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Republika Kosovo - Republic of Kosovo
Qeveria –Vlada - Government



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AGJENCIA PËR ARSIM DHE AFTËSIM PROFESIONAL DHE ARSIM PËR TË
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AGENCIA ZA PROFESIONALNO OBRAZOVANJE I OSPOSOBLAVANJE I OBRAZOVANJE ZA ODRASLE
AGENCY FOR VOCATIONAL EDUCATION AND TRAINING AND ADULT EDUCATION

AVETAE - opportunities to acquire advanced skills according to European standards (Overview of the AVETAE activities during 2023)



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Fikrije Zymberi

Acting General Director of AVETAE

Director's speech

Every citizen should be provided the opportunity for education and vocational training and adult education, as well as lifelong learning, quality education directed towards the labor market demand, with an aim to increase employability and sustainable economic development.

Vocational education and adult education are faced with numerous challenges that are related to other fields, such as the private sector, which should be ready and more competent to cooperate to increase the quality of vocational education.

The possibilities for practical training of students at school, work-based learning and implementation of the dual VET system, although they are at a better level than before, particularly now with the implementation of dual learning in some profiles, still remain limited, which undoubtedly affect the quality of vocational education.

The Agency for Vocational Education and Training and Adult Education strives to supervise and develop vocational and adult education and training for all VETIs, but it still continues to function only through the management of six Centers of Competence and still remains a small measure indicator of quality for the entire vocational education and training system in the Republic of Kosovo.

The linkage of education with the labor market is achieved better through the implementation of the dual education concept by training students directly in the workplace and this enhances their practical skills, and on the other hand, companies hire potentially a a qualified workforce ready to be included in work processes immediately after graduation.

AVETAE needs to be supported with sufficient capacities to ensure that:

- it is a leading institution for VET in Kosovo, to ensure quality and sustainability and achieve Kosovo's objectives for economic and social progress,
- it strengthens its strategic planning component,
- it organizes research on labor market needs, which would be in the service of VETIs to provide VET education in line with economic requirements and increase youth employability,
- it coordinates and monitors the process of developing occupational standards,
- it leads the process of developing VET curricula and qualifications,
- it helps school management and their governing boards to manage the institutions themselves in terms of finances, personnel and infrastructure,
- it is a promoter of the capacity development in VETIs,
- it provides expertise and leads the teacher training process for continuous professional development and curriculum implementation, development of teaching and learning materials, as well as supporting materials,
- it supervises the implementation of policies in VETIs and monitors teaching standards,
- it provides support through specific professional expertise for VETIs,
- it initiates and offers cooperation to VETIs in terms of development of programs and projects,
- it supports the analysis, research and development plans for VETIs to establish strong linkages with the labor market,

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- it advises MESTI on the revision and development of the vocational education and training and adult education legislation,
 - it supports the system of career guidance and tracking of recent graduates in VETIs,
 - it establishes and builds a data information system regarding infrastructure, laboratories, equipment, students, staff, material conditions, property and other necessary information as part of VETI activities.

Centers of Competence strive to provide skilled workforce with practical knowledge and skills to respond to the needs of Kosovo and EU labor markets. Creating a professional and competent workforce in line with labor market requirements will significantly impact on the economic development of the country.

In addition to the regular three-year programs, programs of level 5 qualifications continue to be implemented in the formal education system in Kosovo. These achievements are success stories reached by the Agency for Vocational Education and Training and Adult Education in cooperation with the Ministry of Education, Science, Technology and Innovation, and with the support of donors.

Close cooperation between vocational education and businesses is inevitable when it comes to defining qualification requirements and profiles. Economic development can be achieved through vocational education and provide welfare for Kosovo. Business is the one that can assess better than anyone else, which requirements are necessary for the exercise of a particular profession and under which conditions.

The fifth conference of AVETAE on "Quality in VET - attractiveness in the labor market"

The fifth AVETAE conference on "Quality in VET - attractiveness in the labor market".

The fifth annual conference of the Agency for Vocational Education and Training and Adult Education was held. The Agency achievements during 2023 were presented to the guests from national and international institutions, which were significant achievements impacting on the improvement of vocational education and training and the increase of quality education in vocational schools. There was also a discussion about the challenges which are many and about the possibilities of making quality solutions jointly with dedication and vision. The panelists and presenters from relevant leading institutions enriched the conference with their presence and meaningful presentations.



Some of the recommendations derived from the conference:

The GIZ organization is encouraged to continue the cooperation with MESTI in designing the curriculum framework for a wider content of practical learning elements, with more practical modules in vocational education, as well as work on different scenarios to make the strategy of employment, digitization and career guidance more efficient, to make VET education more efficient with various scenarios.

VET curricula should be developed by businesses and a legal basis should be created, because businesses in Kosovo do not have developed curricula at all. The three-year training period for students in the companies should be extended, that is, to have an additional segment for the development of dual learning for students.

VET curricula should be harmonized with labor market needs on an annual basis. More concrete means of teaching should be provided. Professional/adequate literature should be designed, and have competent teachers for profile delivery, with technical/practical experience.

The current challenge in our country is the migration of young people out of the country. Therefore, more can be done by schools and other institutional actors in this direction, by creating conditions, concrete actions, being more creative and introducing the spirit of entrepreneurship to young people in order to curb this phenomenon.

Graduation ceremony for “Career Counselor”, level 5 qualification according to the National Qualifications Framework

Provision of level 5 qualification for "Career Counselor"

Within the framework of capacity development in the career guidance component in the vocational education and training institutions, the provision of the qualification program for the certification of career counselors who will work in career centers continued in the Center of

Competence in Prizren, as an accredited center for the provision of this qualification. Vocational school-based career centers, together with career counselors, play a very important role in guiding students in the selection of a profession, in informing, advising and training them to be ready for the labor market.

Certification of the first 15 level five career counselors



The certification ceremony of the first accredited level 5 qualification program career counselors was held, whose role and function are essential to provide quality services for students by raising their awareness in choosing a profession and for orientation in their career.

Career counselors provide services for students by providing information about vocational schools and the needs of the labor market, the types of profiles offered by schools, duration of their education, implementation of their professional practice in companies, the possibilities of finding employment, soft skills to equip them with the right competencies towards the labor market, in order to find employment easier after their graduation.



Development and provision of dual education

As an Agency, together with the Centers of Competence, we are part of the process of drafting the curricula for the dual system of education in Kosovo. This process has started this year as the MESTI objective, with the support of development partners, to provide quality education that is applicable to the needs of the labor market.

The dual education system is an education model which combines theoretical learning at school with practical training in a company. This system requires close collaboration between education institutions and industry, as well as commitment to ensure that students get a rich and valuable experience in both environments.

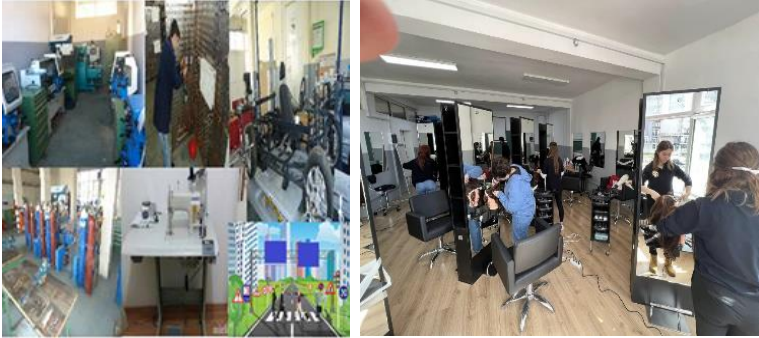
This model is recognized as a model which prepares students for the labor market and ensures that they develop the skills and practical experience required by employers.



Implementation of dual learning in different profiles in the Centers of Competence

The implementation of dual learning has continued in the 10th grades in the following profiles: Auto mechanic, Hairdresser, Beautician and Bricklayer in the Center of Competence "Shtjefën Gjeçovi" in Prishtina and the Center of Competence in Prizren. Dual learning is currently being applied in 12 profiles in VET schools in Kosovo.





Conference on Adult Education

The conference titled "Promotion of Adult Education (AE) in Kosovo" was held and was organized by ALE NK.

The purpose of establishing the "Adult Learning and Education Network in Kosovo - ALENK is to promote effective cooperation between the relevant ministries and public and non-public providers on issues of Adult Education, as well as to institutionalize the cross-sectoral role of AE in the field of lifelong learning in Kosovo.

The Agency for Vocational Education and Training and Adult Education is a member of the ALENK Adult Education network. In this conference, Mr. Muhamer Ibriqi represented AVETAE, and presented the work and activities of the Agency related to the Adult Education components.



The workshop organized by AVETAE and DVV International

"Presentation of the draft short-term (modular) ICT education program for adults".

Mrs. Fikrije Zymberi, director of AVETAE, emphasized the importance of short-term courses on adult education based on the National Qualifications Framework, which as an initiative should be implemented in the next school year and should be promoted as a package of qualifications within the framework of open doors event, and Mr. Ramadan Alija - manager of the DVV International organization in Kosovo, emphasized that as of the next year a center for adult training in Prizren is planned to be opened for the implementation of short term coursed based on the popular model of German schools. He also mentioned the establishment of the ALENK network in cooperation with MESTI. Then, the draft of the short-term (modular) program on ICT for adult education was elaborated by Muzafer Ademaj & Enes Vezaj. During the presentation, Professor Ademaj pointed out that the short-term course was designed to be implemented within 6 modules with 320 teaching hours and 16 credits.



Provision of the qualification “Assistant to children/students with special education needs”

The sixth generation of assistants to children with special education needs started with a total of 64 candidates registered in two regions, in Gjilan and Gjakova.

As an institution we have supported the development of the level 5 qualification for assistants to children/students with special educational needs (SEN) to ensure equal treatment and to provide inclusive vocational education and training.

The occupational standard of this qualification has been developed by local experts, while the development of the curriculum, the teaching and learning materials, and the training of teachers was conducted by the LuxDev project, within the framework of a public - private partnership with the internationally renowned company, Pearson.

This level 5 qualification is currently being offered in 7 education institutions, with 181 candidates registered in Prishtina, Mitrovica, Prizren and Ferizaj. A total of 234 candidates have graduated so far.



Recruitment of candidates for the level 5 qualification on ACSSEN

The Agency for Vocational Education and Training and Adult Education (AVETAE) has developed the entry exam for candidates who aspire to become assistants for children with special education needs. This event has brought together 225 dedicated individuals from the Gjakova and Gjilan regions, all dedicated to making a positive impact in the lives of these exceptional young learners.



Graduation of the fourth generation of “Assistants to children/students with special education needs”

The graduation ceremony of the fourth generation of "Assistants to children/students with special education needs", who have successfully completed the qualification, took place. This qualification is a success story in the provision, implementation, quality and employability of these assistants thanks to the cooperation and dedication of MESTI, AVETAE and other relevant stakeholders, with the aim of providing services to sensitive categories of children and students, thus promoting inclusiveness and increasing the standards in the provision of services for children/students with special education needs.



Development and provision of short-term modular courses

In cooperation with DVV-International, the Agency for Vocational Education and Training and Adult Education organized a workshop on the development of three short-term modular programs in adult education, in the profiles of Electrical installer, Bricklayer and ICT. The provision of short-term modular programs in vocational education and training institutions is a good opportunity to provide such programs which are highly demanded by certain individuals and groups to meet the demands of the labor market.



Signing of the agreement with "KOSHA" NGO for the implementation of safety and health training in the Centers of Competence

In February of 2023, the Agency for Vocational Education and Training and Adult Education concluded a contract for public service with the Kosovo Association for Safety and Health at Work (KOSHA) to "Increase capacities on safety and health at work for the Agency's staff, education staff and students of six vocational schools - Centers of Competence through the provision of trainings related to:

Organization and management of safety at work

- Causes of accidents at work
- Work at heights
- Excavations,
- Closed spaces,
- Machinery
- Electricity,
- Personal protection equipment.

Basics of fire

- Fire risk assessment
- Fire extinguishing
- Fire extinguishing equipment
- Fire evacuation procedure
- Fire supervisors
- Fire drills
- Emergency plan.

As a result of the training, students were able to identify some risks that exist in the workplace and predict the damage these risks could cause. They got a good understanding of the differences between different categories of risks at work, identify ways to avoid those risks, and explain that some of the risks at work are visible and some are not. They were able to analyze and rank risks in terms of their potential harm/injury and extent of harm/injury.

They learned that young workers are more likely to be injured at work than the adults and that there are special rules to protect young people - special protection, particularly which workplaces

they are not allowed to work, but also the time and working hours.



Signing the agreement with "Yllirian Sh.P.K." on the implementation of the e-school platform in AVETAE partner schools

A workshop was organized for Centers of Competence to present the electronic platform "e-school", aimed at digitalizing and optimizing many services and activities that are carried out in schools, thus increasing the performance and quality assurance in education.

Digitalization in school education, as part of the "Kosovo Education Strategy", is an important component to respond to the demands of rapid technological development and to equip students with the appropriate technological-digital competencies. This platform provides data on classrooms and student success, and parents can also access the platform to track their children's success or their attendance at school.



"Open doors" in the Centers of Competence

"Open Doors" days were organized in the Centers of Competence. On this occasion, the work in the cabinets for each profile in the Centers of Competence was presented.

Centers of Competence organized their traditional "Open Doors" activities, where they presented achievements of students in all vocational sectors and profiles offered in these centers.

"Open doors" in the Centers of Competence



Visits, conferences and meetings abroad

Student mobility in Italy within the "MoVET" project

A two-week mobility, from 04.09.2023-15.09.2023, of the first group of students in Italy was carried out, where 13 students from four Centers of Competence visited Trieste, Italy. Students from CoC - Prizren, CoC "11 Marsi" - Prizren, CoC "Shtjefën Gjeçovi" - Prishtina and CoC "Kujtim Krasniqi" - Malisheva participated in this mobility activity. The group of students was accompanied by the teacher Jetmir Berisha, who has actively participated in the project since the beginning of 2021 in staff mobility (JST) on the part of the AVETAE and the Centers of Competence. The study visit for the first group of students was organized in Trieste, at the headquarters of the main partner of the "MoVET" project, respectively the ENAIP organization from Italy, and included a program of visits and activities dedicated to the ICT, tourism and logistics sectors of vocational education. The premises of the ENAIP center in Trieste were visited, where students received information about the extension of the organization to other cities. Through information sessions, Kosovo students had the opportunity to exchange their experiences with students and teachers from Italy.





During their stay in Trieste/Italy, the students visited: URBAN CENTER (Fab Lab, a fabricated laboratory at the service of the entire community with all contemporary ICT equipment); Accademia Nautica dell'Adriatica CVET – EQF 5, a center for the provision of level 5 qualification courses with a focus on Transport/Logistics sector, including ICT. The "COME IN" projects were presented, then the "INTERREG EUROPE" program in the premises of the ENAIP center. A visit to the city of Trieste, characteristic places and buildings, "Parco di San Giovanni". A visit to "AREA SCIENCE PARK", "Port of Trieste", and several days of meetings at the ENAIP school.

Student mobility in Brussels

- As part of the MoVET-ENAIP project in Belgium, from 20.11.2023-03.12.2023, 12 students from CoC - Prizren, CoC "11 Marsi" - Prizren, CoC "Shtjefën Gjeçovi" - Prishtina and CoC "Kujtim Krasniqi" - Malisheva conducted a study visit to Belgium.

Minister Nagavci received the students of the second group before their departure for a study visit and, on this occasion, wished them to enjoy this experience and gain knowledge from the two-week visit to Belgium, and apply the acquired knowledge in Kosovo. "I wish that there were much more students benefiting from such experiences, that their dreams come true and that with the experience acquired they contribute to our country".



During the visit to Belgium, various workshops and visits were organized. In addition to discussions regarding electromechanical and renewable energy systems curricula and visits to SITCA - Medical Care Simulation Training Center, students also had the opportunity to participate in panel discussions through the workshops organized by the host organization ODISEE, such as: programming workshop, cultural and language workshop with students from ODISEE, participation in various lectures and visits to the center cabinets.



Visit to Malta

A visit to the relevant vocational education and training institutions in Malta was organized and financed by ALLED 2 Project in order to obtain the best experiences for the enhancement of the vocational education system in our country. The director of AVETAE, Mrs. Fikrije Zymberi, was also part of this visit.

Students had the opportunity to visit:

MCAST (College of Arts, Science and Technology), Institute of Tourism - ITS, University of Malta, Malta Further and Higher Education Authority (MFHEA), Institute of Agriculture, Fisheries and Animal Welfare.

Recommendations:

Kosovo should build a flexible VET system that suits the needs and requirements of pupils/students/candidates.

Based on the experiences gained from the functioning of the institutions in Malta, the restructuring of the existing agencies in our country is needed for proper functioning of the VET system, since there is no proper functioning of the quality assurance system of qualifications in the Kosovo NQF. In addition, the roles of each mechanism within the vocational education and training system, both at the central and local levels, should be clarified.



Working visit to Albania

As part of the meetings with the relevant education institutions in Albania, we also visited the Vocational College in Tirana. This college provides level five vocational qualifications, and we had the opportunity to discuss and share our experiences with the staff of this education institution, in order to identify the possibilities of cooperation for the provision of level five qualifications.



Workshop in Albania (implementation of dual learning in VETI)

Participation in the workshop organized by MESTI for the implementation of dual learning in vocational education and training schools, the integration of theory and practice, the linkages between schools and companies, the method of registering students, monitoring, assessment and many other components that affect the implementation of dual learning. The aim of this concept is to make a stronger and more efficient link between schools and businesses, which would impact on proper preparation of students for the labor market.



Participation in the EVTA symposium in Thessaloníki - Greece

Among many European countries, AVETAE participated in the annual symposium organized by the European Vocational Training Association EVTA in Thessaloníki, Greece.

The focus of discussions was an important topic related to linkages of labor force skills with the labor market.

The symposium provided a good opportunity to obtain information about the latest developments in skills forecasting, such as: digitalization, the green agenda, the automotive sector in the era of electrification, connectivity of artificial intelligence with other components affecting the adaptation of appropriate skills and competencies of our youth to the demands of the labor market, thus influencing the empowerment of vocational education and training providers, observing new empowering policies and exploring opportunities for internationalization and social benefit.



The visits/meetings carried out by the Agency for Vocational Education and Training and Adult Education in cooperation with the German-Kosovo Chamber of Commerce (GKCC) in the Centers of Competence

With an aim of identifying businesses ready to cooperate with the Centers of Competence under the management of the AVETAE in the implementation of professional practice, the "Vocational Education week" was organized from 20-24 November 2023.

This activity was carried out in cooperation with the German-Kosovo Chamber of Commerce, and it provided a good opportunity to increase cooperation between Centers of Competence, businesses which are members of GKCC and vocational education institutions.

The Vocational Education Week started at the Center of Competence "Shtjefën Gjeçovi" in Prishtina, where AVETAE representatives Muhamer Ibriqi and Tringa Prekorogja, together with the representatives of the German-Kosovo Chamber of Commerce, led by Besarta Hyseni and Eriola Muhaxhiri, met the school management and students of the



Center of Competence "Shtjefën Gjeçovi" in Prishtina and Center of Competence "11 Marsi" in Prizren.

The head of the Cluster for vocational education in GKCC, Mr. Bedri Xhafa, emphasized the importance of implementing the dual system of education, while Mr. Fatos Dida from Proton Cable Company shared the experiences and benefits of training students in his company. As in the other schools which were visited during the week, in the CoC "11 Marsi" in Prizren, Mr. Bedri Xhafa from KEPA and Mr. Fatos Dida from Proton Cable, led by the director of GKCC, Nora Hasani, had the opportunity to closely observe the work of students of different profiles, in particular the "Metal worker" profile, which is delivered based on the dual education system. During the meeting, the students also had the opportunity to show their experiences in the company and share their challenges in the implementation of professional practice. They also had the opportunity to ask questions about the benefits of in-company training, opportunities for employment and self-employment after completing their education.



Conference with EVBB (European Association of Vocational Training Institutes based in Brussels) for "Erasmus+ opportunities for Kosovo to improve knowledge, skills and competences in the VET sector"

We were happy to welcome Mr. Theodor Grassos, the General Secretary of the European Association of Vocational Training Institutes, who honored us with his presence and presented funding opportunities (Erasmus+ guide) and information about the calls in VET sector. Present in the conference were: EVBB from Brussels, AKMI from Greece, MESTI, EU Office in Kosovo, GIZ Office in Kosovo, Austrian Development Agency - ALLED 2, Luxdev Project, DVV-International, EPAK, IBCM- Mitrovica, KEC (Kosovo Education Center), Universum College, several vocational schools from all over Kosovo, students Natyra Zejna from Ferizaj, Trim Gota, Januz Kabashi, Endrit Hoti from CoC "11 Marsi" - Prizren and Erida Beqiri from CoC "Shtjefën Gjeçovi" - Prishtina, as well as accompanying teachers Jetmir Berisha and Bashkim Hyseni who shared their experiences during the mobilities within the regional student exchange projects of RYCO (Regional Youth Cooperation Office) project and the mobilities in Italy and Finland through the projects MoVET (Mobility for VET in Europe) and V2V (Pilot VET mobility scheme for the Western Balkans).



WEBINARET - online meetings

"Overcoming barriers for young people in work-based learning and internships abroad: promising internships from ALMA and Erasmus"

ALMA (Aim, Learn, Master, Achieve), a new initiative within the European Social Fund Plus (ESF+) and its predecessor, TLN1 Mobility, have identified effective ways to enable NEET (Networks) to develop new skills and personal competences through supporting work-related experiences abroad. In the same mode, the Erasmus+ program has also gained considerable experience over the years on how to better serve the needs of trainees, companies and VET providers in organizing mobilities. How can these two mobility funding opportunities, at the core of which work -based learning is based, be better used from the perspective of training providers and companies? How do they complement each other? What solutions do projects within these programs have to convince young people and companies about the benefits of working temporarily abroad, to overcome language and cultural barriers, to ensure safety and well-being abroad, and similar challenges? ESF+ provides support where needed, with a focus on marginalized people.

"Addressing challenges in the field of digital competences (Digicomp) Hack4Society 'Hackathon'"



Areas of Competence - DigComp

AREA 2 COMMUNICATION AND COLLABORATION

2.1 Interaction through digital technologies

2.4 Collaboration through digital technologies

AREA 3 CREATING DIGITAL CONTENT

3.1 Developing digital content



SafeNET application

AREA 5 PROBLEM SOLVING IN A DIGITAL ENVIRONMENT

Ways to improve the learning experience and effectiveness of VET distance learning

A training is needed for VET professionals to use different digital learning/teaching platforms, categories, self-reflection for teaching, ability to manage attendance, suitability to carry out the tasks.

Target group - Teachers and VET professionals of all age groups, with different socio-economic backgrounds.

Strengths:

Raising awareness about teaching styles and ways how participants could interact in a group course setting.

A suitable application for different groups (school classrooms, seminars, team meetings, companies.)

Selection of a cost-effective platform that is affordable for a specific professional or company.

Increasing digital literacy in terms of online education and collaboration tools.

Feasible/affordable solutions related to the learning environment.

Weaknesses:

It could be complicated, participants with special education needs could not be accommodated, and the algorithm must function flawlessly.



DIG-E-FEM application

Application for women (marginalized and with low level of education), young girls! Women who would want to earn in a digital form but are not aware of the modern world and new digital businesses, and who face difficulties in obtaining education in their societies and cultures that do not support their education and empowerment.

"Developing digital skills: towards measurable and sustainable initiatives"

The European Training Foundation joined forces with the International Group - Teachers' Task force for Education 2030 to present to interested educators - teachers, trainers, mentors, school managers - as well as researchers and policy makers, the original tools developed by both organizations to support new teaching and learning practices and to encourage the creative potential of teachers.

New resources and tools were shared which can be used to design student learning experiences, while teachers can use them to experiment with the latest approaches in teaching methodology, assessment and professional development. We will also present the findings of of the recent ETF research on opportunities and barriers to innovation in education.

The webinar also provided space for participants to raise their needs heard in terms of innovative teaching support and offered opportunities to bring together ideas for the development of new tools that are in line with the needs of educators in different contexts.



Webinar: "Guidelines for the Erasmus+ 2024 Program and the call for proposals"

EACEA-EPLUS-CBHE@ec.europa.eu

Appropriateness:

Any public or private body active in the fields of education, training, youth and sports can apply for funding under the Erasmus+ program. In addition, youth groups that are active in working with young people, but not necessarily in the context of a youth organization, can apply for funding for youth mobility and young workers for learning, participation activities of youth and inclusion actions DiscoverEU.

Budget and project duration

The total budget allocated for this call for proposals is estimated at 3.681.76 million euros:

Education and trainings:	EURO	3,256.61 million
Youth:	EURO	336.28 million
Sport:	EURO	63.12 million
Jean Monnet:	EURO	25.75 million

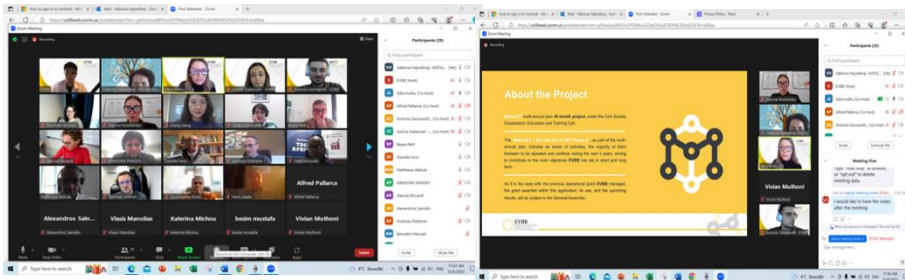


"Peer learning activities organized by EVBB within the META VET operational grant"

EVBB peer learning activities were thoughtfully designed to align with the wider vision of the European Education Area (EEA), aiming to achieve a diverse set of objectives.

First stage: Webinar for knowledge sharing: Our initial phase contained scheduled parallel webinars. Each session focused on specific topics chosen by individual peer groups.

Second stage: Collaborative Engagement and Future Planning Webinar: After that, the parallel approach of the webinar continued with sessions aimed at collaborative engagement and future planning.



1. ADMINISTRATION AND FINANCE SECTOR

1.1. Governance and legislation

1.1.1. Activities carried out in the Human Resources Office

Preparation of the staff plan according to the requirements of the MIA-DMPO for the year 2023.

Preparation of the AVETAE staff training plan for the year 2023.

Annual performance assessment for the management staff of AVETAE partner schools for the year 2023.

Annual AVETAE staff performance for 2023.

Announcement of the competition and development of the procedures based on the requirements of the management for filling in job vacancies for teachers and technical staff in the Centers of Competence "11 Marsi" in Prizren, CoC in Skenderaj, CoC "Shtjefën Gjeçovi" in Prishtina, Coc in Ferizaj, CoC in Prizren and CoC in Malisheva.

The announcement of competitions and the development of recruitment procedures according to the MESTI Administrative Instruction no. 151/2020 on the duties and responsibilities of directors and deputy directors of public pre-university education and training institutions in the Republic of Kosovo, selection procedures and appointments, termination of contracts and temporary appointments for three Centers of Competence: The Center of Competence in Prizren, the Center of Competence in Malisheva and the Center of Competence "Shtjefën Gjeçovi" in Prishtina.

Preparation of new contracts for the teachers of the Centers of Competence and their extension based on the needs of the schools.

Preparing and processing the changes in the salary list for the staff of the partner schools on a monthly basis, based on the requests of the partner schools, as well as the AVETAE staff.

Updating Agency staff data and the data of the CoCs under the management of the Agency.

Preparations for the start of student enrollment for the school year 2023/2024 for level 4 qualification according to the NQF.

Preparations for the start of student enrollment for the school year 2023/2024 for "Assistant to children/students with special education needs" for level 5 qualification according to NQF, group 6.


Preparations for the beginning of the new school year for level 5.
Preparation of new contracts for level 5 teachers.
Preparing and sending requests for training of officials by KIPA in Free Balance System for the staff of the Agency and partner schools.
Registration of officials on the electronic platform for the electronic declaration of wealth according to the instructions of the Agency for the Prevention of Corruption.
Preparation of cases for auditing by the Auditor General.
Publication of the competition on adult education for partner schools.
Letters to the courts and the Labor Inspectorate regarding the payment of meals and the payment of travel costs, as well as other payments based on the collective contract of partner schoolteachers.
A letter to the Ministry of Finance and the Ministry of Education, Science, Technology and Innovation regarding the requests to allow the budgeting of some economic categories.
Requests for legal representation from the State Bar for cases related to the payment of meals and the payment of travel costs for partner schoolteachers.
Preparation of complaints addressed to the second instance of the Labor Inspectorate and private enforcement agents regarding the payment of meals and travel costs for partner schoolteachers.
Meeting with the management staff of the AVRTAE partner schools regarding staff and financial issues.
Regular meetings with the administrators of AVETAE partner schools regarding financial issues.
Preparation of maternity leave decisions, retirement decisions, short-term engagement decisions, selection commission decisions, payment decisions, employment suspension decisions, unpaid leave decisions, complaints commission decisions and other decisions.
Preparation of regular statistics on the number of employees, qualifications, monthly changes and competitions.
Approving the cases in the system to proceed with the payment of schools and the Agency.
Proceeding with the payment for adult education, including the request to increase the limits for this budget category.
Preparation of forms and assessment procedure related to announced competitions for the recruitment of the AVETAE partner school staff.
Processing the requests of CoCs for introducing new profiles.
Responding to various requests of the partner schoolteachers.
Preparing the requests for support to the Ministry of Finance.

Planning budget limits for the Agency and partner schools.
Participation in various commissions during the year.
Participation in various workshops during the year.
Participation in the training organized by KIPA, Treasury, Anti-corruption Agency and FSLA.
Participation in the training organized by KIPA on "Ethics in public administration - preventing conflict of interest and corruption".
Preparing monthly, semi-annual and annual work reports.

1.1.2. Activities carried out by the Finance Office

Attached below you will find the list of main activities that were carried out by the Finance Office for the period January - December 2023, entailing high intensity work.
The activities carried out are listed below:

- Distribution of the budget limits to the Centers of Competence for budget planning 2023-2025;
- Preparing the mid-term expenditure framework for the Agency and six Centers of Competence for 2024-2026;
- Compiling financial statements for AVETAE and CoCs for 2022 and sending them to competent bodies;
- Sharing an email with schools on preparing and planning the budget, planning procurement, and cash plans for an efficient fiscal year;
- Receiving procurement planning from all schools, including the budget planning for 2023-25;
- Sharing own source revenue planning of schools with MESTI and MF;
- Managing and updating the data (incorporation of data into the system) for the commitment and expenditure plan for the economic categories goods and services,



municipal utilities and capital expenditure for the Agency and 6 (six) CoCs under its management into the new system for planning and managing cash flow for 2023;

- Preparing and forwarding the cases requested by the External Auditor for the period September-December 2022 as well as January-March 2023, and regular contacts with the auditors for the requested samples, sending emails;
- Informing schools regarding the submission of annual alert reports no later than 31st January 2023 (to send the report to the Anti-Corruption Agency);
- Participation in the training organized by held at KIPA regarding: *Whistle blowing*;
- Capacity building of the finance office staff through a training organized and conducted at KIPA on ***Budget execution and financial procedures during 2023***;
- *Attendance* in the workshop related to cash planning - central level - organized by the Ministry of Finance;
- Preparation of employee data related to financial statements for 2022;
- Depositing the signatures of authorized officials and those engaged in the KFMIS system for the year 2023;
- Receiving cash plans of 6 (six) Centers of Competence and forwarding them to MESTI;
- Reporting the unpaid obligations - obligations and contractual obligations created by budget sub-programs within MESTI for the period January-December 2022;
- A request related to the reporting the unpaid obligations - obligations and contractual obligations created by budget sub-programs within MESTI for the period of February 2022;
- Registering assets under the value of 1,000 EUR for 6 (six) Centers of Competence and the Agency for 2022 and reporting to MESTI;
- Preparing the email and sharing financial information to the European Commission regarding the financing of the CoCs, as well as sending the email to the Ministry of Finance for Donations and Grants to obtain financial information on donors;

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- Continuous contact with MF officials regarding school projects, and the procedure on how to disburse funds;
 - Collection of income generated by the Centers of Competence, communication and forwarding various reports to the relevant officials in MESTI and MoF;
 - Commitment of cases (obligations) for 2022 and obligations of the current year for the expenses created by the Centers of Competence and the Agency for Vocational Education and Training and Adult Education, and their further processing;
 - Compiling the email and requesting data from the CoCs regarding the inventory list of schools, as well as decisions for the property supervisory commission. This came as a request of the auditor general;
 - Summarizing and distributing the school assets and inventory reports, as well as the decision of the commission on property assessment for the six Centers of Competence and the Agency for Vocational Education and Training to the general auditors;
 - Completing the form (sub-budgeting) for additional budget in the goods, services and allowances category and sharing it with the Ministry of Finance;
 - Allocation of revenues for the Centers of Competence in KFMIS - module for planning and management of cash flow;
 - Preparation of cases, registering them and receiving cases from the CoCs under the Agency management;
 - Proceeding with payments, including commitment, approval, purchase order, goods receipt, expenditures and certification modules;
 - Preparation of monthly, quarterly and semi-annual reports of expenditures and reporting to relevant officials;
 - Preparation of various documents related to agreements with projects, meetings, communication related to budget execution;
 - Calculation of advances, withdrawal of funds and their distribution;
 - Receiving and checking the budget analysis report for each month;

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- Receiving salary lists for each month and analyzing them;
 - Receiving requests for supplies, services and works, including budget analysis for the funds to carry out these activities;
 - Participation in online meetings with the project "**MoVET - Mobility for VET in Europe**" No. EAC-2020-0863, with a special focus on student mobility and the practice they will receive during the quarterly internship;
 - Organization of the workshop on Planning the budget for Centers of Competence for the year 2024-2026;
 - Capacity building of the Finance Office staff through a training related to the presentation of the Updated Accounts Plan and Accounts Plan Guide;
 - Preparing and sending data for the projections of non-tax revenues for 2024-2026;
 - Capacity building of the Finance Office staff through a training in Turkey on the topic: "Optimization and improvement of budgeting, procurement, human resource management and payment system processes with a special focus on their flow and performance";
 - Receiving the Budget circular letter 2024/02;
 - Opening of the budget systems for budget expenditure planning for 2024 2026; based on the amendment of the Law on Salaries, we have analyzed, prepared and entered data into the BDMS system, including salaries and wages, goods and services, utilities and capital expenses for all CoCs and the AVETAE;
 - The transfer of budget funds from the category of utilities to the category goods and services according to the regulation in force;
 - Preparing additional requirements for the end of the fiscal year 2023 for all Centers of Competence;
 - Participation in the workshop on drafting the Administrative Instruction in the financing formula for all vocational education and training institutions at the municipal and central levels;

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- Analysis, preparation and registration of cases in KFMIS of 15 students and the accompanying teacher to attend a training in *Trieste-Italy* from 04.09.2023-15.09.2023, on student mobility within the Project **MoVET - Mobility for VET in Europe**;
 - Identifying and preparing finance cases for external general auditors for the period January-September 2023 and for internal auditors for the period January-September, sending the cases by email and in physical copy;
 - Analysis, preparation and registration of cases in KFMIS of 15 students and the accompanying teacher to attend a training in *Belgium-Brussels* from 20.11.2023-03.12.2023, on student mobility within the Project **MoVET - Mobility for VET in Europe**;
 - Preparation of cases, registration of teachers in KFMIS for receiving funds for official travels and their return to the bank within the Project VET to VET aimed at improving the innovation of practices and policies of the AVETAE;
 - Planning the budget for the years 2024-2026 as well as preparing the table of remaining annual obligations as a result of the lack of budget;
 - Managing several contracts for AVETAE and the Centers of Competence, managing salary lists and forwarding them to the CoCs;
 - The resolution of the issue and processing with the payment of trainers for the level 4 qualification program "Career Counselor" at the Center of Competence in Prizren.



