

UNDERSTANDING THE VALUE OF ADULT LEARNING HAND BOOK OF BEST PRACTICES?



GUIDELINES

1. Purpose
 - Targeted for teachers and institutions
 - Give tips and advice to adult educators
 - Promoting partnerships
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2. Size
 - A4
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3. Pages
 - Maximum 5 pages per theme x 5 themes = 25 pages
 - 3,5 pages of partners + 1 for introduction to the project = 4,5 pages
 - Students' exchanges each 1 page = 4 pages
 - Tips/conclusion 1 page
 - Index page
 - Cover and back cover
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4. Content
 - Themes (5)
 - Introduction to the project and the partners (1/2 page per partner)
 - i. Reference to the web pages
 - ii. Reference to institutions' web pages
 - iii. Reference to UVAL email
 - What do best practices mean in this project?
 - Students' exchanges (with the methods and results)
 - Tips/conclusion
 - i. Reference to the web pages
 - Targeted to teachers and institutions
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5. Pictures/Logos
 - Just some examples (more pictures on the web pages)
 - Logos of UVAL and Grundtvig
 - Logos of institutions with the introductions
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6. Language
 - English
7. Form/Printing
 - PDF –format (printable)
 - Downloadable
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8. Design/Layout
9. Other matters