

TRAINING SESSION OUTLINE

Title of Session :	Erasmus + Programme 2021 - 2027 + Project design of school mobility projects
Time :	5:45 hours (to be organised in 2 or 3 sessions)
Session objectives:	<ul style="list-style-type: none"> • Provide participants with a comprehensive understanding of the Erasmus+ programme, with a focus on the school education sector. • Equip participants with the knowledge and skills to design and develop effective school mobility projects • Facilitate collaboration and exchange of ideas among participants for crafting strong project proposals.
Preparation by:	Savino Di Noia Sofia Tarbaoui
Nr of Facilitator	2
Nr of Participants:	25

Room requirements:

- Well-lit and ventilated space with comfortable seating for all participants.
- Flipchart or projector with screen for presentations.

Training supplies and equipment:

- Markers and pens
- Flip chart paper or sticky notes
- Projector and computer

- Tables and chairs arranged for group work.

Handouts:

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

Time	Instruction	Materials
15 min	Welcome & Introductions	Agenda, Name tags
30 min	Presentation: Erasmus+ Programme Overview	Presentation slides
15 min	Q&A: Erasmus+ Programme	Presentation slides
30 min	Presentation: KA2 Mobility for Adult Learning	Presentation slides
15 min	Q&A: KA2 Mobility for Adult Learning	Presentation slides
45 min	Group Activity: Needs Assessment & Project Goals	Worksheets, Flip chart/markers

15 min	Group Discussion: Needs Assessment & Project Goals	Worksheets
45 min	Group Activity: Project Design & Activities	Worksheets, Flip chart/markers
15 min	Group Discussion: Project Design & Activities	Worksheets
30 min	Presentation: Budgeting & Project Management	Presentation slides, Worksheets
15 min	Q&A: Budgeting & Project Management	Presentation slides, Worksheets
30 min	Group Work: Project Proposal Development	Worksheets, Project examples (optional)
15 min	Project Proposal Presentations (optional)	Flip chart/markers
30 min	Wrap-Up & Next Steps	Q&A, Resources list

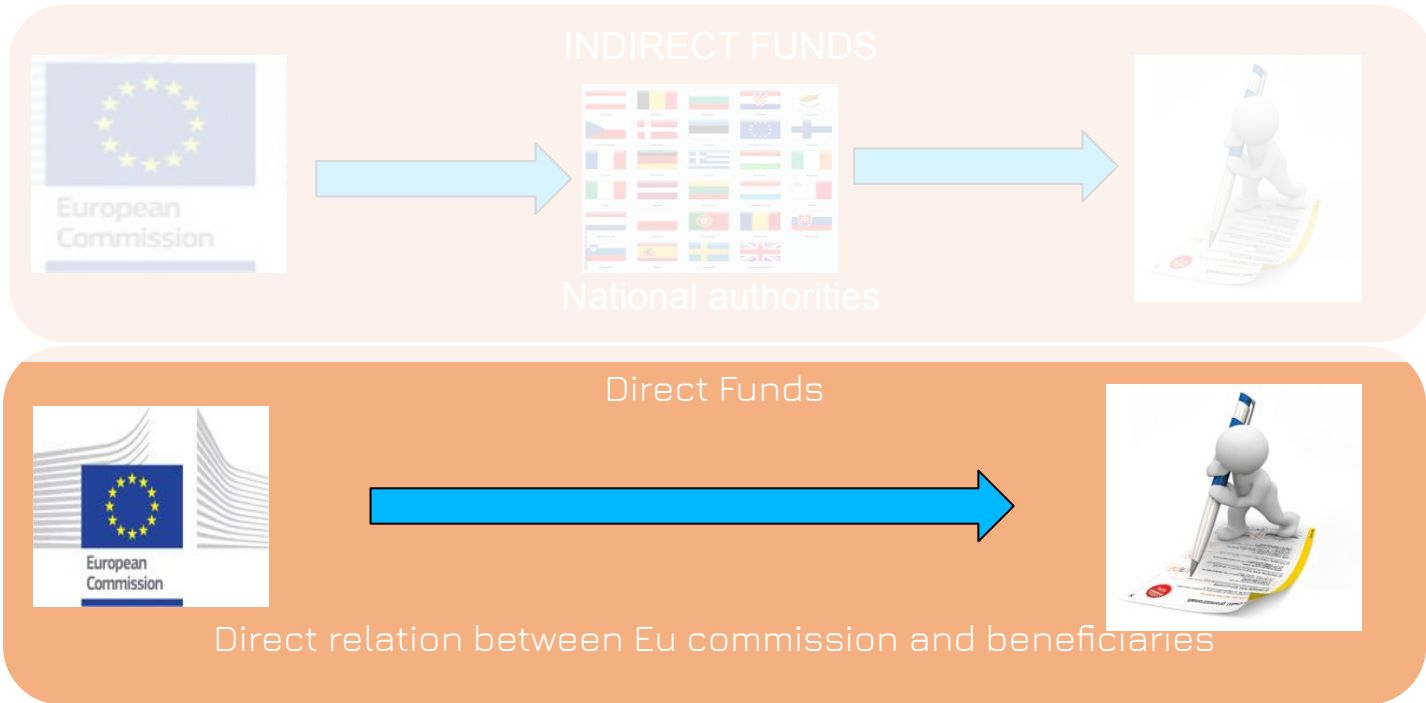
THE PROGRAMME



Erasmus+

EU FUNDS

Resources made available by the commission to support the EU policies.



DIRECT FUNDS

Have a second characteristic

They are thematic

Theme	Funding programme
Environment	Life+
Research and development	Horizon 2020
Enterprises	COSME
Culture	Creative Europe
Integration	FAMI
Education and sport	Erasmus+
Occupation and social innovation	EaSI

ERASMUS+ 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

- 1) 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;
- 1) 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;
- 1) promote **learning mobility** of sport staff, as well as cooperation, quality, inclusion, creativity and innovation at the level of sport organisations and sport policies.

PROGRAMME COUNTRIES

Member States of the European Union (EU) ¹⁵			
Belgium	Greece	Lithuania	Portugal
Bulgaria	Spain	Luxembourg	Romania
Czech Republic	France	Hungary	Slovenia
Denmark	Croatia	Malta	Slovakia
Germany	Italy	Netherlands	Finland
Estonia	Cyprus	Austria	Sweden
Ireland	Latvia	Poland	

PROGRAMME COUNTRIES

Non EU Programme Countries ¹⁶		
Republic of North Macedonia	Iceland	Norway
Serbia	Liechtenstein	Turkey

Partner countries: All those countries that are not part of the programme but that can participate as well (their participation must be well justified)

Erasmus+ programme 2021-2027

Main features

- Focus on **sustainability, inclusion** and **digitalisation**
- Focus on involvement of people with disabilities
- Simple administrative procedures
- **Students mobility for study periods in other EU schools**
- **Accreditation**
- Focus on virtual mobility and blended mobility

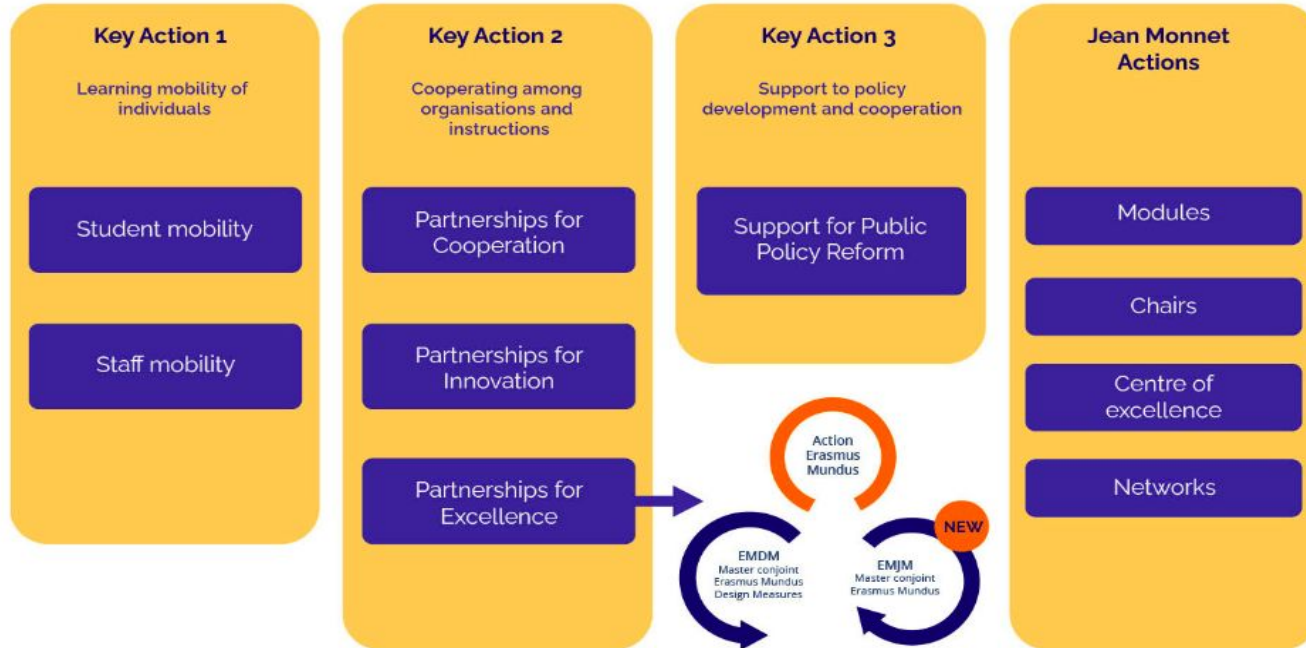
Project n.: 2022-1-LT01-KA220-SCH-000089583

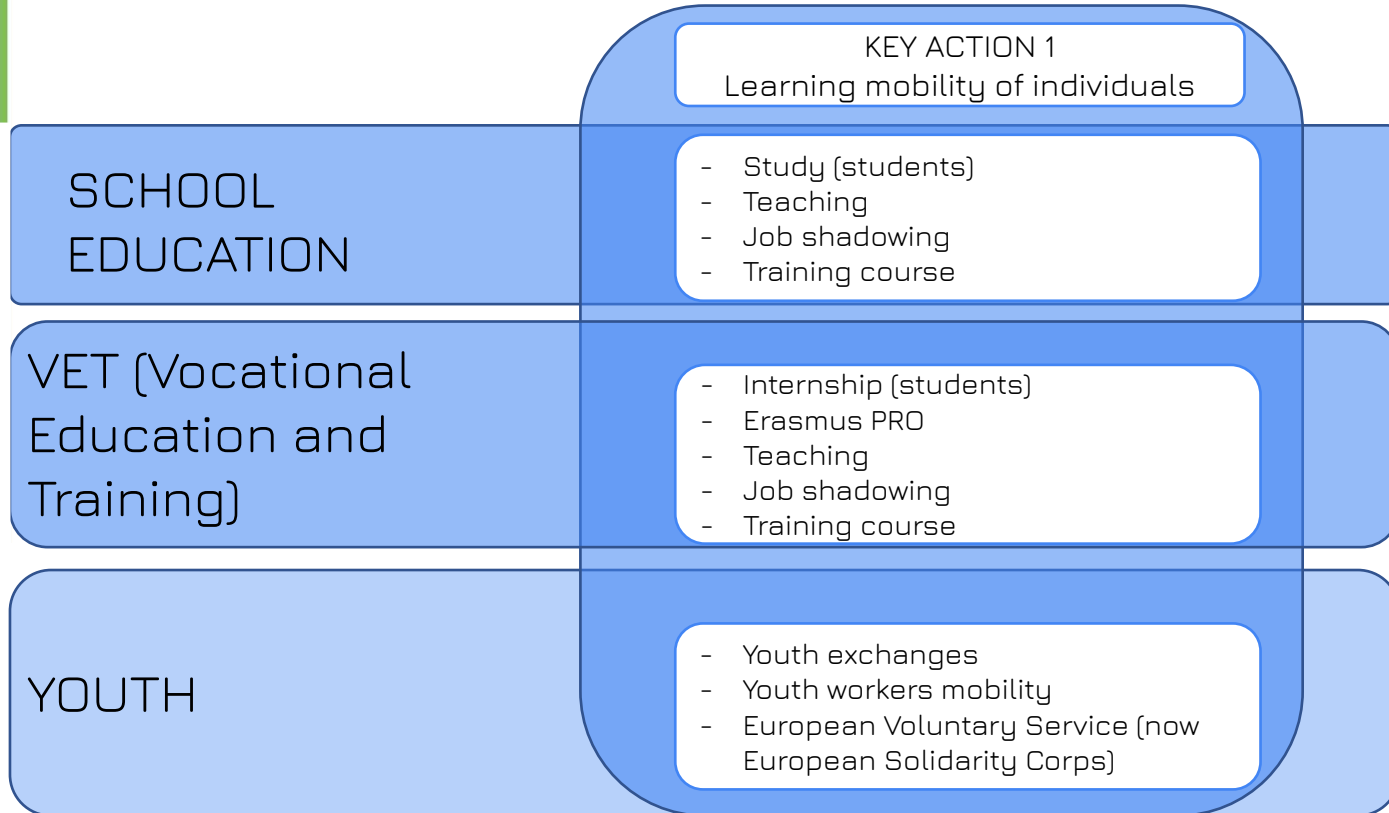
New Erasmus Guide published yearly

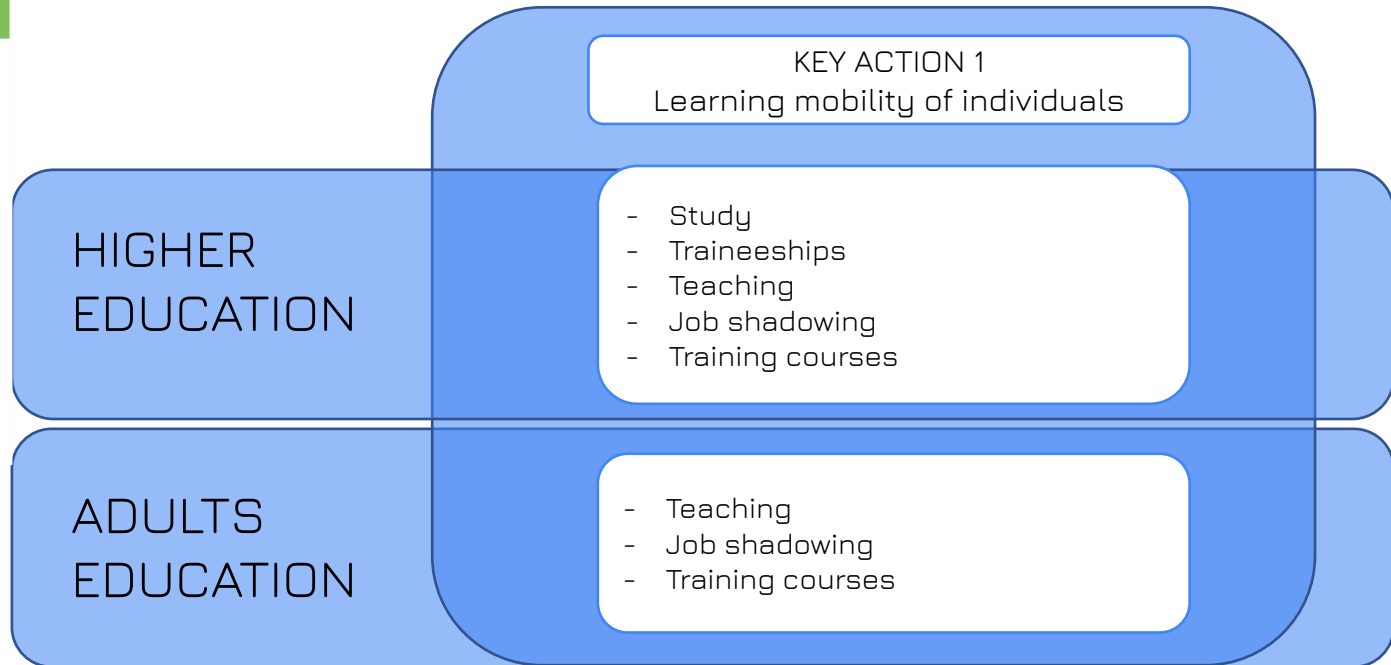


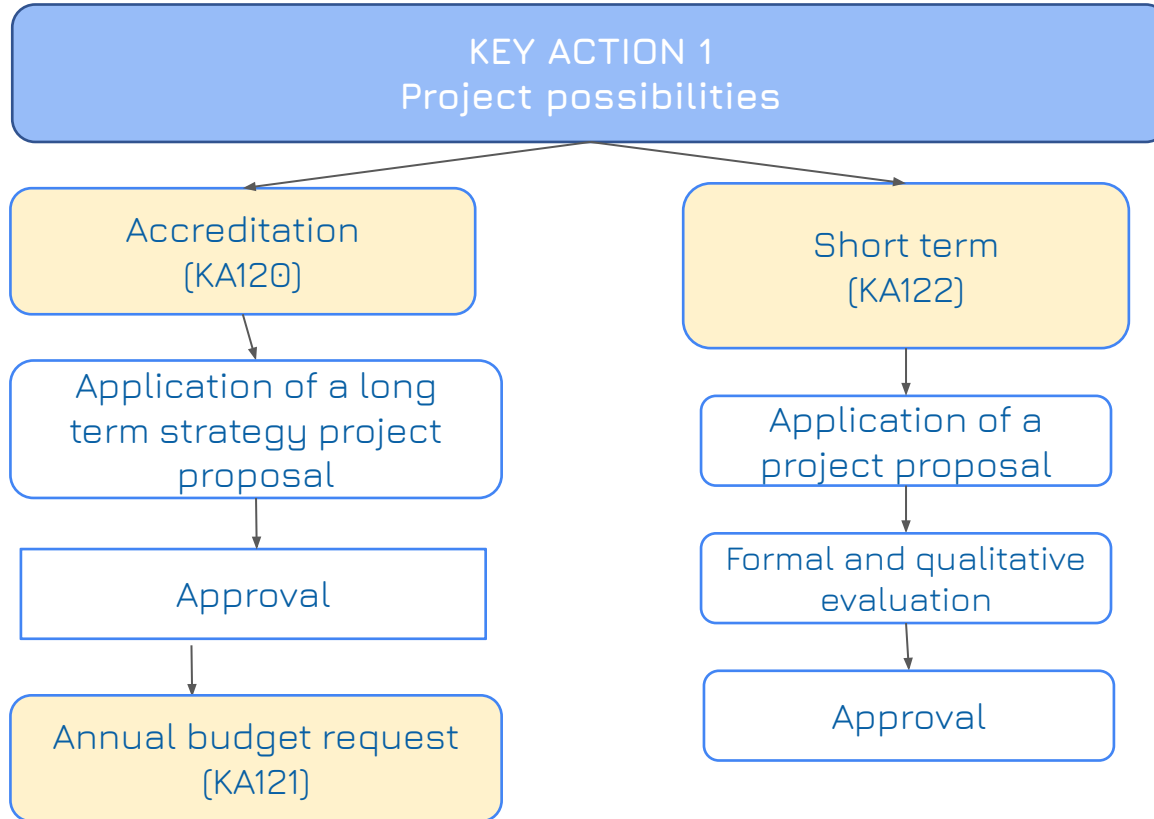
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the European Union

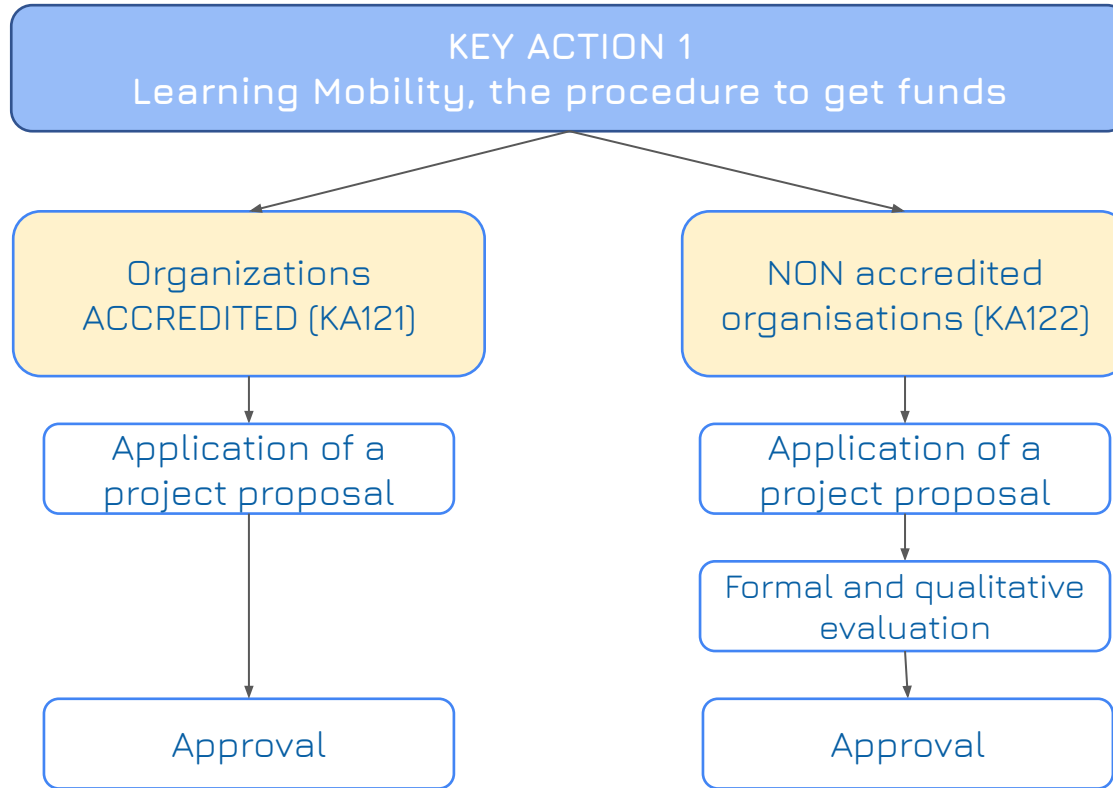
Erasmus+ Structure - 2021-2027











Accreditation - KEY ACTION 120

The advantages

Funds allocated with continuity to the school (every year)

Projects automatically approved every year

Extra EU mobility (only for VET)

Consortium

More extended length of the projects

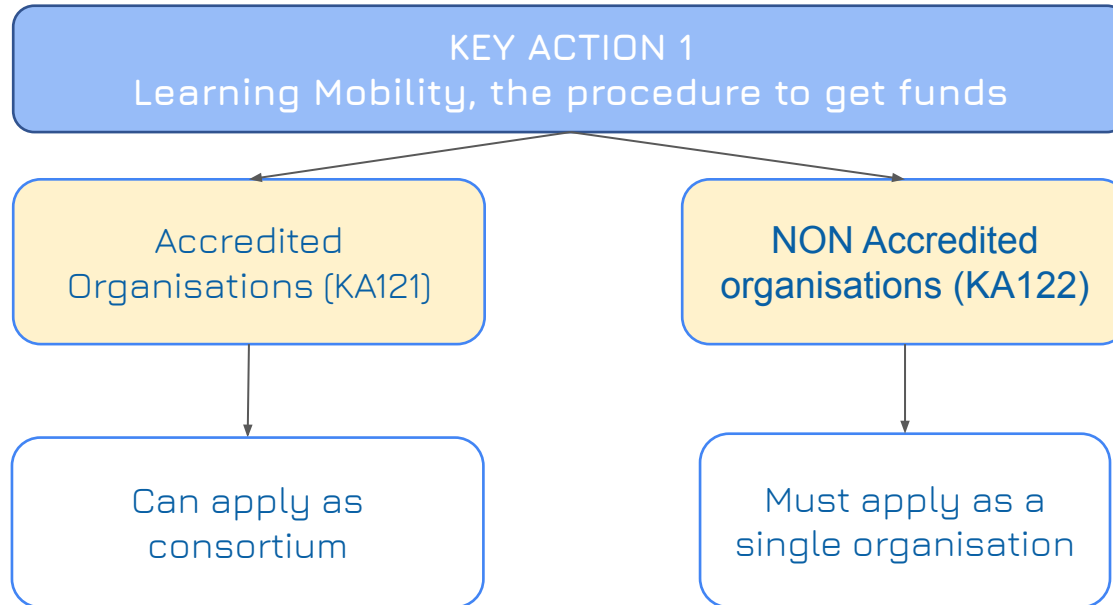
Accreditation 2021-2027

- Procedure to obtain Erasmus+ funds through a **simplified access**
- 1 Annual Deadline (october)
- Focus on the **long term strategy** and Erasmus priorities: inclusion; sustainability; digitalisation e participation in the Erasmus network.

SHORT TERM PROJECTS - KA122

SHORT-TERM MOBILITY PROJECTS FOR NON ACCREDITED ORGANISATIONS (KA122)

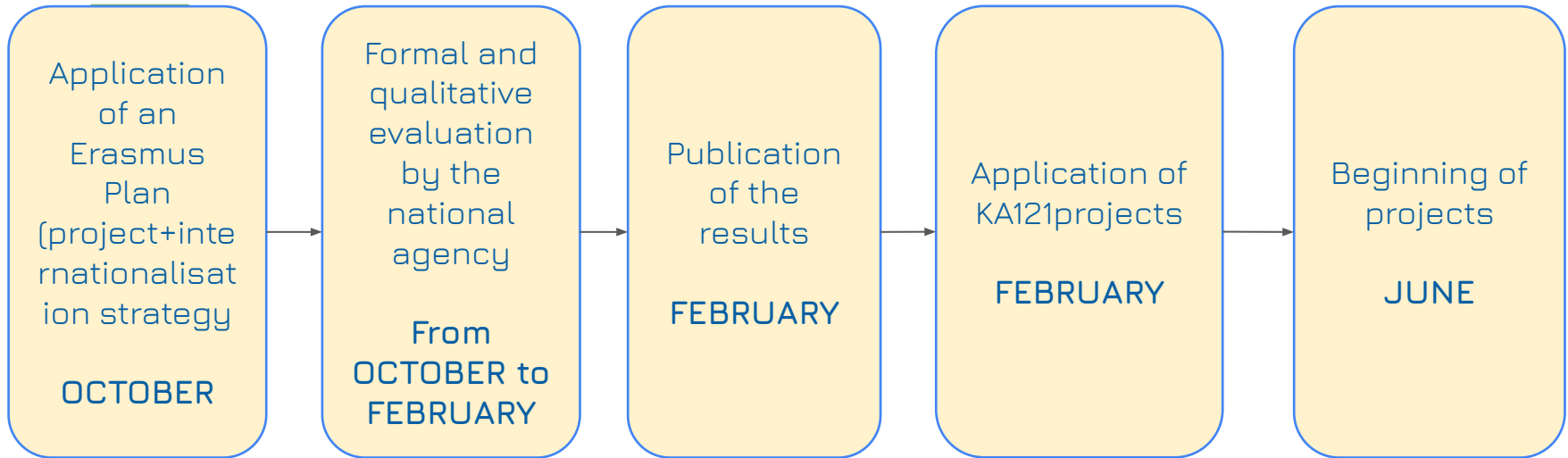
- Maximum number of mobilities: 30 (regardless of the target groups)
- Max 3 projects financed in 5 years
- 1 Annual Deadline (february)



All organisations regardless of their status can be part of maximum 2 projects.

Accreditation - KEY ACTION 120

The process



Project n.: 2022-1-LT01-KA220-SCH-000089583



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ACCREDITATION - Writing

ERASMUS PLAN

Application form with
specific questions

INTERNATIONALISATION STRATEGY

Document to attach to the
application form

KEY ACTION 1

Types of mobility activities in 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)

Accreditation - The ranking system

Budget allocation - **the ranking system** in KA121 projects

Every year accredited organisations will be ranked on the basis of:

- Previous performances
- Characteristics of their projects:
 - Involvement of participants with **fewer opportunities**: at least 20% out of total participants in mobility activities
 - Implementing **long-term learning mobility** of learners: at least 20% out of total participants in mobility activities
 - Involvement of participants in **blended mobility** activities: at least 5% out of total participants in mobility activities
 - Participants using **green means of travel**: at least 5% out of total participants in mobility activities

Accreditation - BUDGET ALLOCATION

The funds are allocated according to the ranking; the types of mobility requested and the past performances



KA122: Definition of destinations and numbers of people involved in mobility in the application form. Budget automatically calculated.

KA121: The budget is firstly allocated and mobilities flows are planned accordingly in a second phase.

KA122 Projects



1
Definition of
destinations



2
Automatic calculation
of the budget



3
Funding

1
Funding



2
Manual calculation of
the budget



3
Definition of the
countries of
destination



KA121 projects (Accreditation)

KEY ACTION 1 PROJECTS BUDGET

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

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 organisation of mobilities for people with special needs - fewer opportun.

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

KEY ACTION 1 PROJECTS BUDGET

ORGANISATIONAL SUPPORT

350 EUR per participant in short-term learning mobility of pupils and in staff mobility;

500 EUR per participant in long-term learning mobility of pupils

100 EUR per participants training courses, invited experts and exchange of pupils, invited expert, hosted teacher or educator in training.

**KEY ACTION 1 PROJECTS
BUDGET**

TRAVEL COSTS

Travel distance	Standard travel	Green travel
10 – 99 km	23 EUR	
100 – 499 km	180 EUR	210 EUR
500 – 1999 km	275 EUR	320 EUR
2000 – 2999 km	360 EUR	410 EUR
3000 – 3999 km	530 EUR	610 EUR
4000 – 7999 km	820 EUR	
8000 km or more	1500 EUR	

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KEY ACTION 1 SCHOOL EDUCATION PROJECTS
BUDGET

INDIVIDUAL SUPPORT

Individual support	Costs of subsistence for participants and accompanying persons ⁸² during the activity.	Category of participants	Country group 1	Country group 2	Country group 3
	If necessary: subsistence costs are eligible for travel time before and after the activity, with a maximum of two travel days for participants and accompanying persons receiving standard travel grant, and a	Staff	101 - 180 EUR	90 - 160 EUR	79 - 140 EUR
		School pupils	45 - 80 EUR	39 - 70 EUR	34 - 60 EUR

Unit costs are established by the national agencies

Project n.: 2022-1-LT01-KA220-SCH-000089583



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KEY ACTION 1 PROJECTS BUDGET

INCLUSION SUPPORT

Additional organisational support to organise mobilities for participants with special needs or fewer opportunities.

100 EUR per participant

KEY ACTION 1 PROJECTS
BUDGET

COURSE FEE

Budget for covering the fee for participating in training courses
abroad

80 EUR for participant/day

*every participant can receive a maximum grant of 800 EUR (10
days)

KEY ACTION 1 PROJECTS BUDGET

UNIT COSTS

Fixed sum calculated on the basis
of the number of participants.

E.g. TRAVEL COSTS
 $275 \text{ EUR} \times 10 \text{ PAX} = 2.750 \text{ EUR}$

REAL COSTS

Reimbursement of real costs on the
basis of the invoices presented to
the national agency. An estimate of
the expenses must be provided in
the application form

E.g. SPECIAL NEEDS
100% of real costs

KEY ACTION 1 PROJECTS BUDGET

SPECIAL COSTS

Costs related to the participation of people with disability or fewer opportunities

100% of eligible costs

EXCEPTIONAL COSTS

Costs related to the bank guarantee

Expensive travel costs for participants and accompanying persons that cannot be covered under the category "travel costs" due to geographical remoteness or other barriers.

Visas and expenses related to visas, residence permits, vaccinations, medical certifications.

80% of eligible costs

Thanks for the attention!

Savino Di Noia

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Support to project design



UNISER

Learning Mobility

Tools to plan and manage Erasmus KA1 applications

Day 2

Internationalization Strategy Project Evaluation Criteria

KEY ACTION 1 - Writing INTERNATIONALIZATION STRATEGY

ERASMUS PLAN

4 main sections to fill in

- Background
- Objectives
- Activities
- Management

INTERNATIONALIZATION STRATEGY

*(only for Accreditation KA120 -
Suggested scheme)*

- Operative context
- Mission
- Vision
- Objectives
- Action plan

Strategy - Basic elements

- Operating Environment
- Mission
- Vision
- Objectives
- Action Plans

Further Elements

- Quality control
- Working programme (GANTT)



Operating Environment

Description of the state of the art and all those elements that represent our organisation:

- Story
- Training courses
- Previous experiences
- Need Analysis
- Context Analysis
- Stakeholder organisations
- Laws or relevant policies
- Internal team

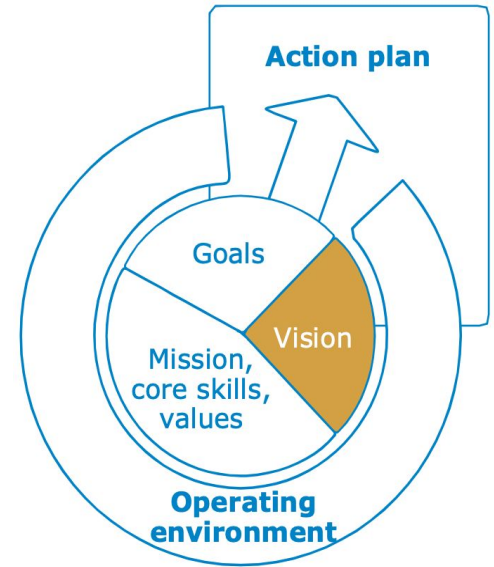


Vision

The vision describes how an organisation sees the future. It is a values-based statement and can also be particularly ambitious.

It serves to give the reader an idea of how the organisation approaches the realisation of its strategic goals.

E.g. Contribute to the development of a European society where citizens participate actively and in compliance with the law.

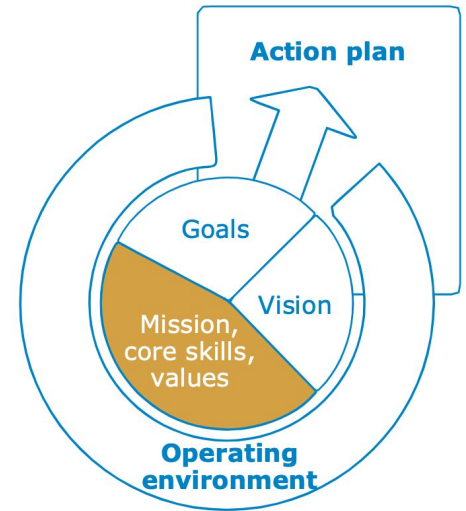


Mission

The mission answers the questions "why does my organisation operate?"; "for what purpose does my organisation exist?"

The mission describes how the vision is realised

E.g. provide training programmes for young people aimed at acquiring skills useful for participating in society and entering the world of work.

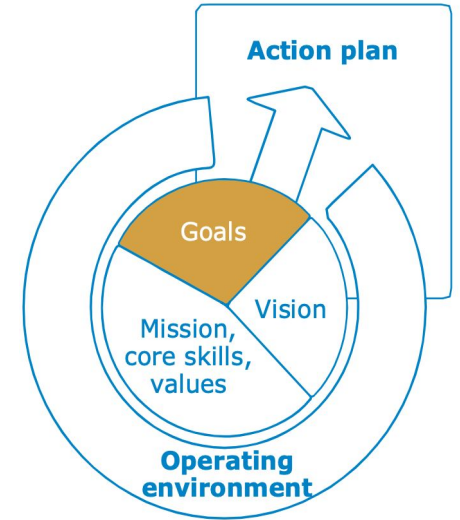


Objectives

They are defined on the basis of all the previous elements, in particular the needs analysis in the operating environment

They are the strategic objectives to be realised in the international sphere, they therefore envisage a change from the initial situation

They must be realistic and in a number congruent with the analysis carried out in the previous sections

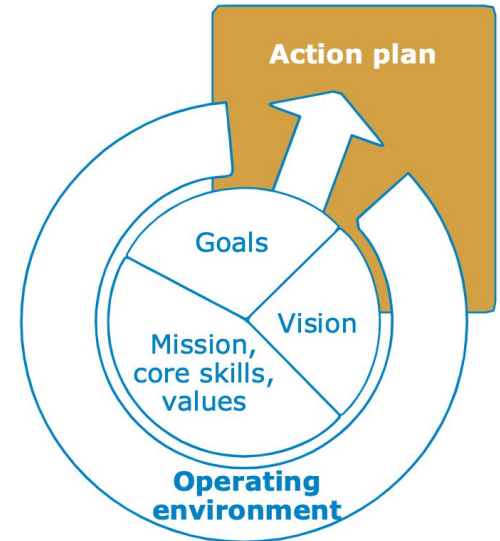


The action plan

It sets out the actions to be taken to achieve the established objectives

Each action must be linked to one or more objectives

Participation in Erasmus+ calls is necessary but other other initiatives are very welcome (e.g. online, co-financed or self-financed activities)

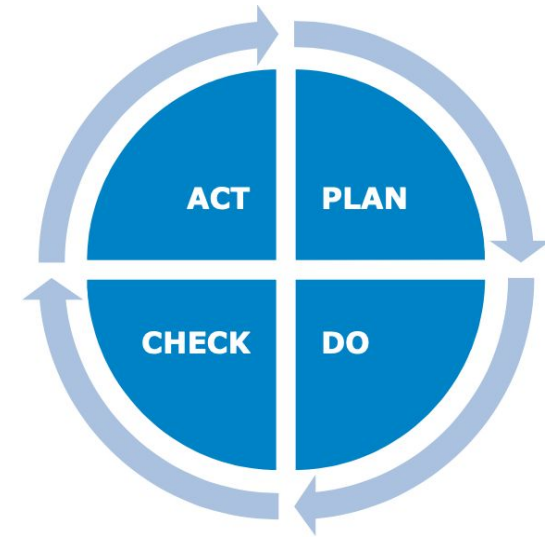


Quality control

The strategy must also include procedures for monitoring the achievement of the objectives

Each strategic objective must be accompanied by one or more indicators

Through the strategy makes it is possible to collect long-term data and demonstrate the impacts of internationalisation on the organisation and target groups



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

Evaluation Criteria

1 - 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

Evaluation Criteria

2 - 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.

Evaluation Criteria

3 - 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**

Evaluation Criteria

4 - 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

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

KEY ACTION 1 APPLICATION FORM

WHAT IS NEEDED? HOW TO APPLY A KA1 PROJECT PROPOSAL?

1. Retrieve the EU-Login credentials for your school
2. Go to the webform [platform](#) and fill in the application form online
3. Attach the “Declaration of honour” signed by the legal representative
4. Attach the internationalisation strategy (for accreditation) and the organisational chart
5. Push the submit button

Submit

KEY ACTION 1 APPLICATION FORM

WHAT IS NEEDED? HOW TO APPLY A PROPOSAL?

* It is strongly recommended to work on an **google doc or word document** and copy/paste the text

** It is possible to **modify the application** after it has been sent until the deadline.

Thanks for the attention!

Savino Di Noia

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EXERCISE 2: PROBLEM TREE

Context: You are a management team (managers, teachers) of a school with different problems and needs concerning different targets (students, teachers, school):

The students at our high school are facing significant challenges in developing their foreign language skills. There is a noticeable lack of interest among students in language subjects, and they struggle to grasp them effectively. Currently, only 10% of our curriculum is dedicated to English language instruction, which is far from sufficient. Moreover, our language teachers seem to lack motivation and are in need of updated training and professional development.

Additionally, non-language teachers exclusively teach their subjects in their mother language and lack the necessary skills for teaching in other languages. This approach hampers our students' ability to acquire language skills alongside their regular coursework, which is a growing requirement in today's job market where language proficiency is often combined with specific professional skills.

1. Starting from the indicated context, identify among the needs and problems described those on which to focus with this project;
2. Identify a common and shared Central Problem "at the centre" of the needs to be met;
3. Analyse and relate the problem, the effects and the causes;
4. Structure a simple but coherent problem tree.

EXERCISE 3: IDENTIFICATION, OBJECTIVE TREE AND ACTIVITIES

1. Transform the problem tree into a objectives tree
2. Transform each problem into a "positive": the Central Problem into a Specific Objective
3. Formulate objectives (general and specific) and expected results. Structure an objective tree
4. Define the activities for each expected result