

Communication & Dissemination Plan

D2.1

Responsible: USUST

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Summary	The documents outline main definitions and guidelines for the effective dissemination of the project results among wider groups. It has a recommendation character. Its implementation is supervised by the respective work package leader		

Table of Contents

1	Introduction	4
1.1	Abbreviations	4
1.2	Partner consortium	4
1.3	Project objectives	5
2	Dissemination strategy	6
2.1	The purpose and assignment of dissemination	6
2.2	The conception of dissemination in VETpartEx project.....	7
2.3	Target groups as specified by the VETpartEx project tasks and objectives	10
2.4	Action plan for the dissemination of the VETpartEx project results	13
2.5	Specific dissemination tasks for each VETpartEx project partner for each year....	16
2.6	Quality assurance of dissemination activities.....	18
2.7	Sustainability of project results	18
3	Rules for corporate design	21
4	Reference list	21
	ANNEXIES	22
	ANNEX 1: Lists of partners and potential partners for the project dissemination	22
	ANNEX 2: Form for reporting on VETpartEx dissemination activity.....	23
	ANNEX 3: Dissemination plan of partner form.....	24
	ANNEX 4: Template for MS Word for the internal project documentation	25

1 Introduction

This deliverable, titled “Communication and Dissemination Plan,” is part of the VETpartEX project, co-funded by the Erasmus+ Programme (KA2: Cooperation for innovation and the exchange of good practices). The main objective of this deliverable is to outline the strategy and specific actions that will guide the communication and dissemination activities throughout the lifecycle of the VETpartEX project. It aims to ensure that the project’s goals, activities, outcomes, and impacts are effectively communicated to relevant stakeholders, including vocational education and training (VET) institutions, policymakers, industry partners, educators, learners, and the wider public.

This plan defines key messages, target audiences, communication channels, tools, and a timeline for dissemination. Furthermore, it sets measurable objectives to evaluate the effectiveness of the outreach and provides a framework for partner collaboration in promoting project results. The Communication and Dissemination Plan will be a living document, updated periodically to reflect project progress, stakeholder feedback, and emerging opportunities.

1.1 Abbreviations

HEI – higher education institution

PBG – partnership-based governance

VET – vocational education and training

VTE – vocational teacher education

WP – work package

1.2 Partner consortium

The project consortium is well-balanced, combining diverse skills, expertise, and knowledge to effectively execute the project. Geographical diversity was a key consideration in forming the consortium, ensuring representation from various regions and countries.

To enable the continuation of dissemination activities, during and after the project's completion, the Center for Vocational Education and Innovation in Civil Construction has been established at Ukrainian State University of Science and Technology, comprising all participants of the Erasmus+ project “Future-Oriented VET for the Construction Sector in Ukraine in Partnership for Excellence” 101183275 - VETpartEx - ERASMUS-EDU-2024-CB-VET, namely:

- FH MUNSTER UNIVERSITY OF APPLIED SCIENCES, Münster (Germany) – Chair of the Coordination Council;
- EUROMASC AS, Oslo (Norway);
- MENDEL UNIVERSITY IN BRNO, Brno (Czech Republic);
- SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA, Bratislava (Slovakia);
- VOCATIONAL COLLEGE OF THE CITY OF BOTTRUP (Germany);
- UNIVERSITY COLLEGE OF VOCATIONAL EDUCATION (Norway);
- CENTER for SCHOOL-BASED PRACTICAL TEACHER TRAINING, Gelsenkirchen (Germany);
- Ukrainian State University of Science and Technology Dnipro (Ukraine);
- INSTITUTE OF VOCATIONAL QUALIFICATIONS, Kyiv (Ukraine);
- DNIPRO INDUSTRIAL PEDAGOGICAL PROFESSIONAL PRE-HIGHER COLLEGE, Dnipro (Ukraine);
- MUNICIPAL EDUCATIONAL INSTITUTION "KRYVYI RIH CENTER FOR TRAINING AND RETRAINING OF WORKERS IN THE CONSTRUCTION INDUSTRY" OF THE DNIPROPETROVSK REGIONAL COUNCIL, Kryvyi Rih (Ukraine);
- STATE VOCATIONAL EDUCATION INSTITUTION "LUTSK HIGHER VOCATIONAL SCHOOL OF CONSTRUCTION AND ARCHITECTURE", Lutsk (Ukraine);
- STATE EDUCATIONAL INSTITUTION "ODESA CENTER FOR VOCATIONAL EDUCATION AND TRAINING", Odesa (Ukraine);
- HIGHER VOCATIONAL SCHOOL No. 1, Rivne (Ukraine).

The Coordination Council was created on the base of all members of the consortium to ensure the active participation of project partners in the dissemination and communication activities.

1.3 Project objectives

The specific objectives are:

A) Organisation Building: Implementation of an organisational structure to ensure a close collaboration and a sustainable innovation in VET institutions with the involvement of tertiary educational institutions and the construction industry.

B) Competence Structuring and Assessments: Design and implementation of a model for the identification, structuring and documentation of relevant skills and competences

C) Competence Building: Implementation of know-how transfer to vocational training institutions by HE experts and teachers or masters of industrial training.

D) Competence Dissemination: Nationwide implementation of an advanced training programme ((M)OOC) and a support programme (OER) for teachers and masters of industrial training

2 Dissemination strategy

2.1 The purpose and assignment of dissemination

The general aim of the dissemination is information dissemination and awareness rising of the project results and achievement as many parties concerned and stakeholders as possible during the project implementation.

Information users may be represented by such parties concerned as state administrations, HEI's, VET schools, academics, students, workers, relevant enterprises and research institutions, scientific and industrial experts.

The overall purpose of the dissemination is securing the process of disseminating VETpartEx project goals, actions and methodology developed within the project frameworks to the target groups determined by the dissemination plan at the national and international levels.

Distribution of VETpartEx project results is carried out using a wide range of channels, methods and forms of information transmission.

The scheme of implementation of strategic dissemination steps is represented in the following form (Fig. 1).

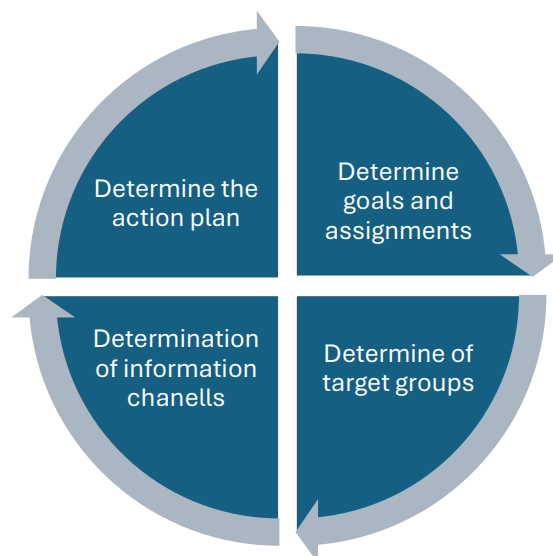


Figure 1: The scheme of implementation of strategic dissemination steps

The scheme is quite versatile and can be used in the process of disseminating the results of projects in a wide range of fields.

Basic stages of dissemination:

1. Determination of the clear goals and assignments the project puts in the process of announcing and disseminating the results.
2. Determination of the important target groups / categories of parties concerned emphasizing the use of priority distribution tools.
3. Development of efficient dissemination strategy with a wide range of information channels.
4. Definition and control of quality indicators for implementation of the dissemination strategy.
5. Systematic monitoring and analysis of the work performed.
6. Development of recommendations for increasing distribution effectiveness.

The principles of dissemination plan implementation:

- awareness rising - target groups should know what is going on in the project;
- informing and training of target groups;
- involvement - is important to receive feedback;
- promotion - the value of the results dissemination.

In order for people to benefit from the project outcomes, new knowledge or results obtained from the project should be available to the target audience. The project team determines the different target groups as well as their special interests in the project, especially the interest in the possible continuation of researches after the project. Knowledge and results of the project should be available for dissemination among other European projects, scientific and industrial community.

Methodical supply of dissemination plan is being built through:

- selection of materials that should reflect personal experience with the result;
- selection of tools that allow you to master the material;
- organization of independent work (actions planning- implementation - self-control);
- designing the next step.

2.2 The conception of dissemination in VETpartEx project

When determining the dissemination concept should be clearly defined with the following issues: *The purpose of the project:* What is the main goal of the project? What are the project tasks? What are the expected results?

- *For which target audience* should specific results and overall project outcomes be disseminated? What is the significance of these results for the target group?
- *The purpose of dissemination:* What are the tasks of information dissemination? What impact does the dissemination plan have?
- *Environment:* What are the most effective channels and tools to reach the target audience? Which tools are best suited for their level of awareness and understanding? What are the necessary resources?
- *Execution:* When should information dissemination services be carried out? Who will be responsible for disseminating services?

FOCUS ON THE TARGET AUDIENCE REQUIREMENTS. The results of the VETpartEx project should be clear and precise, reflecting the specific applied actions for implementation into the target groups current activities. The communication (results, suggestions) transmitted through the dissemination channels should explain what will change in the target group and what solutions and benefits (economic, social, administrative, technological) offers the VETpartEx project. The main communication of the dissemination strategy will highlight the main overall goal of the project, which is to implement the new paradigm of training VET schools' students and new content of VET courses according to development of new technologies that will increase the employability of VET students. However, this communication will be properly adapted to meet the specific requirements and characteristics of each target group.

What should be the communication?

- positive
- persuasive
- understandable
- simple
- purposefully

In which language should the communication be expressed depending on the type of audience to which it is addressed?

- Scientific language - for researchers, lecturers, and the academic community
- Technical language - for specialists, engineers, and vocational subject teachers
- Non-technical language - for students, parents, and the general public
- Political language - for government officials and education policy-makers
- Explanatory language - for media, public organizations, and social partners

THINK GLOBAL – ACTION LOCAL. To ensure that the results of the VETpartEx project remain relevant at the local and international level, it is necessary for the audience to be well informed about the project. Therefore, informing local and regional audiences is an important communication goal for the project. To this end, all partners are suggested to disseminate the importance of the project for their regional contacts. In addition, traditional informal channels, direct and indirect, will be available. The academic, VET and industrial audience should be informed about the importance and benefits of project results through the bulletin board, Internet mailing. Moreover, at each VETpartEx project organized partnerships target groups can be invited to participate in order to increase the impact of the project on the local level and bring in good ideas. Local, regional, national and international parties concerned will be invited to participate in developments within the project.

USING USEFUL INFORMATION WORDS. The use of traditional media (newspapers, publications, magazines, TV) and on-line channels is a key tool to raise awareness of the VETpartEx project at the local, national and international scale. Therefore, it is important to identify and establish communication with media representatives who are relevant to the issues covered by the project. The information transmitted from traditional media channels is compressed; details and scientific terms being hard for people to understand are usually removed, since the information is intended for large, but not specialized audiences and used in the media to attract attention. Complex expressions are not of interest to the public.

DEVELOPING UNIQUENESS AND REPUTATION OF THE PROJECT. It is important to develop an integrated approach to dissemination and planning of targeted activities providing both broad visibility and identification of the project. The VETpartEx project is focused on result and aimed at achieving tasks that need to be made attractive to a wide audience of users (VET and academic teachers, VET and academic students, industrial partners, employees, business community, governmental and non-governmental organizations).

The main dissemination steps, which will always be visible to the target audience and are aimed at creating an enviable reputation for the VETpartEx project include the following:

- Logo
- Web site
- Facebook page, Twitter profile, LinkedIn profile, YouTube channel
- Project press release
- Promotional materials
- Presentations

THE MAIN DISSEMINATION TASKS OF THE VETpartEx PROJECT ARE THE FOLLOWING:

1. to disseminate the project results during its implementation and after completion.
2. to ensure the active use of the network developed within the project.
3. to identify important operational and marketing activities that will be conducted to attract potential users of the project's products.
4. to raise awareness of the support to corporate quality infrastructure.
5. to develop a sustainability plan for the quality control units and the 'HEI's- VET schools-Business-Government' network.
6. to create an effective channel for the operation of the project outputs and project products.
7. to support the development of internal information quality assessment systems.
8. to support the sustainability of project results

GENERAL PRINCIPLES OF DISSEMINATION OF THE VETpartEx PROJECT RESULTS:

- planned character;
- systematic nature;
- awareness creation;
- broadest information dissemination;
- combining and integrating information channels;
- focus and clarity of the work results and material presentation;
- efficiency of implementation of project results;
- sequence of target audience engagement;
- feedback;
- creativeness of methodology to achieve dissemination process.

2.3 Target groups as specified by the VETpartEx project tasks and objectives

The dissemination strategy defines a consistent approach to the key target groups and is based on the target group analysis. Certain range of tools shall be used in relation to each target group in order to effectively disseminate information and project results. An important step in strategy creation is to identify groups that may ultimately be interested or potentially interested in the results and products of the project. The identification of target groups will help to assess the appropriate type of stakeholders' participation in subsequent phases of the strategy implementation.

When defining target groups, one should use the principle, of impossibility to convey information to everyone. Therefore, there is a need to identify priority classes of product users, who will most effectively use the project results.

The VETpartEx project target groups can be defined as follows:

- VET community (teachers, students, administration)
- Academic community (teachers, scientists, graduate students, students, administration)
- Industrial sector
- Business network
- Authorities and local government
- Governmental and non-governmental organizations
- Associated partners
- Other projects
- Other potential users of the project products

The appropriate tool should be used for the target groups (Table 1).

Table 1: Employment of dissemination tools in relation to different target groups

Dissemination tools	Target groups									
	Publicity	VET community	Academic community	Industrial sector	Business network	Authorities and local government	Governmental and non-governmental organizations	Associate Partners	Other projects	Other potential users of the project product
Logo	+	+	+	+	+	+	+	+	+	+
Mission and slogan	+	+	+	+	+	+	+	+	+	+
Website	+	+	+	+	+	+	+	+	+	+
Facebook, Twitter	+	+	+	+	+	+	+	+	+	+
Creative drawings / schemes	+	+	+	+	+	+	+	+	+	+
YouTube video / presentation	+	+	+	+	+	+	+	+	+	
LinkedIn profile and group		+	+	+	+			+	+	
Announcement boards	+	+	+	+						
Brochures, leaflets	+	+	+	+	+	+	+			
Online newspapers		+	+	+	+			+		
Demo movies				+	+					

Publications in scientific journals			+	+						
Presentations		+	+	+	+	+	+	+	+	+
Press release	+	+	+	+	+	+	+	+	+	+
Seminars / trainings / awareness-raising activities		+	+	+	+	+	+	+	+	
Lectures		+	+	+	+					
Conferences		+	+	+	+	+	+	+	+	+
Private meetings				+	+					

Tools to implement the dissemination process within the VETpartEx project:

- Project logo
- Mission and project slogan
- Website representing the project
- On-line tools (Facebook, Twitter, LinkedIn, YouTube)
- Electronic promotional materials (Internet news, online distribution)
- Printed press release and articles on electronic media
- Meetings, seminars, lectures, information events for the target audience

Model of implementation of the project results among the target audience (Fig.2).

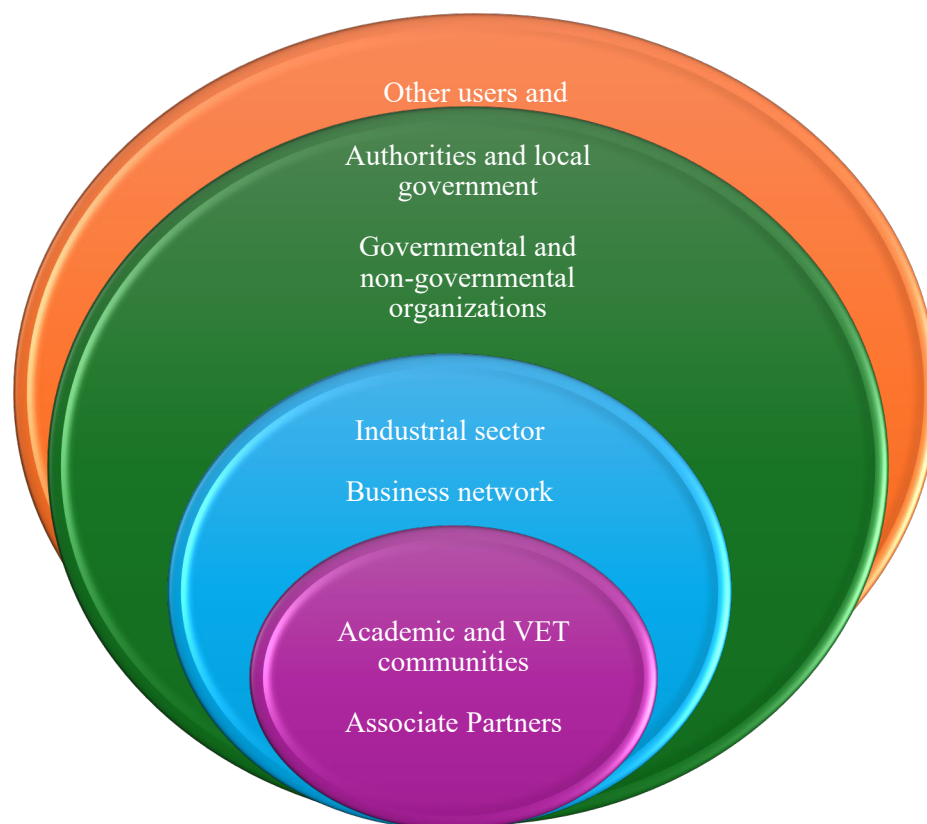


Figure 2: Model of implementation of the project results

It is necessary to provide the audience with messages in advance about the type of project planned activities; whereby the partnership network can be strengthened. You should provide the audience with information / documents on completed / unfinished / planned work under the project at any and all events: this may be an effective way to disseminate the results while they are "fresh" and help to stimulate a constant interest in the work of your project. The greater the participation of target audiences in activities, the greater the impact achieved and the stronger the development of communication routes.

The target audiences / groups should know that the project exists and have a clear idea of what is being presented in the project, and what goals are going to be met. This should be done at an early stage of the project implementation in order to provide a clear and make an easily recognizable identification of the project.

2.4 Action plan for the dissemination of the VETpartEx project results

Action plan for dissemination of the VETpartEx project generalized in structural-logical scheme of project results dissemination measures (Fig.3). The description of the structural and logical scheme of VETpartEX project results dissemination is provided below.

Conditionally, the dissemination methods can be divided into two types:

- Using the Internet space
- Direct work with the audience

It is the combination of these methods that allows us to maximize the involvement of stakeholders in the project, to ensure the maximum possible level of awareness of the project participants and the target audience, to ensure the sustainability of the project results.

1. **The creation of the Website** allows to quickly inform the project participants, potential partners, other stakeholders and the community on the main news and results of implementation and further prospects of the project. Undoubtedly, the Website will help to attract new partners and maintain the sustainability of the project results. All project events (meetings and seminars, information materials, etc.) shall be published on the **Project Website**.
2. The publication of information on project activities **on the Websites of** the project participants organizations. This channel somehow duplicates the **Project Website**, contributes to the creation of the synergy effect and the popularization of both the project results directly among VET schools and HEIs staff, students, VET schools and HEIs -partners and industrial enterprises, and the **Project Website**.



3. **The publication of materials in electronic media and in Online magazines** is aimed primarily at disseminating information about the project among VET schools and HEIs, industrial enterprises, public organizations, local authorities. All information published **in electronic media and Online magazines** shall be duplicated on the Project Website and on the websites of VET schools, HEIs and social networks.
4. **Publication of electronic Leaflets on the main events on the Project Website.** The main task of **Leaflets** is to provide stakeholders with brief information about the main goals and main events of the project. **Leaflets** in electronic form shall be placed on the Project Website and on the websites of VET schools, HEIs and social networks.
5. **Working in social networks** is first, and utmost aimed at disseminating information about the project among a wide audience of users, including employees of VET schools, HEIs, industrial enterprises, representatives of public organizations and other interested people.
6. **Sending e-mails to the project participants** is aimed at facilitating the coordination of activities between the project participants, further acquainting the participants with the results of the project implementation in specific institutions, and informing the external partners of the project.
7. **Holding meetings, seminars, workshops, lectures with the target audience of VET schools and HEIs** has the main goal of informing teachers, students, graduate students on the purposes, objectives, and main events of the project. Also, holding such events will help to find the most creative executors of the project in VET schools and HEIs.
8. **Holding meetings, seminars, lectures with the target audience of regional VET schools and HEIs-** partners is aimed at attracting other regional educational organizations to the project, which ensures effective dissemination and high level of sustainability of the project results achieved.
9. **Interaction with industrial enterprises and organizations** can be ensured by holding seminars, lectures, meetings with people responsible for training personnel at the enterprises. This allows us to get feedback from employees on the quality of training.
10. **The publication of leaflets, which highlight the main events of the project in paper format** will facilitate meetings with target audiences and is aimed at working with stakeholders who prefer printed information materials. At the same time, **leaflets** should also be placed electronically on the project website, as well as on the websites of VET, HEIs and social networks.

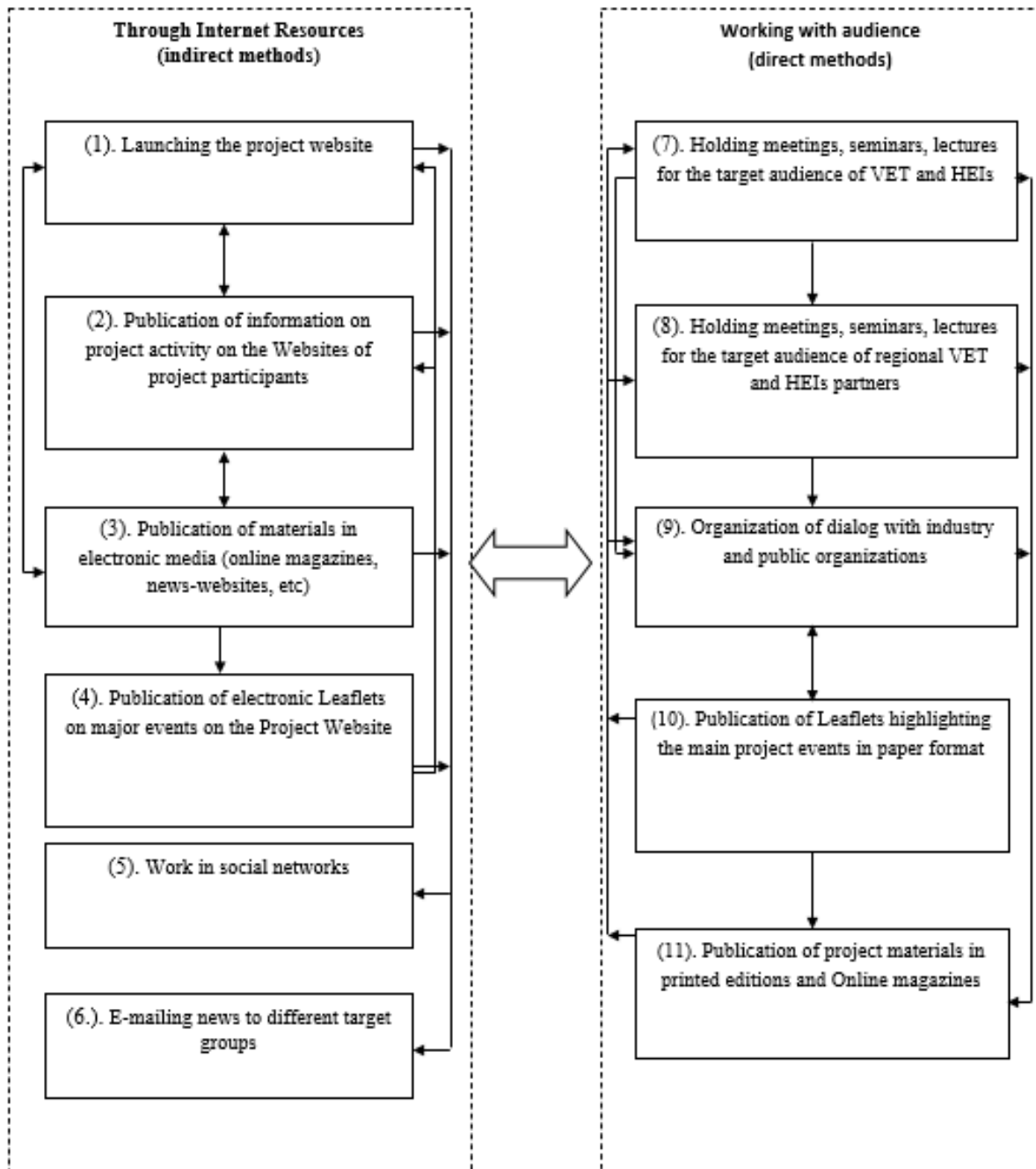


Figure 3: Structural-logical scheme of project results dissemination measures

11. The publication of the project materials in printed publications and newspapers is aimed primarily at disseminating information about the project among VET schools, HEI's and industrial enterprises, public organizations, local authorities and at working with the target audience which prefers printed information materials. At the same time, information on publications should be placed in the Internet environment.

The primary lists of partners and potential stakeholders for the project dissemination are described in Annex 1. These lists serve as the foundation for outreach activities and include

key organizations and institutions relevant to the project's objectives. Throughout the entire project, an extended and dynamic contact database will be maintained, regularly reviewed, and continuously updated with new entries. This evolving database will support targeted dissemination efforts, facilitate stakeholder engagement, and ensure that project results reach a broad and relevant audience across local and national levels.

The distribution of dissemination tasks among VETpartEX project partners is presented in Table 2, outlining the specific responsibilities, tools, and communication channels assigned to each partner.

All dissemination activities are subject to systematic monitoring, documentation, and evaluation throughout the implementation of the project. This process ensures transparency, accountability, and the effective tracking of progress against defined dissemination objectives. Project partners are responsible for recording their dissemination efforts, which will be reviewed periodically to assess their reach, relevance, and impact. Monitoring outcomes will inform necessary adjustments to the dissemination strategy, ensuring continuous improvement and alignment with the overall goals of the project.

2.5 Specific dissemination tasks for each VETpartEx project partner for each year

The planning of dissemination activities must be done **by each partner from Ukraine** in the **Dissemination Plan** (*Annex 2*) that must be sent to the Ukrainian State University of Science and Technologies (lead partner for dissemination activities) and copied to Project Coordinator. Dissemination Plans must be prepared and submitted **by the end of January 2026, January 2027 and January 2028. Each project partner from Ukraine must report** on the performed dissemination activities at the end of each year by sending the **Report Forms** for VETpartEx Dissemination Activity (*Annex 3*) to the Ukrainian State University of Science and Technologies (lead partner for dissemination activities) and copied to the project coordinator. The deadlines for submitting the reports on dissemination are **December 31st, 2025, December 31st, 2026, and December 31st, 2027.**

Table 2: Distribution of tasks for dissemination among VETpartEx project partners

Partner's acronym / dissemination tool	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
	FHMS	IPQ	USUST	EUROMASC	Mendelova	STUBA	KhNUE	Dnipro	Kyryvi	Lutsk	Odesa	Rivne
Launching and updating of the project website			+									
Project profiles / accounts in social and professional networks (Facebook, Twitter, LinkedIn)	+	+	+	+	+	+	+	+	+	+	+	+
Information on the websites of project partners	+	+	+	+	+	+	+	+	+	+	+	+
Publications in online media	+	+	+	+	+	+	+	+	+	+	+	+
Publications in scientific journals	+	+	+	+	+	+	+	+	+	+	+	+
Presentations on the meetings of Academic Councils (for HEIs) or Pedagogical Councils (for VET schools)			+				+	+	+	+	+	+
Seminars and trainings for academic staff, VET schools staff and students	+		+	+	+	+	+	+	+	+	+	+
Round tables and info-events for external stakeholders		+	+				+	+	+	+	+	+
Promotion of information on conferences		+	+				+	+	+	+	+	+

Each project partner from Ukraine during the calendar year must perform at least the following dissemination activities:

- to organize 1 seminar or training for its staff members
- to make 2 publications with the reference to VETpartEx project in scientific and any other periodicals
- to organize on its premises 1 information day
- to hold 1 meeting / round table with external stakeholders (representatives from industry, authorities, relevant social organizations, etc.)
- to publish 3 articles about the project progress (activities, events, results) on their own websites.

Listed tasks represent the minimum number of dissemination activities to be performed and reported by each VETpartEx project partner. It is much appreciated if any of the partners will be able to organize more dissemination events.

2.6 Quality assurance of dissemination activities

The performed dissemination activities will be assessed by VETpartEx board on the coordination meetings. Partner responsible for dissemination will summarize the submitted dissemination reports and give the summary report. Assessment the quality of dissemination activities will be based on the following indicators: - number of the performed dissemination activities; - compliance of performed activities with the dissemination plan; - number of the participants (if applicable); - representativeness and relevance of the audience covered by the dissemination activity; - number and content of received feedbacks. Steering committee will evaluate the dissemination efforts of each project partner and, if necessary, give recommendations for improvement the efficiency of dissemination activities.

2.7 Sustainability of project results

Ensuring the sustainability of project results is one of the most important tasks and the structural scheme of VETpartEX project results sustainability is presented in Figure 3. Therefore, a system of measures is proposed, which includes:

1. **Regulatory and legal support for the sustainability of the results**, namely:
 - The development of regulations on the functioning of the Center "**Center of Vocational Education and Innovation in Civil Construction**" at Ukrainian State University of Science and Technologies

- The development of the center working concept. The concept shall show the place of the center within the management structure of USUST, the introduction of internal guidelines for work, the staffing table with a clear description of the duties of employees (job descriptions), the means of communication plus structural divisions of USUST, industrial enterprises, business environment, involvement of VET-schools and IPQ)
- Approved of the regulations on the work of the **Center of Vocational Education and Innovation in Civil Construction.**

2. Ensuring the development of human resources, to achieve this goal, it is necessary:

- to carry out the selection of the most motivated and experienced staff of VET schools and HEIs for the implementation of the project objectives
- to provide their training by conducting trainings, seminars, study visits to HEIs - partners of the project with the aim of mastering the best European practices, to industrial enterprises - to obtain feedback and build a quality triangle in the system of VET schools –VET students -industrial enterprise

3. Development and implementation of a system to support the self-improvement of project results. The most important tools for implementing this event include the following:

- Development of a three-year work plan for the Center "**Center of Vocational Education and Innovation in Civil Construction**"
- Development of a business plan for the Center "**Center of Vocational Education and Innovation in Civil Construction**"
- Ensuring regular reporting on the implementation of project results to the leadership and the Academic Council (HEIs) or Pedagogical Council (VET schools)
- Development and improvement of methods for providing and monitoring the quality of students' training
- Evaluation of the effectiveness of the Center "**Center of Vocational Education and Innovation in Civil Construction** " and the overall project based on the criteria developed.

The three-year calendar plan shall include the following:

- to train the academic and VET staff by means of training, seminars, study courses.
- to get in contact with representatives of industrial enterprises to analyze the practical quality of graduate training and to further improve the quality of training

- to make a continuous analysis of the results and the quality of training, development and improvement of methods for providing and monitoring the VET students training quality

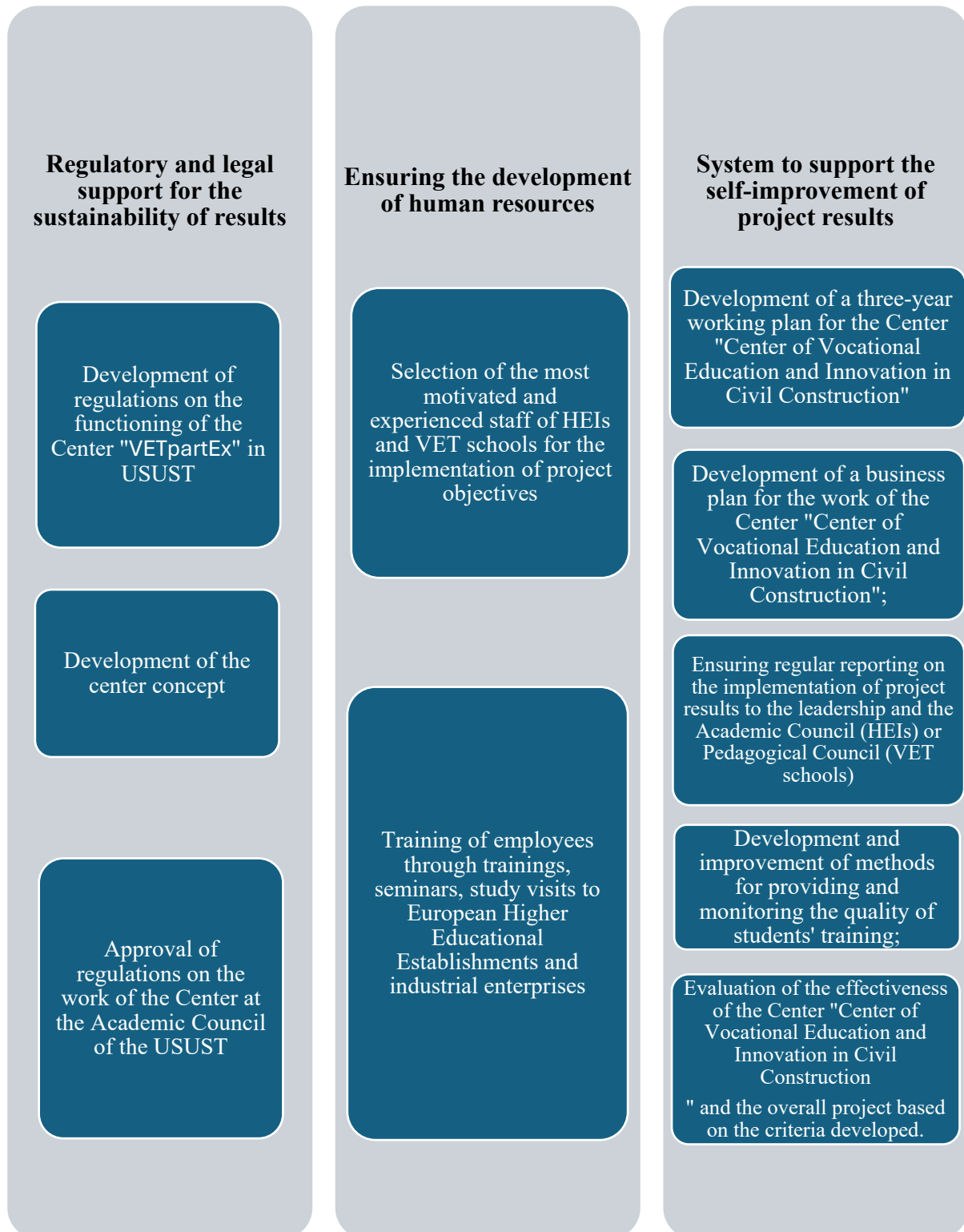


Figure 3: Structural scheme of VETpartEx project results sustainability

3 Rules for corporate design

All partners MUST use the official logo of the Erasmus+ program and logo of the project.



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Any publication developed in frames of the project **MUST** compulsory have the following notice:

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

GUIDELINES FOR DOCUMENTS AND PRESENTATIONS. For the written project publications (reports, news, agendas, minutes etc.) the following rules must be considered:

- Font: Verdana Pro
- Size: 10 pt
- Line spacing: 1 or 1, 5
- Paragraph spacing space before and after the paragraph
- Margins: top (with the project and EU logo) 2,5; bottom (with page numbers) 2,5; left 2,5; right 2,5
- Alignment: justify

A template for written project publications is in annex 4. A template for the project presentations will be available for partners on Google Drive.

4 Reference list

European Commission (2021). How to communicate your project. A step-by-step guide on communicating projects and their results: Retrieved from <https://op.europa.eu/en/publication-detail/-/publication/429c34ff-7231-11ec-9136-01aa75ed71a1>

ANNEXIES

ANNEX 1: Lists of partners and potential partners for the project dissemination

1. National Erasmus+ Office in Ukraine
2. Committee of the Verkhovna Rada of Ukraine on Education, Science and Innovation
3. National Academy of Educational Sciences of Ukraine
4. Department of Vocational Education of MES of Ukraine
5. Departments of education and science of regional, Dnipro city state administrations
6. District and local authorities in the field of education
7. Regional (regional) educational-methodical (scientific-methodical) centers (office) of vocational education
8. Federation of Employers of Ukraine
9. Institute of Modernization of the Content of Education
10. All-Ukrainian and regional employers' associations.
11. Ukrainian Association for Adult Education
12. Ukrainian Educational Research Association.

ANNEX 2: Form for reporting on VETpartEx dissemination activity

Partner _____

DESCRIPTION OF THE EVENT	
Acronym of partner organized dissemination event	
Name of person/s responsible for organization of dissemination event	
Title of dissemination event	
Type of dissemination event (e.g. workshop, conference, exhibition, etc.)	
Date of dissemination event	
Internet-link to information (if applicable)	
Short description of the event (objectives, target audience etc.)	
RESULTS	
Type of VETpartEx contribution (e.g. presentation, publication, report, etc.) and brief description: <ul style="list-style-type: none"> - main points discussed, - comments / feedback from the audience, - etc. 	
Estimated number of participants	
Results of the activities: collaboration agreements, new contacts, extended network, etc. (if applicable)	
Attachments: <i>Attach any material used (presentation, leaflet, project description, photos etc.)</i>	

ANNEX 3: Dissemination plan of partner form

Dissemination plan of partner _____

Type of dissemination activity	Target audience	Planned month / year activity	Expected results	Responsible person

ANNEX 4: Template for MS Word for the internal project documentation

Title page



[Title of the document]

D [Deliverable Number]

Responsible: _____

Date: [Month] [Day], [Year]



Subsequent pages

The header



1. Section

1.1 Subsection

This is a sample text intended for internal documentation purposes, such as reports, evaluations, strategies, etc. Below, you will find examples of how to cite and describe tables and figures.

The text must include mandatory references to all tables (e.g., Table 1) and figures (e.g., Fig. 1) cited. A caption and citation for a figure must be placed *below* the figure. A caption for a table must be placed *above* the table.

Examples are provided below.



Fig. 1: Logo of the project

[...]

Table 1: Employment of dissemination tools in relation to different target groups

Dissemination tools	Target groups								
	Publicity	VET community							Other projects
Logo	+	+	+	+	+	+		+	+

5. Reference list

How to cite according to the APA citation
http://www.tandf.co.uk/journals/authors/style/reference/tf_APA.pdf