will use the knowledge gained through the teaching session as well as use their own extra research to further analyze the requirements (the issue) of their case study (assigned before this training week) and will continue to model in greater depths the supply chain of their company into SCEnAT *i*. This activity will be done at any location preferred by the teams within the university's open spaces provided nearby.
- **Mentoring session:**
 - During this timeslot students are encouraged to contact their mentors (assigned before the training week) in order to check their progress as well as to answer any questions that might arise. Each group will contact their own assigned mentor.
- **Project meeting:**
 - During these timeslots the project meeting will be organized.

4.3 Day 3

- **Group-work - case study analysis and modelling:**
 - Basically each team will use the knowledge gained through the teaching session as well as use their own extra research to further analyze the requirements (the issue) of their case study (assigned before this training week) and will continue to model in greater depths the supply chain of their company into SCEnAT *i*. This activity will be done at any location preferred by the teams within the university's open spaces provided nearby.
- **Group-work - development of good practices:**
 - Basically each team will use the knowledge gained through the teaching session as well as use their own extra research and based on a template provided beforehand, the teams must research and propose good practices that will improve the EEO of their case study (for each practice, it is recommended that pilot-modelling is being performed in order to see the actual energy efficiency). This activity will be done at any location preferred by the teams within the university's open spaces provided nearby.
- **Mentoring session:**
 - During this timeslot students are encouraged to contact their mentors (assigned before the training week) in order to check their progress as well as to answer any questions that might arise. Each group will contact their own assigned mentor.
- **Project meeting:**
 - During these timeslots the project meeting will be organized.

4.4 Day 4

- **Group-work - development of recommendations and presentation:**
 - Basically each team will use: 1) the initial SCEnAT *i* model of their case study/company; 2) the knowledge from the teaching session and their own research 3) the report with the good practices (including screen shots of the new re-modelled parts of the supply chain to show the effectiveness of each good practice) in order to develop final recommendations for implementing the proposed good practices that will be ultimately captured in a power-point presentation (10 minutes long in which all the process needs to be displayed).
- **Mentoring session:**
 - During this timeslot, students are encouraged to contact their mentors (assigned before the training week) in order to check their progress as well as to answer any questions that might arise. Each group will contact their own assigned mentor.
- **Project meeting:**
 - During these timeslots the project meeting will be organized.
- **Webinar with students**
 - A webinar will be pre-organized and implemented that will serve as an online workshop with students outside of TrainERGY participants. The webinar will consist of a screen-capture of the key concepts that will be followed by an evaluation questionnaire. Check section 2.3 for more details.

4.5 Day 5

- **Final presentations**
 - Presentations and final evaluations (each group will present their PPT – 10 minutes each).
 - Final words
- **Multiplier event together with the workshop with SMEs:**
 - Refreshments to be served
 - Presentation of TrainERGY
 - Presentation of SCEnAT *i* and the VLE
 - Discussion about the 1 week session that passed
 - Then, an open discussion will follow:
 - What can we improve for this curriculum/approach
 - How can we be more practical and bridge university & industry in EEO
 - How can society be included more in this co-creation ?