



IO3 Deliverable review using the 6 C's method

This report was realised by comparing the expected results as mentioned in the submission document and the version of IO3 delivered for the project.

The contribution of the experts with their individual reports for the module is also used to measure the perception and the impact evaluated by these professionals.

IO3: Title: IR Curriculum for SMEs

Basis from the proposal:

The work on the module will take totally 10 Managerial days, 353 Researcher/Trainer days. Expected length of the IR-Guide for SMEs: 2 chapters about 35 pages, translated in all project languages

The course development will be based on the results of IO1 and IO2. The main innovation in IO3 will be the sophisticated mixed methodology of face-to-face parts, e-learning elements and work-based learning (WBL) constituent parts of the curriculum. The departing principle of the training development is to try to avoid overburdening the SME managers with superfluous theory and heavy classroom trainings. Notwithstanding, joint experience of the partners shows that interactive face-to face workshops can motivate SME managers; the mutual experience exchange is instructive for them.

The expected modular structure is the following:

- Module 1: This module should use the argumentation of the first chapter of the Guide (IO2) enriched with good practices coming from the country reports of IO1. This module is foreseen entirely digital with questionnaires checking the understanding and motivation of the trainees. This part of the course can be pursued also at the workplace of the trainees giving in this sense a work based learning element of the curriculum.
- Module 2: Presentation of the different capitals together with their continuous interactions. IO1 serves the background material and illustrations from the country reports will complete the module. The module is previewed in interactive e-learning frames.
- Module 3: Presentation of the Guiding Principles (See: IO2) and the Content (See: IO1) of the simplified model Framework of IR. It is a b-learning module with an introductory digital part followed by a face-to-face workshop.
- Module 4: Implementation of IR in practice: based on the guidance of IO2, it should outline how the different trainees must prepare a report (of their company in the case of the SME managers) under the mentorship of the trainers. It will be a double trainer mode of operation: a tutor from the university, member of the trainers staff, will ensure, by remote control, that the trainee strictly follows the instruction chain depicted in the Guide, while a representative of the SME will help gain access to the necessary information at the appropriate persons in the company. It's a form of WBL under the digital (remote) control of the university trainer. The relatively large number of hours is equidistantly distributed in a long period of time. It shows on one side that the weight of WBL is very significant, and that no overburdening is imposed on the trainees on the other.

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Activities and timing:

- O3/A1 – Structure and guideline to the curriculum development – between month 8 and 10
- O3/A2 – Content development to the F2F, WBL and e-learning parts of the modules in English: Completion of the modules with traditional written elements and inputs for the e-learning development based on IO1 and IO2 – between month 10 and 18
- O3/A3 – E-learning development only in English: online development with interactive elements, self-assessment, videos-films and complementary materials – between month 15 and 21
- O3/A4 – Translation of the F2F and WBL materials into the other working languages: translation into German, Romanian, Polish, Italian and Hungarian – between month 19 and 21
- O3/A5 – Compiling the course materials – harmonising the F2F, WBL and e-learning elements: coordinating and matching the contents of the 3 different elements of the training programme – between month 21 and 23
- O3/A6 – Finalisation of the Curriculum: fine-tuning the module materials (F2F, e-learning and WBL) based on the feedbacks of the pilot trainings and the completion of the first draft IRs by the pilot participants (e-learning in EN, F2F and WBL in all working languages) – between month 28 and 30
- *Language: English, + translation in all project languages*



<i>The name and number of the deliverable: IO2 : IR Guide for SMEs</i>			
The 6 C's	Description	Evaluation	Points 1-5
Complete	<i>accurate representation in line with the expectation</i>	The materials are comprehensive, covering every aspect of IR. It addresses the most important issues related to IR from the viewpoint of medium enterprises. An introduction to the course suitable for practitioners would be useful. Based on the experiences and the maturity of our knowledge, it always could be improved.	4.5
Clear	<i>easy to understand, well-structured and focused, translation readiness</i>	The materials are written in a clear and easy to understand manner and as such lend themselves to being used by SME owner managers as well as translation into many other EU languages. Clearly written and user friendly design to inform understanding and practical application of integrated reporting for SMEs. Great effort to explain concepts in a clear way.	4.6
Concise	<i>Well focused on the essential topics</i>	Every effort has been made to reduce duplication and be as brief as possible, important given the target audience are SME owner managers and others with limited time. The most interesting and useful parts of Integrated Reporting were presented in summary. Every effort has been made to reduce duplication and be as brief as possible, important given the target audience are SME owner managers and others with limited time. Considering the vastity of the argument we can consider that the materials were extremely concise.	4.6
Consistent	<i>To prepare the other module, in terms of vocabulary, definitions, concepts, standards</i>	The content may be relatively extensive for micro and small enterprises, particularly the part related to Six Capitals' Measurement. Overall the language is user friendly, clear and consistent. This will help users to understand easy application of material in practice. Sometimes, it was a little hard for students but it was easy to explain.	4.7
Correct	<i>without mistakes or omissions</i>	No relevant mistake or omissions has been found. The material was continuously revised and updated. With project of this nature the material and content may have inevitable minor mistakes. The work overall is correct currently. No issues have been found.	4.6

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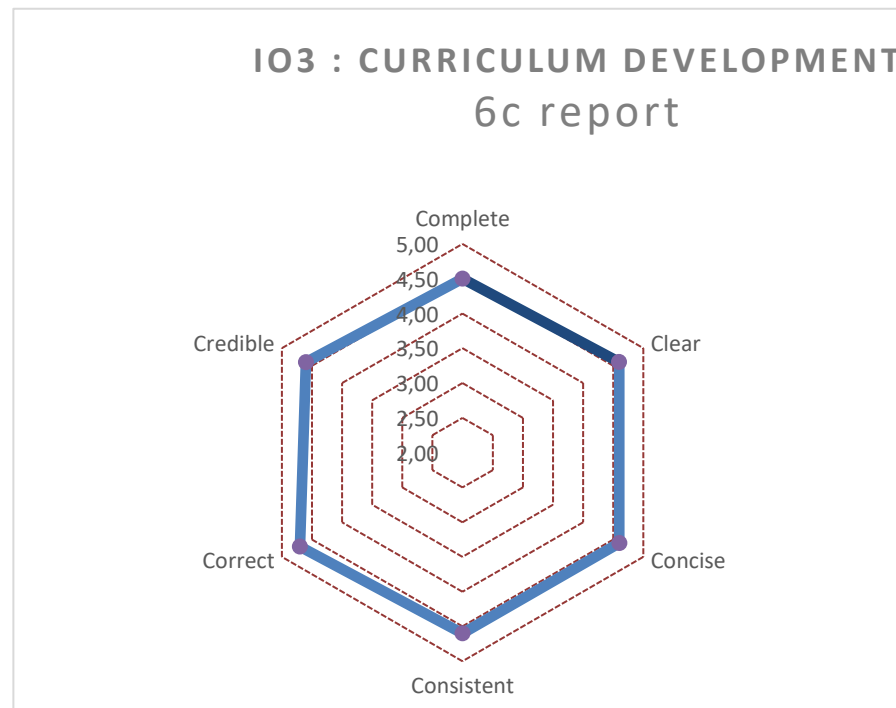
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Credible	<i>workable output and covering the initial objectives.</i>	<p>The training material is credible, covering the pre-established objectives and allowing to the participants to test the achieved knowledge in a friendly manner. The materials have bene extensively tested and modified to reflect feedback. Tests could be improved and combined with other type of questions in personal meeting.</p> <p>The only comments that can be made are related to the more than limited involvement of SME managers over the duration of the programme, even though they are key people in the orientations to be taken.</p>	4.7
<p>Recommendations:</p> <p>The material meets the initial objectives and has been externally reviewed and tested through the pilot trainings to determine its relevancy, credibility and acceptance. Of course, some minor improvement can be applied : ex : a short summary like: "how to use the material"</p> <p>Despite the diversity of application of the material in the different pilot trainings, there is a consensus on the material. This proves its relevance to such a complex subject with multiple varieties of use.</p> <p>A key recommendation was made for better application of this content on target populations, with 2 levels of use:</p> <ul style="list-style-type: none"> - a shorter 'choice of direction' level, targeted at decision-makers; - an 'IR in practice' level, application for staff members in the implementation of the orientations chosen by the management. 			

Complete	4,60
Clear	4,60
Concise	4,60
Consistent	4,70
Correct	4,60
Credible	4,60





Erasmus+



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