

Quality for Digital Education Readiness in VET Project

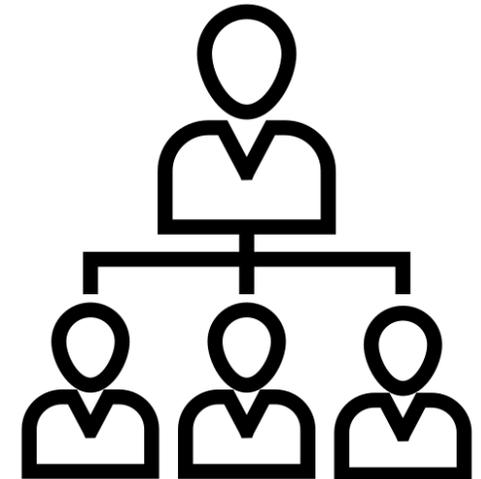
UNIT 1

Leadership & Governance

Unit 1 - Leadership & Governance Practices

Description

Through this module, you will upgrade your knowledge and digital skills by learning how to **improve leadership and governance practices in a VET organisation**. Firstly, you will receive an **overview** about these processes nowadays, acquiring **tips** to enhance the governance with the relevant stakeholders and leadership processes in internal procedures. Secondly, you will be guided in discovering some **free and open-source e-tools/software**, which could be used in your organisation to improve governance and management processes.



Unit 1 - Leadership & Governance Practices

Learning outcomes

Knowledge

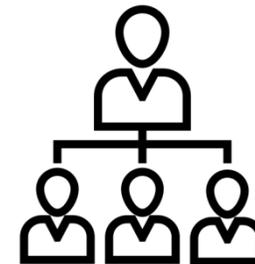
- Acquire a basic understanding of the current leadership and governance processes in a VET organization and how the digital transformation has impacted / improved them
- Acquire a basic understanding of how digital technologies can support your organization in improving these processes

Skills

- Improve the mission, the vision, and the strategy of your VET organisation
- Set up / adjust an implementation plan to develop management and governance procedures for your VET organisation
- Create / adjust the internal management and governance models
- Improve your leadership and governance processes thanks to e-tools / software

Attitude

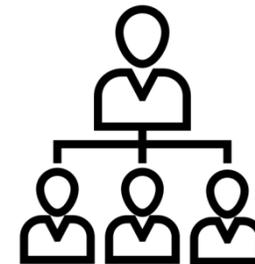
- Improve autonomously the leadership and governance processes of your VET organization (mission, vision, strategy, implementation plan, models)
- Use the necessary e-tools / software to improve the leadership and governance processes of your VET organization



Unit 1 - Leadership & Governance Practices

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1. INTRODUCTION

There is a clear connection between **skilled school leadership and positive student learning outcomes**. A good leadership in schools makes a direct impact on students' experience and performance.

The ability of vocational education to adapt constructively to its changing context resides to a large extent on the quality of leadership that is found in the field.

It means of encouraging and enabling school-wide teaching expertise in order to achieve a strong rate of progress for all learners.

It can be driven by principals and executive staff in traditional leadership roles, just like by school leaders and teachers without defined leadership roles.

To this purpose it is very important to understand what the criterion is for good leadership in schools, and how can be used to drive lasting change.

The roles and tasks of VET leaders:

- They have a **multidimensional role** and **supervise VET programmes** with responsibility for the goals set by their organization.
- They are responsible for **achieving the institution's goals** and efficiently managing its resources and for all aspects of their institution's performance including **financial situation** as well.
- Leaders **set core values and a strategic vision** for their institution and support other staff members to deliver on the objectives.
- They maintain a **strong connection to the labour market** – capacity of understanding the local economy and business.
- Leaders engage with a **wide range of stakeholders** (social partners and employers) and they **manage business operations**, including innovating, adapting learning contents in order to keep up with the pace of technological development.

The COVID-19 pandemic has forced institutions to create and use **alternative forms of learning**, including digital platforms which has created additional tasks.



1.1 The definition of Leadership and Governance

Kevin Kruse defines it as “*a process of social influence, which maximizes the efforts of others, towards the achievement of a goal.*”

Leadership is the **ability of an individual or a group of individuals to influence and guide followers** or other members of an organization

(source: . <https://www.techtarget.com/searchcio/definition/leadership>)

Leadership involves

01

Making decisions

02

Creating a clear vision

03

Establish achievable goals

04

Providing followers with the necessary knowledge to reach the proper goals

The characteristics of an effective leader

- Self-confidence
- Establish clear goals
- Strong communication and management skills
- Creative and innovative thinking
- Perseverance in the face of failure
- Willingness to take risks
- Openness to change
- Levelheadedness and reactivity in times of crisis
- Encourage Feedback and Collaboration
- Lead by example
- Provide regular and constructive feedback

Leadership

Leadership styles take a **significant part in job performance** and are considered a **way to measure the development of human resources and organizations**.

Leadership styles are a significant element in organization management, **impacting personnel performance and behavior inside the organization**, and having an influential role in **business advancement**.

The role of the leaders in training reflects the **influence practiced on behavior, motivation, and development of the human element**.

Leadership styles

A leadership style in education helps to

- **Determine how to make decisions,**
- **What goals to prioritise,**
- **How to interact with others.**

Having a framework that defines the approach to education can make it easier to lead teachers, trainers, students or administrators effectively.

Leadership styles

Transformational Leadership

The focus is on long-term goals and provides opportunities for employees to express ideas. The leader works to transform an organization through enthusiasm, energy, and having an excellent vision for the future. A transformational leader cares about employees and wants them to succeed.

Authoritarian Leadership:

The leader keep very close control over the workforce. Usually rules and penalties are enforced, the leader makes decisions on their own. The leader delegates specific guidelines for how reach the goals

Emotional Leadership:

The emotions are in the focus of the leader. It is necessary to have emotional intelligence for being able the interpret the staff or students.

Coaching Leadership:

The leader takes on a mentoring role for its team and class. There are strong bonds between leader and followers.

Coercive Leadership:

The leader expect from the team or class to comply with all of the demands. In long-term sense this style is may not be appropriate, it works to achieve substantial goals in a short period of time.

Democratic Leadership:

One of the most effective leadership styles because employees are involved in the decision-making process.



5 top skills of good school leaders

01

Leading through teaching and learning

02

Developing self, and others

03

Promoting positive change in school environments

04

Driving school management

05

Engaging and working with the community

01

Leading through teaching and learning

For a school leader to be successful in their role, they need to lead the way in driving teaching and learning outcomes, first and foremost.

Always seek to innovate in the field of education, keeping up-to-date with the latest developments while also seeking feedback from school staff and students.

It is important to encourage the continuous learning and development of teaching staff, so that educational methods are informed by current industry practices. Leaders also should encourage collaboration and partnerships with other education providers, resulting in broader impacts on the education system.



02

Developing self and others

Good school leadership have a strong focus on continued professional development.

A strong commitment to professional development and personal health and wellbeing

It is better if they work with the staff to understand their personal development needs and skills, as well as knowledge gaps

03

Promoting positive change in school environments

A good leader should be open to innovation and change and to drive new initiatives in the school environment

This change should remain consistent with the school's values and goals. At the same time working towards the improvement of student outcomes.

The research, innovation and creativity should be in the focus of the organisation.

04

Driving school management

It is essential to use a range of data management methods and technologies to manage school staff and resources efficiently.

Working with team members to ensure efficient operations, while also liaising with school boards, governing bodies and parent cohorts.

Leaders need to create strategic plans based on consultation with staff, students, parents and outside influences.

05

Engaging and working with the community

It is essential to build a connection with the entire community (because of a mixture of students from different cultural, linguistic, and spiritual backgrounds).

A good leader need to interact with and celebrate the diversity of the community, ensuring everyone is made to feel included.

Leaders need to foster good relationships and build strong partnerships to ensure positive outcomes are achieved across the sector.

Governance

The system by which entities are directed and controlled. It is concerned with **structure and processes for decision making, accountability, control and behaviour at the top of an entity**. Governance influences how an organisation's objectives are set and achieved, how risk is monitored and addressed and how performance is optimized.



Why is good governance important

To preserve and strengthen stakeholder (staff, students, community) confidence. A supportive stakeholder base can generate benefits for the organisation.

Achievement of the best performance and results possible, within existing capacity and capability, should be an organisation's ongoing goal.

To ensure the organisation is well placed to respond to a changing external environment.

To understand the changing world requires leadership, commitment and resources from the governing body to establish and maintain such a system within the organization.

1.2 Leadership and Governance practices today

The art of good governance is about **working smarter, not harder**, by taking a principles-based approach to achieving the objectives and aligning the business model to the interests of all stakeholders in the organisation.

It's about **ensuring systems and processes are in place to prevent mismanagement and fraud, while encouraging consistency in behaviours, effective transparency, growth and innovation.**

Ultimately, governance **can protect and support value enhancement through improved access to resources**; collaboration by breaking down siloed structures and thinking; empowering people to make more efficient and effective decisions; and driving sustainable performance through broader measurement and reward of behaviours.

Governance Today

01

Governance provides a legitimate approach to managing the distribution and use of power in any organisation.

02

Governance as a pillar of modern businesses can be defined as the process by which power is distributed, used and controlled for the benefit of the wider community.

03

Governance provides a legitimate approach to managing the distribution and use of power in any organization.

Three major aspects of governance

Interest for the community:

Governance provides a framework of guarantees to ensure that power is wielded for the benefit and best interests of the wider community rather than only for the selfish interests of those who wield it.

Organizational Effectiveness:

The various roles within the organisation and the duties associated with each role must be distributed appropriately amongst everyone involved in the venture.

Power Distribution:

Governance could be defined as the process by which power is distributed, used and controlled for the benefit of the wider community.

Governance Best Practices

Board Composition

The composition of the board and the procedures created by the board could help to guide the institution. It should be established by skills and experience, and be diverse according to ethnicity, gender, disability and age.

Board Oversight

It is essential to have regular and organised meeting.
Have clear terms of references.
Participate in strategic planning/policy formulation.

Mission

The mission describes what drives the organisation. It must be clear where the organisation want to arrive. It should be clear and communicated by board and staff.
This is the main line which conduct the entire organization.

Leadership practices (Actions and Strategies the leaders will take)

1. Mentor relationships
2. Promote relationships, not just competitiveness
3. Encourage employees to advance
4. Take chances on people (within reason)
5. Always be on the lookout for new talent
6. Make the proper goals public
7. Make the proper goals public
8. Compliment sandwich
9. Reviews based on the company's values
10. One-on-ones
11. Short, regular meetings to discuss issues
12. Trust your team to do the work

Leadership behavioral qualities (Leader possesses)

- Empathy
- Charisma
- Confidence
- Integrity
- Delegation
- Communication
- Self-awareness
- Gratitude
- Learning agility
- Influence
- Respect
- Courage

The evolution of technology and the problems / opportunities it generates

- Modern society = dependence on **technologies** and their **progress**

- The technological transformation socio-economic system = changes in **production methods** and **technological paradigms**



Technology refers to methods;
Devices being used for practical purposes

- Innovative technologies are created by:
Research teams,
Scientific groups,
Institutes

- Leaders are forced by forceful stakeholders and economic pressure to find new ways



to **grow the profits**

Increased connectivity
free-flowing information



~~Traditional hierarchies &
boundaries~~

- Organization adopting a project-based approach to work **shared leadership**  **in teams**



2. The pillars of the Leadership and Governance Practices in the Digital Era

2.1 Mission, Vision, and Strategy

Digital leadership

As schools change, leadership must as well. In order to establish a greater sense of community pride for the work being done in the schools, it must begin to change the way of lead. In generally exists a misconceptions regarding the use of technology, such as social media and mobile devices.

An efficient leadership is extremely important in any system, but it is even more important in schools if the scope is to provide all learners with a world-class education. It must be;

- Relevant,
- Meaningful, and
- Applicable.

Recent changes regarding digital leadership:

- Ever-present connectivity,
- Open-source technology,
- Mobile devices and personalization

Digital leadership

01

Establishing direction

02

Influencing others

03

Initiating sustainable change through the access of information

04

Establishing relationships in order to anticipate changes pivotal to school success in the future

Digital leadership - Move VET entities forward into the digital age

- Society's reliance on technology
- The key ingredients for sustainable development is to communicate effectively with all constituents.

- Once fears are put aside leaders can begin to establish a vision for the effective use of technology to improve numerous facets of leadership

- Digital leadership is a strategic mindset
- Leverages available resources
- Anticipate the changes

Pillars of Digital Leadership in Education

1. Student learning and engagement
2. School environment
3. Professional learning and growth
4. Communications
5. Public Relations
6. Branding
7. Opportunity

1. Student Engagement / Learning

01

Technology is a tool.

02

It begins with creating projects and learning opportunities.

03

Put real-world tools in the hands of students and allow them to create artifacts of learning that demonstrate conceptual mastery.

04

Focus on essential skill sets; communication, collaboration, creativity, media literacy, global connectedness, critical thinking, and problem solving.

05

Use free tools for planning rigorous and relevant learning experiences.

2. School environment

01

Learning spaces changed student engagement for the better.

02

Learning environment design can impact student engagement and achievement by up to 25%.

3. Professional learning and growth

01

Unlimited number of professional learning opportunities are available on social media and through professional learning networks.

02

Modeling the practices educators want to see from students is the first step.

4. Communications

01

To provide stakeholders with relevant information in real time through a variety of devices.

02

Two-way communication (no longer only website and newsletter).

03

Through various free social media tools

5. Public Relations

01

Leaders need to become storytellers-in-chief, using social media to listen fears and clarifying doubts. Story telling makes information memorable.

02

It is important to found a positive public relations platform by using free social media tools.

6. Branding

01

Branding is a combination of your vision, mission, and values.

02

Positive brand presence created by leaders leveraging social media tool.

03

Increase community pride. The paradigm will shift from just the conventional broadcasting, to a two-directional information flow that will intentionally and strategically create memorable experiences that will foster peace, justice and prosperity .

7. Opportunity

01

Look consistently for opportunities to improve existing programs, strategies, and resources.

The difference between “Governance” and “Management”

Governance

- It answers to what is in the organization (what it does and what it should become in a few years)
- It is the strategic task of setting the organisation's goals, direction, and accountability frameworks

Management

- It answers to how in the organization you achieve the organization's goals
- It is the allocation of resources and overseeing the day-to-day operations of the organisation.

2.2 The implementation of a Management and Governance Plan (MGP)

The Governance Plan

A Governance Plan **documents the approach to how decisions will be made on the project.** It also **defines roles and responsibilities**, and the timeframe in which decisions must be made. When a party wants to appeal a decision, an agreed upon escalation and appeal process is used.

It refers to **roles and processes** that serve as a guideline for fulfilling, sustaining and extending IT planning.

A governance plan **crosses all organizational layers**, including stakeholders, administration, maintenance, strategy, policy and support.

The Management Plan

A Management Plan is a comprehensive plan that provides the **objectives of any given project, clearly defines roles and responsibilities.**

It is a resource that everyone can use for better guidance.

It contains:

- The **aims and objectives** of an entity
- The **strategies used to meet the objectives**
- The **methods used to measure performance**



How to implement a GMP – *General setting*

- It defines the mechanisms and interactions through which governance is put into action.
- Its principles: accountability, transparency and openness, integrity, stewardship, efficiency, and leadership.
- Its main function: to organize the operational, financial, risk management, and reporting processes that exist in a company.

Steps to follow to establish a GMP:

1. Develop a data governance structure.
2. Define the operating requirements for your organization's governance model.

How to implement a GMP – *General setting*

The Components of a Governance Model:

1. **Structure** – Includes other key-factors such as organizational design and reporting structure, and the structure of the committees and charters.
2. **Oversight Responsibilities** - Includes also board oversight and responsibilities, management accountability and authority, as well as the authority and responsibilities of all committees.
3. **Talent and Culture** - Performance management and incentives, business and operating principles, and leadership development and talent programs.
4. **Infrastructure** - Policies and procedures, reporting and communication, and finally, technology.

How to implement a GMP

A good GMP contains:

- **Manage Office Politics** - Prioritization process when working with stakeholders to ensure fairness and consistency.
- **Establish Editorial Guidelines** - Helps the team understand organizational standards.
- **Accountability.**
- **Clear Objectives** - Clear objectives ensure that individual campaigns work toward larger organizational goals.
- **Define Success** - Before creating content, set out methods to measure success.
- **Prioritize Sustainability** - Schedule regular content audits.
- **Flexibility** - This will help with organizational agility.



Why the GMP is important?

A model provides a structure that can be mirrored, modified, or changed. Models give a starting point that can indicate how an organization needs to improve.

It demonstrates the types of consequences that can expect and the risks that will likely be associated with the model.

The lack of a governance model create distrust among the board members which leads to a lack of financial support.

All organizations in existence today are subject to risen connectivity, visibility, and scrutiny.

2.3 The most common GM Models (1)

There is not only one coherent model. There are organizations which use the traditional model where the board governs and oversees operationsthrough committees established around functions. There are other organizations which use a mixture of these models.

1. Advisory Model

- A board selected and dominated by the executive director.
- Board members have little direct decision-making power, provide advice CEO.
- The advisory board made up of industrial experts.

2. Cooperative Model

- All members make consensual decisions as equals.
- The most democratic governance model.
- There is no real hierarchy in a cooperative board, only the group consensus.

2.3 The most common GM Models (2)

3. Management Team Model

- The board manages operations through functional committees.
- The board split into 'department' committees, each responsible for HR, fundraising, event planning, marketing.
- Board members focus and develop their skills in a particular area.

4. Policy Board Model

- The board grants most of its authority to the CEO
- CEO has full control over the organisation and its workings
- the board and CEO work together as a team, attention applied to each task

5. Collective Model

- Board and staff operate as a single team when making decisions about governance and the work of the organization.



3. E-tools to improve Management Process in VET organisations

Generally, an education management software represents the best way to streamline the school's efficiency and productivity levels.

A school management system is **a software system specifically designed to propel the paperless administration of schools and educational organizations**. It consists of a number of modules that help training staff maintain student records, track their academic history and optimize all important school processes.

These revolutionary e-tools can completely change the way the educational institution functions!

School management systems are a transformational system - **a roadmap that facilitates school administrators to effortlessly run the institution and do so in a way that determines efficiency, cost-savings, and ingenuity.**

In the following you will find a presentation of the most popular school management e-tools:

1. eSkooly
2. ZOHO Creator
3. Fedena
4. Openeducat
5. OPENSIS

3.1 eSkooly

3.1.1 Introduction

eSkooly is a cloud-based school management solution designed for schools, colleges, tuition centers, academies and other educational centers.

The software provides learning, administration and management tools for educational institutes.

eSkooly features exam management, class management, attendance systems, fee management, reporting and account management.

It has an interactive design, easy to use with more functionality available.

Try to sign up:

To sign up into eSkooly application:

<https://www.eskooly.com/>

A separate portal for every user role,
It is possible to use how to sign in
Admin portal with full controls, separate portals for
Management staff, Accountant, Teachers, Parents, and
Students



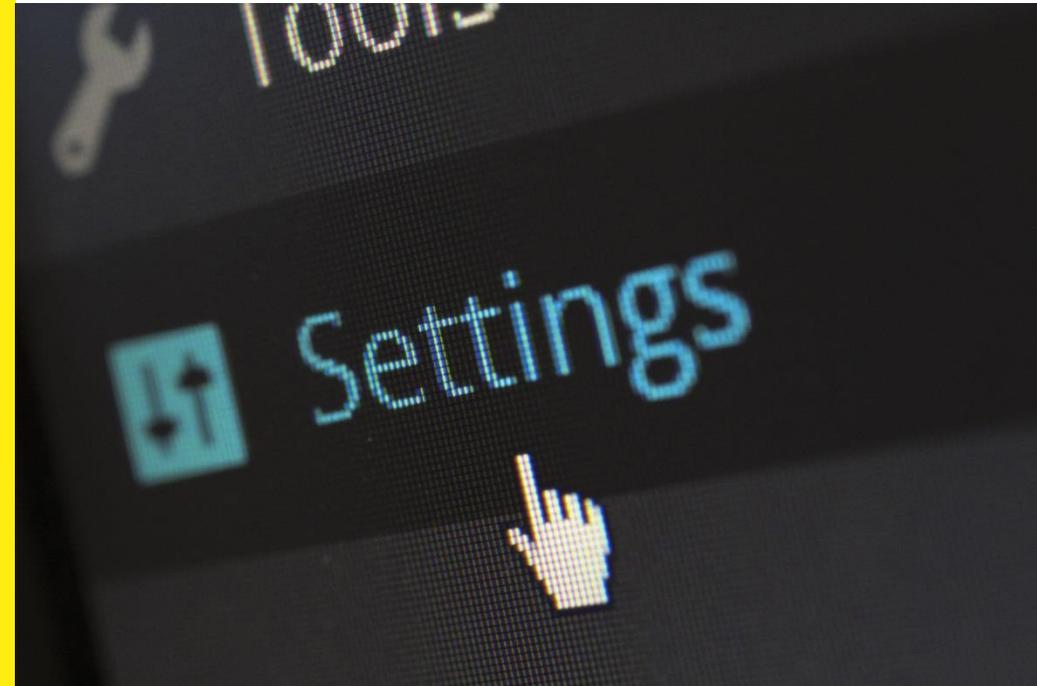
[How to download and install eSkooly in your local computer](#)

- User roles: The school management system comes with a separate portal for every user role. An admin portal with full controls, separate portals for Management staff, Accountant, Teachers, Parents, and Students.
- Message System: Messaging and file sharing system; Discuss and share ideas with other users through its messaging system. It is possible to do real-time chat with every individual associated with the institution.
- Free SMS Services: It is possible to send free SMS alerts on mobile numbers with 100% free SMS gateway application.
- Free online live classes: It is available a very powerful and easy-to use platform to conduct live online classes.

- Designed to facilitate paperless administration of schools.
- Basic knowledge of computers needed
- Simplifies school processes and bringing administrators, students, teachers, and parents together. It features components for computing, compiling and managing school finances, students records & other school management processes, all in one place.

3.1.2 How it works

- **Eskooly** is an easy-to-use software for Demographics, Attendance, Scheduling, Web Gradebook, Report Cards and Transcripts, Discipline, Online Forms, Billing, Accounting, Parent and Student Web Portals, Mobile Apps, Library, Admissions with Online Applications and Forms, Charter School Enrollment, Development.
- The school management system that eSkooly offers come with a separate portal for every user role. An admin portal with full controls, separate portals for Management staff, Accountant, Teachers, Parents, and Students.
- **Institute Info:** it is possible to set all institute info; logo, name, target (will be appeared on all printable documents)
- **Class Management:** manage the classes (students, subjects, courses to mark)
- **Exams Management:** it offers solutions from a new exam to a final result, reports and result cards.
- **Attendance System**
- **Fee Management**
- **Tests Management**
- **Accounts**
- **Printable Reports**



Source: pexels.com

3.2 ZOHO

3.2.1 Introduction

“The name ZOHO was a result of something along the lines of a “Small office Home Office” abbreviation! – according by the co-finder Sridhar Vembu.

Zoho Corporation is an Indian multinational technology company that makes web-based business tools. It is best known for the online office suite offering Zoho Office Suite.

Zoho Creator's education ERP (Enterprise Resource Planner) system has everything to run an educational institution, from preschool all the way up to university. A custom school ERP built atop Creator's intuitive low-code application development platform is a one-stop shop for all type of education management needs.

It is easy to use application and do not require coding experience or special skills.

With Zoho Creator, it is possible to build tailor-made education software on your own or choose one of the many prebuilt education software templates and get started. Moreover, if there is an existing database set up, the migration tool lets upload all data instantly and begin the app making process.

Try to sign up:

To sign up into ZOHO Creator's education ERP application:

<https://www.zoho.com/creator/industries/educational-school-erp-management-software.html> - to start a 15-day free trial



[Education Management App | Education Administration, zoho](#)

3.2.2 How it works

With Zoho Creator it is possible:

- To create virtual classrooms and deliver course content online.
- To track assignment deadlines and academic schedules using a common portal.
- To update and monitor the participation and performance of students.
- Create Student Engagement: Post activities for each topic.
- Foster Group/Team Learning: Post group assessments for students to work together on a common goal/task.
- Gather Feedback: Invite students to share feedbacks for each topic or activity.

For Graduates:

- To build communities to develop expertise in a specialized area.
- Encourage students to brainstorm and share ideas on a topic.
- Share articles, videos, blogs and course content within peer groups.
- Foster collaborative writing and develop writing communities.
- Promote joint authoring of projects and tasks.

For Research:

- To create an online profile on research interests, courses taught, areas of expertise, etc.
- To collate thesis documents and post work-in-progress.
- To organize research sources, citations and quotes.
- To host research references, and other related publications online.



After signing up to Zoho Creator it is possible to choose what to install from different pre-buit application:

- Course Planner - comprehensive syllabus management software.
- Education Management - from high schools to universities.
- Schooling – the only software need to run a school
- Attendance Management - it is a pocket attendance ledger.
- Program Manager - to make every program works on time.
- Assignment Tracker.
- Library Management - digital librarian.
- University Event Organizer.

After the installation of Schooling, it is possible to personalize the portal.

- Admin Portal
- Student Portal
- Faculty Portal
- Parent Portal

INSTITUTE DETAILS: it is possible to add details, address, contact numbers, calendars, grades.

PORTALS: A separate portal for students, staff, and parents, so they can log in and access class details, student activities, and school initiatives.

DASHBOARD: It is possible to get all the details from a single dashboard. To have a complete picture of the school.

MOBILE: Zoho Creator is available also on mobile devices

CUSTOM LAYOUT:it is possible to personalize the application

3.3 Fedena

3.3.1 Introduction

- Fedena is an all-in-one software to manage schools and colleges. It has gradebook, transport, examination, bulk data management, students progress tracking, reports, parent-teacher collaboration, attendance, fee management and other modules.
- It is a cloud-based school enterprise resource planning (ERP) software to manage all the processes of an institution.
- Free and Open Source.
- Only basic knowledge of working a computer is needed.
- It provides an inbuilt messaging system, enabling users to communicate effectively with administration staff, teachers, students and parents.
- Fedena comes with Mobile App using which institute can manage all features at their finger-tips. It can be used by students, parents & teachers.
- It facilitates reporting feature, using which institute can create various reports in a single while minimizing the paper wastage.

fedena

Try to
sign up:

<https://fedena.com/demo> - For demo purpose or to test the application

It can take days or even weeks to let the software work properly

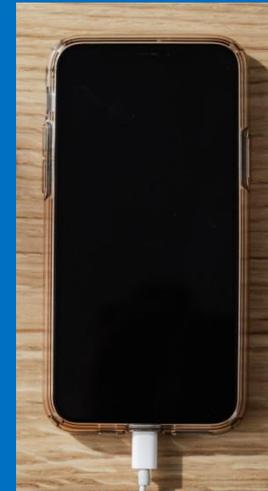


[Fedena School ERP Overview](#)

3.3.2 How it works

- Fedena is a very user-friendly ERP for the educational institution, it will demand minimum one to two weeks of dedicated usage to understand correctly.
- The solution's dashboard can be customized with 'dashlets' to provide an at-a-glance overview of the specific information to a user—such as attendance numbers, due dates, exam times, news, daily schedules, and income and expenses.
- Fedena School ERP has modules to manage Timetable, Attendance, Online Class, Examinations, Gradebooks, Mobile Learning, Hostel, Library, Transportation, School Calendar, Events, and many more.
- It has a fully-fledged Human Resource module to manage the payroll and employee pay slips.
- The Finance module helps to plan and allot different fee structures to students.
- Fedena School ERP System is also an excellent collaboration tool using its Task, Discussion, Poll, Blog, and Videoconference plugins.
- It has an internal messaging system within Fedena.

Fedena School Management Mobile App



Source: pexels.com

To manage the institute's daily operations at fingertips

iOS & Android Apps for Parents, Teachers & Students

3.4 OpenEduCat

3.4.1 Introduction

- OpenEduCat is a comprehensive open-source ERP for University, College & School, for efficient management of students, faculties, courses, and classes. It is an online cloud-based educational management system .
- It is a unique open-source solutions.
- OpenEduCat Inc. understand both Open Source and Educational needs of the society and have come up their novel approach for educational institute.

Try to sign up:

<https://openeducal.org/>

OpenEduCat core features consist of modules necessary for running any educational institute. It allows an easy use of the information management system for all students. It consists of system, faculty management, course management, an enrolment and examination management along with integrated financial management.

With Openeducat it is easy to manage information of faculty like skills degrees, courses and previous employment records.



3.4.2 How it works

- With OpenEduCat it is easy to manage information of faculty like skills degrees, courses and previous employment records. It is also possible to manage efficiently courses, subject and sessions for the educational institute with the click of a button.
- It makes also easy to follow simple and transparent registration process to make quick and easy enrollment.
- The software allows to schedule examination through various methods like CCE, CPA. It has various payment methodologies and flexible payment system.

OpenEduCat Features

- Academics
- Accounting
- Activities
- Admission
- Attendance management
- Courses and Batches Management
- CRM
- Database backup/restore (Management)
- Document Management
- Email Integration
- Event Calendar
- Event Management
- Examination Management
- Fee Management
- Financial Management
- Help Desk



Source: pexels.com

3.5 OPENSIS

3.5.1 Introduction

- An opensource student information system (SIS) & school management software (EMIS) for K-12 and higher education.
- Community edition is free.
- For small to medium schools (for large schools there is a professional edition or the OpenSIS Surge).



Try to sign up:

<https://www.opensis.com/free-trial> - for free trial, work email needed



[How to install OpenSIS on Windows](#)

3.5.2 How it works

Core features:

- Student and parent portal
- Teacher portal
- Report card and transcript
- Efforts grading and competencies
- Standards based grading / US common core
- Gradebook
- Attendance
- Scheduling
- Course manager
- Parent information
- Staff information
- Medical records
- Student information

Essential features:

- Mobile app - Android and iOS
- Library management
- Graduation requirement
- Degree audit
- Curriculum management
- Teacher lesson plan
- Billing and fees
- Discipline management
- Multi channel communication

openSIS Mobile Connect for iOS:

- openSIS Mobile Connect is the Student, Parent and Teacher Portal app to access all SIS functionalities that are available to such users over the web.
- The school must subscribe to the openSIS Mobile Services or openSIS Professional Edition cloud hosted by OS4ED and have your account activated to use the service.
- Student and Parent Portal: Students and parents can access Student information, schedule, attendance, grade-book grades, calendar events etc. The built-in internal messaging feature provides instant communication between student-parent and staff.
- Teacher Portal: Teachers have all the features available via the mobile app as they would from the web interface including in-depth gradebook and attendance functionalities.



4. Conclusions and practical advises (1)

Technology has changed also the field of education and training.

Vocational education and training (VET) has become more accessible to students, and the quality of education and training has been improving.

There are many digital tool available not only for the students but also for the teachers and trainers.

VET schools all over the world are redesigning their educational programmes to better prepare students, teachers, trainers for digitalizing. The leadership have a great role in this field, it can be a critical success factor.

With effective and efficient leadership, it is possible to set up the right policies, the relevant goals, to implement strategic programs, and to monitor and evaluate programs to ensure that their expected goals will be achieved.

4. Conclusions and practical advises (2)

The role of VET organisation is becoming even more important in the changing labour market of nowadays.

Leadership can be a critical success factor in education. A good leadership can take many positive effects not only on the school outcomes but also on the school climate and environment.

As we could see above there is a clear and strong connection between skilled school leadership and positive student learning outcomes. The impact is direct on students' experience and performance.

The local community and leaders make an important role in influencing the organisation. (setting goals, priorities, creating new ideas, visions).



Additional materials:

1. [Digital Competence Framework for Educators](#)
2. [Teachers and Leaders in Vocational Education and Training](#)
3. [Teachers and Leaders in Vocational Education and Training / 5. Strengthening leadership in vocational education and training](#)
4. [Definition leadership Leadership Styles in Education](#)
5. [Exploring leadership in in vocational education and training](#)
6. [Governance Today](#)
7. [Evolution of Technology and Technology Governance](#)
8. [Management Plan](#)
9. [How to Create a Content Governance Plan](#)
10. [Teacher Leadership: Leading the Way to Effective Teaching and Learning](#)
11. [Improving School Leadership](#)
12. [Evolution of Technology and Technology Governance](#)
13. [Governance Models](#)
14. [Innovation and digitalisation in Vocational Education and Training](#)

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