

TRAINING SESSION OUTLINE

Title of Session :	Designing Your Erasmus+ KA1 Project: A Hands-on Workshop
Time :	1:10h
Session objectives:	<ul style="list-style-type: none"> • Identify key components of an Erasmus+ KA1 project application • Develop strategies for effectively responding to challenging questions in the application form • Gain practical experience in crafting compelling project proposals.

Preparation by:	Sofia
Nr of Facilitator	1 or 2
Nr of Participants:	At least 10 participants

Room requirements:	Training supplies and equipment:
<ul style="list-style-type: none"> - Room with chairs for participants - Tables according to the number of participants - Projector 	<ul style="list-style-type: none"> - Projector - Laptop - Flipchart (1 page per group) - Tape or glue

Handouts:	-
-----------	---

Session description:
 (Instructions facilitators, instructions trainees, step by step description, time schedule)

Time	Instruction	Materials
10 min	<p><u>Icebreaker Activity:</u> Introduce yourselves and share your main interests in exploring Erasmus+ KA1 projects</p> <ol style="list-style-type: none"> 1. Divide participants into pairs. 2. Each pair receives a word related to Erasmus+ (e.g., mobility, collaboration, culture). 3. One partner writes the word on the other's back without them seeing it. 4. Partners take turns asking yes/no questions to guess the word. 	Paper and marker
20 min	<p>Briefly present the Erasmus+ program, focusing on KA1 Mobilities for learning.</p> <ol style="list-style-type: none"> 1. Explain the purpose of the workshop and highlight the importance of effective project design. 2. Showcase the main sections of the KA1 application form: <ul style="list-style-type: none"> • Applicant Information • Organization & Context Description • Project Objectives & Activities • Budget 3. Briefly address common challenges faced by applicants when filling out the form. 	ppt canva , projector, screen
35 min	<p>Group Activity: Simulation & Discussion:</p> <ol style="list-style-type: none"> 1. Present the Case Study scenario. 2. Divide participants into small groups. 3. Distribute Sample Application Questions and assign a specific question to each group. 	paper and marker

	<ol style="list-style-type: none"> 4. Each group discusses the chosen question and collaboratively drafts a clear, concise, and well-justified response aligned with the case study. 5. Groups present their responses and share their reasoning behind their choices. 6. The facilitator provides constructive feedback, highlighting strengths, weaknesses, and offering suggestions for improvement. 	
15 min	<p>Wrap-up and Resources</p> <ol style="list-style-type: none"> 1. Recap key points on crafting strong KA1 project applications. 2. Share resources for further information and support, such as: <ul style="list-style-type: none"> ● Official Erasmus+ website & guides ● National Agencies ● Support organisations 3. Encourage participants to ask questions and seek further guidance. 	projector, screen

DESIGNING YOUR ERASMUS+ KA1 PROJECT:

A HANDS-ON WORKSHOP



 UNISER



mob@act 

Project Reference:
2022-1-LT01-KA220-SCH-00008

9583

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

OBJECTIVES

- ✓ **IDENTIFY KEY COMPONENTS OF AN ERASMUS+ KA1 PROJECT APPLICATION**
- ✓ **DEVELOP STRATEGIES FOR EFFECTIVELY RESPONDING TO CHALLENGING QUESTIONS IN THE APPLICATION FORM**
- ✓ **GAIN PRACTICAL EXPERIENCE IN CRAFTING COMPELLING PROJECT PROPOSALS.**



General objective

To support, through lifelong learning, the educational, professional and personal development of people in education, training, youth and sport, in Europe and beyond thereby contributing to sustainable growth, quality jobs and social cohesion, to driving innovation, and to strengthening European identity and active citizenship, the key instrument for building a European Education Area.

Specific objectives

promote learning mobility of individuals and groups, as well as cooperation, quality, inclusion and equity, excellence, creativity and innovation at the level of organisations and policies in the field of education and training

promote non-formal and informal learning mobility and active participation among young people, as well as cooperation, quality, inclusion, creativity and innovation at the level of organisations and policies in the field of youth

promote learning mobility of sport staff, as well as cooperation, quality, inclusion, creativity and innovation at the level of sport organisations and sport policies.



KEY CONCEPT BEHIND PROGRAMMING

MACRO LEVEL (EU)



POLICIES
&
STRATEGIES



ERASMUS+
PROGRAMME



IMPACT

MICRO LEVEL (ORGANISATIONS)



INTERNATIONAL
STRATEGY



ERASMUS+
PROJECT



IMPACT

ERASMUS PROGRAMME 2021-2027

Main features

- ✔ Focus on sustainability, inclusion and digitalisation
- ✔ Focus on involvement of people with disabilities
- ✔ Easier administrative procedures
- ✔ Mobility of VET students also outside Europe
- ✔ Student mobility for study periods in other EU schools
- ✔ Accreditation
- ✔ Focus on virtual mobility and blended mobility



Erasmus Key Action 1 - Project Codes

KA120

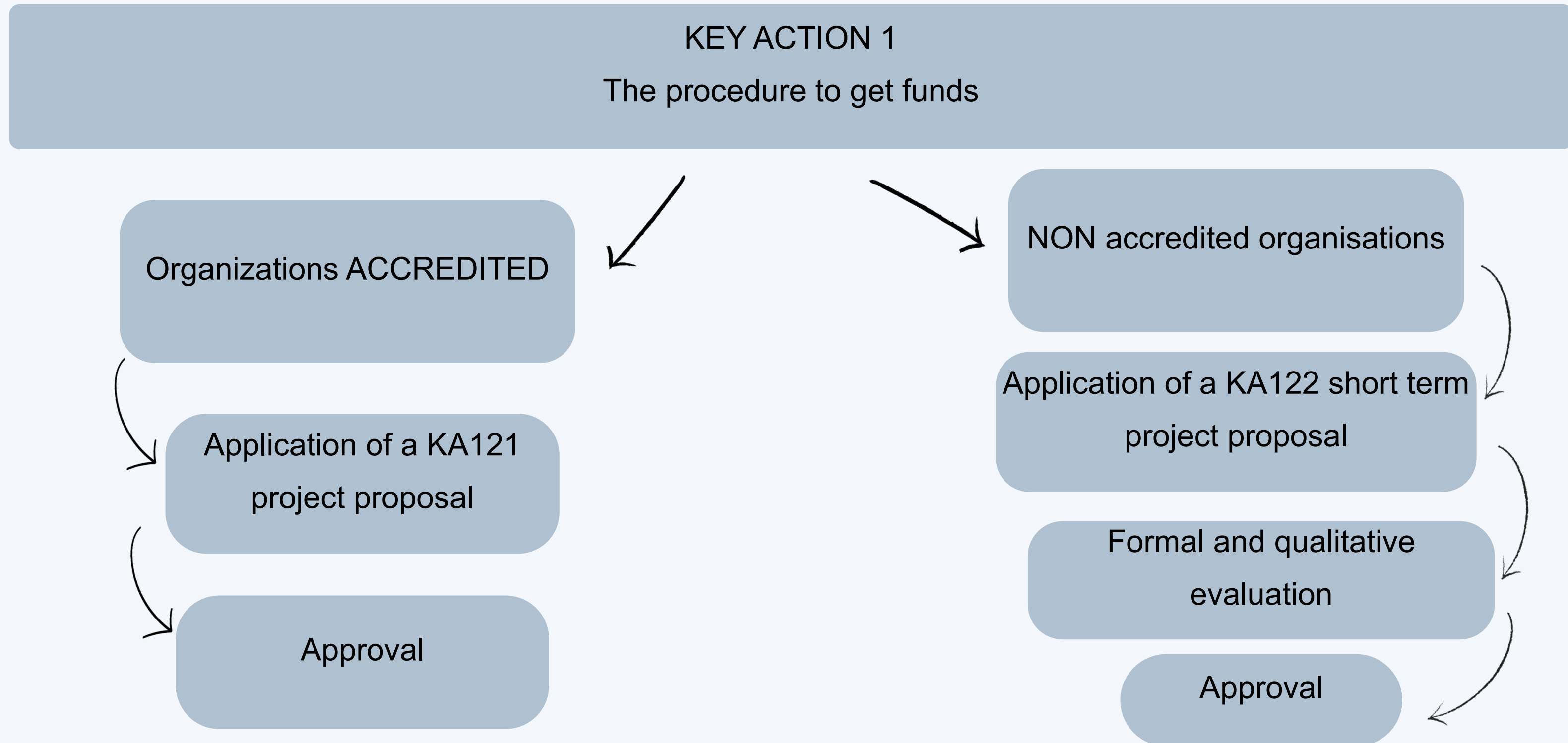
KA121

Mobility projects for
Accredited Organizations

KA122

Short term project for NOT
Accredited Organizations

Erasmus Key Action 1 - process



Erasmus Key Action 1 - activities VET

STAFF MOBILITY

- Job-shadowing (2 to 60 days)
- Teaching assignments (2 to 365 days)
- Training courses (2 to 30 days)

LEARNERS MOBILITY

- VET Skills competitions (1 to 10 days)
- Short term mobility (10 to 89 days)
- Long term mobility (90 to 365 days)
- Inviting experts (2 to 60 days)

PROJECTS' LENGTH

- 15 months (KA121) with possibility to extend until 24 months
- From 6 to 18 months (KA122)

Erasmus Key Action 1 - activities SCHOOL

STAFF MOBILITY

Job-shadowing (2 to 60 days)

Teaching assignments (2 to 365 days)

Training courses (2 to 30 days)

LEARNERS MOBILITY

Group mobility of school pupils (2 to 30 days, at least two pupils per group)

Short-term learning mobility of pupils (10 to 29 days)

Long-term learning mobility of pupils (30 to 365 days)

PROJECT LENGTH

15 months (KA121) with possibility to extend until 24 months

From 6 to 18 months (KA122)

Erasmus Key Action 1 - PROJECT budget

ORGANISATIONAL SUPPORT: reimbursement for management activities such as: administration, preparation of participants, monitoring, preparation of participants, dissemination, quality control, internal communication etc.)

TRAVEL COSTS

INDIVIDUAL SUPPORT: accommodation, food, insurance, local transport

SPECIAL COSTS: participation of people with disabilities

EXCEPTIONAL COSTS: visa and bank guarantee (only for private organisations)

INCLUSION SUPPORT: top-up of the organisational support budget for the organisation of mobilities for people with special needs or fewer opportunities

COURSE FEE: for participating in training courses abroad (max 10 days)

Erasmus Key Action 1 - Evaluation criteria

1 - RELEVANCE - MAX 10 POINTS

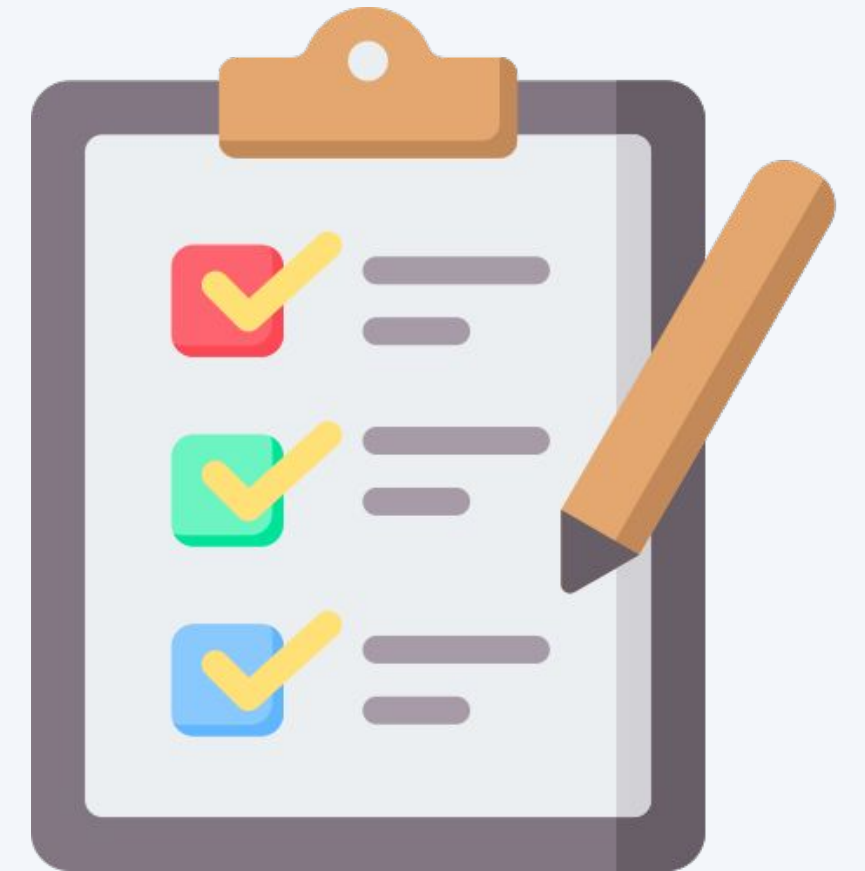
2 - ERASMUS PLAN: OBJECTIVES - MAX 40 POINTS

3 - ERASMUS PLAN: ACTIVITIES - MAX 20 POINTS

4 - ERASMUS PLAN: QUALITY STANDARD - MAX 30 POINTS

TOTAL: 100 POINTS

MINIMUM 70 POINTS IN TOTAL AND AT LEAST HALF OF THE POINTS IN EACH CRITERIA TO ACCESS THE EVALUATION



Erasmus Key Action 1 - Evaluation criteria

RELEVANCE - MAX 10 POINTS

The extent to which:

The applicant's profile, experience, activities and target population of learners are relevant for the field of the application, the objectives of this Call, and the type of application (individual organisation or a consortium coordinator)

In addition, for consortium coordinators:

the profile of the planned consortium members is relevant for the purpose and objectives of the consortium as defined in the application, for the field of the application and the objectives of this Call

the creation of the consortium brings a clear added value for its members in terms of the objectives of this Call

Erasmus Key Action 1 - Evaluation criteria

ERASMUS PLAN: OBJECTIVES - MAX 40 POINTS

The extent to which:

- the plan of activities is in line with the objectives of the call
- the objectives meet the explained needs and are clearly set out and concrete.
- the objectives and timeframe are realistic and sufficiently ambitious to achieve a positive impact for the organisation (or consortium)
- the measures proposed to monitor and evaluate the progress of the objectives are appropriate and concrete

If the lead partner has attached an internationalisation strategy: there is a clear correlation between the stated objectives and the content of the attached document.

Erasmus Key Action 1 - Evaluation criteria

ERASMUS PLAN: ACTIVITIES - MAX 20 POINTS

To what extent:

- the proposed number of participants in mobility activities is proportionate to the size and experience of the applicant organisation. For consortium coordinators, the planned size of the consortium will be taken into account
- the proposed number of participants in the mobility activities is realistic and appropriate to the objectives set
- the profiles of the planned participants are relevant to the Erasmus target area
- whether it is intended to organise mobility activities for students with fewer opportunities

Erasmus Key Action 1 - Evaluation criteria

ERASMUS PLAN: QUALITY STANDARD - MAX 30 POINTS

To what extent:

- the lead partner has proposed concrete ways to contribute to the basic principles of Erasmus accreditation described in the Erasmus Quality Standards
- the lead partner has proposed a distribution of tasks in line with the Erasmus Quality Standards
- the lead partner has allocated adequate resources to manage the programme activities according to the Erasmus Quality Standards
- there is appropriate staff involvement within the lead organisation
- appropriate measures have been defined to ensure the continuity of programme activities in case of staff changes in the lead partner organisation
- the lead partner has proposed concrete and logical measures to integrate the results of its mobility activities into the consortium's activities

THANK YOU FOR THE ATTENTION!

Sofia Tarbaoui
sofia@uniser.net

 UNISER



mob@act 

Project Reference:
2022-1-LT01-KA220-SCH-00008
9583

Group Activity: Simulation & Discussion:

1. Present the Case Study scenario.
2. Divide participants into small groups.
3. Distribute Sample Application Questions and assign a specific question to each group.



30 min



Project Reference:



2022-1-LT01-KA220-SCH-00008

Sample Application Questions:

1. Section: Project Objectives & Activities

Question: Describe how your project activities directly contribute to achieving the stated objectives. Provide specific examples.

2. Section: Budget

Question: Justify the budget allocation for travel and accommodation costs, ensuring they are reasonable and aligned with project activities.

3. Section: Dissemination & Impact

Question: Explain how you plan to disseminate the project outcomes and ensure a lasting impact on your school community and beyond.

4. Section: Organization & Context Description

Question: Describe any potential challenges your school might face in implementing the project and how you plan to overcome them.

5. Section: Applicant Information

Question: Explain the experience and qualifications of your project team members that make them suitable for leading this project.

Sample Application Questions:

1. Section: Project Objectives & Activities

Question: Describe how your project activities directly contribute to achieving the stated objectives. Provide specific examples.

2. Section: Budget

Question: Justify the budget allocation for travel and accommodation costs, ensuring they are reasonable and aligned with project activities.

3. Section: Dissemination & Impact

Question: Explain how you plan to disseminate the project outcomes and ensure a lasting impact on your school community and beyond.

4. Section: Organization & Context Description

Question: Describe any potential challenges your school might face in implementing the project and how you plan to overcome them.

5. Section: Applicant Information

Question: Explain the experience and qualifications of your project team members that make them suitable for leading this project.

Sample Application Questions:

1. Section: Project Objectives & Activities

Question: Describe how your project activities directly contribute to achieving the stated objectives. Provide specific examples.

2. Section: Budget

Question: Justify the budget allocation for travel and accommodation costs, ensuring they are reasonable and aligned with project activities.

3. Section: Dissemination & Impact

Question: Explain how you plan to disseminate the project outcomes and ensure a lasting impact on your school community and beyond.

4. Section: Organization & Context Description

Question: Describe any potential challenges your school might face in implementing the project and how you plan to overcome them.

5. Section: Applicant Information

Question: Explain the experience and qualifications of your project team members that make them suitable for leading this project.

Sample Application Questions:

1. Section: Project Objectives & Activities

Question: Describe how your project activities directly contribute to achieving the stated objectives. Provide specific examples.

2. Section: Budget

Question: Justify the budget allocation for travel and accommodation costs, ensuring they are reasonable and aligned with project activities.

3. Section: Dissemination & Impact

Question: Explain how you plan to disseminate the project outcomes and ensure a lasting impact on your school community and beyond.

4. Section: Organization & Context Description

Question: Describe any potential challenges your school might face in implementing the project and how you plan to overcome them.

5. Section: Applicant Information

Question: Explain the experience and qualifications of your project team members that make them suitable for leading this project.

Scenario 1: Language Immersion Program

School: A secondary school in a rural Italian town with limited exposure to international cultures and languages.

Objectives: Enhance students' English language skills and intercultural understanding through a two-week exchange program with a partner school in Ireland .

Activities: Language classes, cultural workshops, homestays with English families, joint school projects, and educational visits to historical sites.

Scenario 2: Teacher Training on Innovative Pedagogy

School: A school in Spain located near a natural reserve facing environmental threats.

Objectives: Foster environmental awareness and sustainable practices among students through joint projects with partner schools in other European countries facing similar challenges.

Activities: Online exchange with partner schools, virtual tours of each other's natural environments, collaborative research projects on local environmental issues, and joint advocacy campaigns.

Scenario 3: Building Partnerships for Environmental Education

School: A vocational school in Portugal struggling to keep up with the evolving demands of the job market.

Objectives: Equip teachers with skills and knowledge in using technology-based learning tools and project-based learning methods.

Activities: Observation visits to schools in Germany known for their innovative teaching approaches, workshops led by experienced educators, and collaborative development of new curriculum materials.

Scenario 4: Sustainable Practices Exchange Program

School: A high school located in a suburban area with growing concerns about environmental impact.

Objectives: Foster student engagement in sustainable practices through a one-month exchange program with a partner school in a coastal Swedish town known for its environmental initiatives.

Activities: Language classes, cultural workshops, joint school projects, and educational visits to other schools