

## LELLE KIT EXECUTIVE SUMMARY

### 1. Foreword, welcome

Let's Learn How to Learn! – Some words, a sentence having a determining impact on our lives, on the future of our children. Being equipped with the learning competence is indispensable for finding the best-matching job or work opportunity. Learners in general and students seek educational institutes that – besides furnishing them with state-of-the-art professional knowledge – bard them with enhanced skill-sets.

The LELLE Kit offers a step-by-step, flexible methodology to strengthen one's learning competence through improving the [critical thinking, the problem solving and the managing own learning process core skill-sets](#), that – according to relevant literature and the research carried out in European countries – are critical to enter the workforce. The methodology has been elaborated in a way that activities, tasks can be easily incorporated in existing curricula, so students are ready to face challenges of the working life when starting their work assignments.

You are invited to study our LELLE Kit as a “toolbox” including “small packages” of information. The packages, which are called “Modules”, can be used separately, so you do not have to open all, just the Module(s) you are interested in.

The Kit provides you with a profiling tool to (self) assess students in order to be able to focus the best on their particular needs and choose the best-suiting activities to be built in the curriculum. A training material with tested activities and tasks, templates is also available in the Kit. A detailed description on how to incorporate learning skills development into curricula will guide you through the proposed implementation process. In order to present some real-life experiences, the LELLE Kit cites the “adventures” of our colleagues and students who have participated in the pilot of the LELLE Kit Modules. Should you be interested in the background of the elaborated documents, tools or materials, please study the report on our research and its results, or the quoted references and literature.

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Welcome to the LELLE Kit! The LELLE partners are pleased to share their knowledge and practices and invite you to join the LELLE Community: your thoughts, experiences, extension ideas are appreciated!

20<sup>th</sup> September 2017.

## 2. Acknowledgements

The LELLE project could not have been successfully implemented without the enthusiasm and honesty of the students participating in the learning skills development activities.

Many thanks to the Erasmus+ Programme of the European Union for providing professional and financial background to the project.

This project was completed by the hard work and dedication of colleagues in

- [Faculty of Business and Economics, University of Pannonia, Hungary](#) (Dr. Tibor Csizmadia, Dr. Beáta Fehérvölgyi, Dr. Petra Gyurácz-Németh, MA Tamás Kigyós, Dr. Edit Kővári, Dr. Ágnes Raffay, MA Réka Vámosi)
- [Wrocław University of Economics, Poland](#) (MA Agnieszka Pietrus-Rajman, PhD Sylwia Wrona, MA Marek Prokopowicz, PhD Eng. Dorota Kwiatkowska-Ciotucha, PhD Eng. Urszula Załuska, MA Marzena Gmiterek)
- [BEST Institut für berufsbezogene Weiterbildung und Personaltraining GmbH, Austria](#)
- [Open University of the Netherlands, the Netherlands](#) (Dr. Christian M. Stracke, Dr. Esther Tan)
- [Europa Consortium Regional Development Non-profit Ltd., Hungary](#) (Krisztina Erdős; István Lábodi; Eszter Lesták; Éva Ötvös)

### 3. The aim of the LELLE Kit

The aim of elaborating the LELLE Kit was to provide higher education and vocational institutions with a toolbox that supports teachers in equipping learners (re)entering the labour-market, especially (graduating) university students, with improved learning skills through skill development incorporated in existing curricula. The LELLE partners' intention was to create a flexible and modular toolkit that can be further extended either with additional easy-to-insert activities and tasks to deepen the 'critical thinking', the 'problem solving' and 'managing own learning process' core skill-sets, supplement the Kit with new skills or even to complete it with other related competences.

When developing the methodology and the training materials for the LELLE Kit, the partnership decided to design the kit as a tool to support not only teachers at universities or vocational education, but – with orientation purposes – also those working in secondary education, learners in general or HR experts of employers. Therefore, references to literature, links to professional homepages are included to help the LELLE Kit Users find descriptions of similar and related activities and tasks. With the LELLE Kit, you gain insight how these can be incorporated in existing curricula.

#### The LELLE Kit is an excellent toolkit for you, if you ...

**... are a university lecturer or teach in vocational education, as:**

you can enrich your lessons, lectures or seminars with activities, tasks that refresh learners/students during lessons, revive their interest in the topic – regardless what subject you teach. You will get closer to students, have (less formal and) regular contacts and you will gain their trust. As a result, you will reveal hidden treasures of students' knowledge and know-how which you can utilise in your scientific or research work. In one word, you will attract more students to apply for your subjects.

**... educate secondary/grammar school pupils planning to continue their studies in universities, since:**

you will have more 'ammunition' to coach pupils how they can manage their learning process at university where there are no regular tests or repetitions. You will have additional materials on how to teach pupils distinguishing between relevant and non-important information. You can improve the contents of any subjects, from Physics through Arts to Literature. As a result, your pupils will be better prepared to face the challenges at university. For those, who start work after secondary education you will provide know-how on how to answer challenges at workplace, how to learn quickly to adapt to the emerging situation.

**... a recruiting or HR expert who interviews job-seekers for employers, as:**

you will have better knowledge of what universities or vocational education institutes offer to their learners, and what you can 'expect' from students applying for a job in your company. In case you provide trainings for newcomers you can use the LELLE Kit modules to adjust your training policy to the perceived needs.

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... are a student in higher education who dedicates time to adapt to labour-market needs, since:

you will have to meet new expectations, adapt yourself easily to various situations, understand and learn quickly to be able to scuffle through your tasks. If you are prepared to face such challenges you will gain a higher self-esteem, be more self-confident and ready to answer further provocations.

#### 4. Structure of the LELLE Kit

The contents of the LELLE Kit are classified in five modules based on their characteristics and the proposed application:

[Module 1: General overview and background information](#)

[Module 2: Good practices of Learning Skills Development](#)

[Module 3: Training materials for mentors and trainers](#)

[Module 4: Suggestions on incorporating Learning Skills Development into curricula](#)

[Module 5: Experiences on Learning Skills Development](#)

Three out of the five modules present professional aspects of the “Let’s Learn How to Learn!” concept, one exhibits experiences of piloting the elaborated contents, and one refers to the background of the project.

#### The structure of the LELLE Kit ensures that...

... **single modules of the LELLE Kit might be used separately from the others** – there is no need to read through all the Modules to find the part you are seeking, you can easily choose which topics are of interest to you and preoccupy in them.

... **you get an easy access to explanations, logically consecutive matters** – through the links and cross-references it is simple and clear to get to the referred parts of the Kit, this way supporting the understanding of the Users.

... **even single documents can be used** – not only the modules but also single documents are equipped with references to literature or with links to related documents.

... **you can easily apply the methodology, activities and tasks** – as templates are offered for the Users, and step-by-step guidelines on incorporating the activities in your subject. Each and every activity and task can be applied in any type of subjects, from Science to Arts.

... **there are no strict rules, instead, suggestions are delivered** – you can stick to the format and contents described in the LELLE Kit but you can get off the path that is described in the Kit – alterations are possible.

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... **the Users might pick different parts of the Kit** – as the flexibility of the delivered methodology and concept allows various application opportunities. LELLE partners tested the Kit parts and modules differently, as it best fitted their operation, the traits of the involved students and the subjects taught by the committed teaching staff.

... **further activities, skills might be included** – as the LELLE Kit in its current state is only a first step in developing learning skills in the framework of subjects. The Kit is extendible and expandable.

In order to gain the most knowledge and know-how, we suggest going through and studying all the modules, starting with Module 1 and finishing with Module 5. This approach ensures that all information necessary to understand the LELLE concept and to have “ammunition” for incorporating relevant exercises in curricula, will be with you.

The [“How to Use the LELLE Kit?”](#) section assists you in navigating easily between the modules, sections or the documents. After selecting the module which is of interest to you, click on the title and you get immediately to the particular part of the module. The introduction provides you with information on the LELLE Kit in context of the selected topic. Cross-references and links to related parts within the Kit help you find pertinent explanations, definitions, subsequent information, and will guide you throughout the relevant documents, templates.

## 5. Modules of the LELLE Kit

The Kit is the collection of information supporting the inclusion of learning skills development in existing curricula, and as such is suggested to consider as a single comprehensive toolbox. However, modules were designed in a way that they can be used separately from each other.

Each of the five modules has the same internal structure. First you will get an insight to the contents of the particular module from an overview. This section within the modules gives information on the aim and the structure, how you are expected to “read” the module. The nexus with other parts of the LELLE Kit is also described in this part.

Here is a short overview of the modules:

### **Module 1 – General overview and background information**

This part of the LELLE Kit provides you with information on the background of the project, why the partners decided to address the challenge of incorporating the learning skills development in existing curricula. Knowledge on the European funding source, as well as on the partners implementing the project is also included in this chapter.

### **Module 2 – Good practices of Learning Skills Development**

In this module, you will read about the research the LELLE partners conducted in the framework of the project in order to well-base the elaboration of the training materials.

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Results of the investigations are detailed also here in five languages ([English](#), [Hungarian](#), [Polish](#), [German](#) and [Dutch](#)). When you get through the module you will have a clear picture on which skill-sets supporting the learning competence were selected and why. Best practices for learning skills development – as separate sheets – will support you in getting familiar with some state-of-the-art, popular methods and models.

### **Module 3 – Training materials for mentors and trainers**

This part of the LELLE Kit includes materials that have been elaborated to be incorporated into existing curricula. By studying the contents of the module, you will get familiar with the student profiling questionnaire that has been developed to assess students' extant critical thinking, problem solving and managing own learning process skill-sets. The questionnaire is available in five languages ([English](#), [Hungarian](#), [Polish](#), [German](#) and [Dutch](#)). Taking into consideration the profiling results, you can make your decision on which core skill-set(s) you would like to improve in the frame of which subject(s). The module includes the [training material](#) that can be used for training the teachers, preparing them to the proper use of the document. The same document is suggested to be used with students. Templates to start the implementation of the proposed activities in the education are also included. The training materials and templates are available in four languages ([English](#), [Hungarian](#), [Polish](#) and [German](#)).

### **Module 4 – Suggestions on incorporating Learning Skills Development in curricula**

LELLE partners elaborated some [guidelines](#) on how they suggest building learning skills development exercises into existing curricula. When being absorbed in the module, you will read recommendations, useful inputs and tips – all based on pilots.

### **Module 5 – Experiences on Learning Skills Development**

The last part of the LELLE Kit enriches the toolbox with on-hand experiences of LELLE partners. They collected the lessons learned during their pilots and share them with the users. You will get an insight into the summarised outcomes and results of the tested profiling tool, have information on the applied coaching methods. The LELLE regional events, which served awareness raising and dissemination purposes of the achievements, were held in all participating countries. A one-week event, the summer camp served the purposes of introducing the LELLE Kit to professionals who had not been involved in the implementation of the project or in pilot teaching. Participants of the Camp had the opportunity of the first try-out of the Kit. Their experiences, recommendations have been considered in delivering the final LELLE Kit, and are summarised in this module. And last but not least, the international conference on the release of the LELLE Kit is also described here.

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Even though the LELLE partners put a special emphasis on the punctuality, clarity and excellence on their work when delivering the LELLE Kit, amendments might be necessary. Your thoughts and recommendations, proposed extension options are welcome! We appreciate if you provide us with your valuable opinion, comments and suggestions. Please use the [LELLE Kit Amendment Suggestion Form](#) for such purposes. Your thoughts are expected to be sent to the Leader of the LELLE partnership, the University of Pannonia to the following email address: [lelle@gtk.uni-pannon.hu](mailto:lelle@gtk.uni-pannon.hu)

Please regularly check the webpage of the project (<http://lelle.gtk.uni-pannon.hu/en/home/>) for updates. Current events of the LELLE partners and their networks, findings and information on the LELLE Kit will be available.