



## KA1 ERASMUS+ COURSES FOR TEACHERS AND TRAINERS PLANNING AND MANAGEMENT OF SUCCESSFUL ERASMUS+ PROJECTS

### Objectives

The objective of the training course is to provide participants with the skills to plan and manage European projects in the fields of school education and training (Erasmus+). The training course provides the participants the skills to:

- ✓ Understand and make their way through the Erasmus+ program funding opportunities for schools and VET institutions managed by the European Commission;
- ✓ Interpret correctly the call for proposals;
- ✓ Develop effective project ideas for European cooperation among schools, enterprises and VET institutions;
- ✓ Collect necessary documents for the project submission;
- ✓ Create an appropriate transnational project partnership;
- ✓ Fill in the Application Form for the submission of a Project;
- ✓ Planning of Financial Aspects of the project application;
- ✓ Carry out the necessary procedures for the project submission;
- ✓ Manage the Erasmus + project's activities;
- ✓ Manage relations with the partnership and with the Agencies;
- ✓ Reach the project objectives and expected outcomes;
- ✓ Monitor and evaluate the project;
- ✓ Promote the exploitation and sustainability of the project;
- ✓ Produce project reports;
- ✓ Carry out an effective project financial management;
- ✓ Organize the project material for external audits.

### Target Group

The European Project Planning and Management training course is addressed to school directors, school inspectors, secondary school teachers, VET teachers, VET trainers, managers of enterprises and officers working in public bodies and schools who wish to acquire the skills for successfully accessing and managing Erasmus+ projects in the field of school education and VET.

### Language of course

Possibilities of providing the course in English.

### Methodology

The approach used is highly practical, based on the expertise of the course trainers who have a lot of years' experience in European project planning and management.

Practical simulations will be carried out for each topic. The practical simulations are based on the use of the services, databases, and documentation made available, on-line by the national agencies.

The objective of the practical activities is the simulation of the planning and management of European projects.



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## Programme

### Day 1 – 5 hours

#### European Project Planning

- Presentation of ESMOVIA and the different participants. Sharing expectations
- Analysis of Erasmus + funding opportunities
- Development of effective project ideas on Erasmus+ program
- Creation of transnational project partnership
- Creation of a mobility project
- The procedures for writing and submitting a European project
- Planning of the project budget
- Project self-assessment
- The project evaluation process

### Day 2 – 4 hours

#### European Project Management

- Contractual procedures
- Project Life Cycle and Organization
- Planning of project work
- Management of the project partnership
- Communication and leadership
- Monitoring the project development
- Quality issues and best practice
- Dissemination, exploitation and sustainability
- Creation and delivery of project reports
- Financial management and administrative issues
- Auditing of European projects

### Day 3 – 4 hours

#### European Opportunities

- By European Institution
- By Directorate General
- By target group within education community
- EU projects with National/Regional administration management
- Strategic tools and resources
- Promotion, participation and lobby
- International opportunities

### Day 4 – 4 hours

#### Practical Session

- Brainstorming of ideas about the new projects
- Writing a KA1 or KA2 project proposal. Filling in the Application Form for the submission of a Erasmus+ Project (KA1, for schools, VET ..)

**ESMOVIA**

Training and Mobility

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**Day 5 – 5 hours**  
**Professional visit**

- Visiting a school involved in European projects in Valencia to evaluate the impact of the projects in the educational context.
- Meeting with teachers and students.
- Evaluation and certification.
- Farewell dinner.

**Fees**

Course fee: 423,50 €/participant VAT included. Possibility of invoicing 350,00 €/participant if sending organisation has Intracomunitary VAT number.

Amount includes:

- ✓ Preparation for the course
- ✓ Tuition
- ✓ Training materials
- ✓ Administration costs
- ✓ Organizational costs
- ✓ Professional visit to school
- ✓ Small city tour in Valencia
- ✓ Farewell dinner

**Requirements**

Minimum of 8 participants. For smaller groups, contact us.

**Contact**

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