

**A. General Information**

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- Description of the project: this section asks for information about all the stages of the project: preparation, implementation of main activities (meaning the Mobility activities) and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application.
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online.

For more information on how to fill in this application form, you can read the Technical Guidelines for e-Forms.

For more information on the award criteria according to which the quality assessment of this application will be done please refer to the Programme Guide.

B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2015
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	04-03-2015 12:00:00
Language used to fill in the form	English

B.1. Project Identification

Project Title	Operation: Teachers Enhancing & Advancing their Competencies and Horizons for European Union
Project Acronym	#OpTEACH4EU
Project Start Date (dd-mm-yyyy)	01-06-2015
Project Total Duration (Months)	24 months
Project End Date (dd-mm-yyyy)	01-06-2017
Applicant Organisation Full Legal Name (Latin characters)	1st Evening Vocational Senior High School of Egaleo



Erasmus+

Application Form

Call: 2015

KA1 - Learning Mobility of Individuals
VET learner and staff mobility

Form Version: 2.03

Form hash code



ACB41254C945E143

B.2. National Agency of the Applicant Organisation

Identification

EL01 (ΕΛΛΑΔΑ (ELLADA))

For further details about the available Erasmus+ National Agencies, please consult the following page:

http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm

**C. Participating organisation(s)****C.1. Applicant Organisation**

PIC	943906419
Full legal name (National Language)	1ο Εσπερινό Επαγγελματικό Λύκειο Αιγάλεω
Full legal name (Latin characters)	1st Evening Vocational Senior High School of Egaleo
Acronym	
National ID (if applicable)	not applicable
Department (if applicable)	
Address	Petrou Ralli and Thivon
Country	Greece
Region	EL30 - Αττική (Attiki)
P.O. Box	
Post Code	12241
CEDEX	
City	Athens
Website	1epal-esp-aigal.att.sch.gr
Email	
Telephone 1	+302105699597
Telephone 2	
Fax	+302105699597

C.1.1. Profile

Type of Organisation	School/Institute/Educational centre – Vocational Training (secondary level)
Is your organisation a public body?	Yes
Is your organisation a non-profit?	Yes
Total number of staff	42
Total number of learners	612

**C.1.2. Consortium**

Are you applying on behalf of a consortium?

Yes

C.1.2.1. Consortium Member

PIC

946694781

Full legal name (National Language)

INEDIVIM

Full legal name (Latin characters)

YOUTH AND LIFELONG LEARNING FOUNDATION

Acronym

National ID (if applicable)

Not Applicable

Address

417 Acharnon Str. & Kokkinaki

Country

Greece

Region

EL30 - Αττική (Attiki)

P.O. Box

Post Code

11143

CEDEX

City

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Website

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Email

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+302131314690

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+302102114377

C.1.2.1.1. Profile

Type of Organisation

School/Institute/Educational centre – Adult education

Is the organisation a public body?

Yes

Is the organisation a non-profit?

Yes

Total number of staff

160

Total number of learners

750



C.1.2.2. Consortium Member

PIC	942897134
Full legal name (National Language)	2ο E.K. Aigaleo
Full legal name (Latin characters)	2ο E.K. Aigaleo
Acronym	
National ID (if applicable)	999088860
Address	Thivon & Petrou Ralli 250
Country	Greece
Region	EL30 - Αττική (Attiki)
P.O. Box	
Post Code	12241
CEDEX	
City	Aigaleo
Website	
Email	
Telephone 1	+302105610523
Telephone 2	+306972163796
Fax	+2105698531

C.1.2.2.1. Profile

Type of Organisation	School/Institute/Educational centre – Vocational Training (secondary level)
Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes
Total number of staff	67
Total number of learners	1082

C.1.2.3. Consortium Member

PIC	930770582
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Full legal name (National Language)	2ο Εσπερινό Επαγγελματικό Λύκειο Περιστερίου
Full legal name (Latin characters)	2nd Evening Vocational Senior High School of Peristeri
Acronym	2nd Esp. EPAL Peristeriou
National ID (if applicable)	not applicable
Address	46 Spetson str & 70 M.Alexandrou str
Country	Greece
Region	EL30 - Αττική (Attiki)
P.O. Box	
Post Code	12132
CEDEX	
City	Peristeri
Website	mail@2epal-esp-perist.att.sch.gr
Email	
Telephone 1	+302105740154
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C.1.2.3.1. Profile

Type of Organisation	School/Institute/Educational centre – Vocational Training (secondary level)
Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes
Total number of staff	29
Total number of learners	223

C.1.3. Background and Experience

Please briefly present your organisation.

1st Evening Vocational Senior High School of Egaleo is a public secondary vocational educational organization aiming at providing its students and accomplishing the highest level of quality courses as a VET provider. It delivers vocational training for students who work in the morning and cannot attend a morning school. These are usually either previous school leavers who wish to continue



their secondary education and successfully graduate, or graduates who wish to change their career or to add more skills for a better professional advancement.

The school is fully equipped for the fields it offers with up-to-date laboratories in spacious buildings and excellent environment, in which the students of all fields receive the appropriate training through vocational education trainings, so that after their graduation they are capable to practise their profession with success, to integrate smoothly socially and to be productive in order to they help in the growth of Greek economy.

The teaching staff are experienced VET educators and trainers with expertise in their field who make the most out of the opportunities of competencies & skills development offered by our school.

The fields our school offers are:

- Economics
- Nautical Studies
- Electronics
- IT
- Construction
- Car Mechanics
- Engineering
- Electricians

Each field leads to different specializations too which the students choose at their second year of studies.

What are the activities and experience of your organisation in the areas relevant for this application?

In 2010 our school successfully completed the LdV IVT project 2010-1-GR1-LEO01-04035 "EU officers on board training at sea" (<http://leonardosailors.blogspot.com>) with 20 students and two teachers from the Nautical Studies field participating and benefiting from three weeks mobility to Newcastle and Scotland managing to advance both personally and professionally via the intercultural experience they lived and the high standards training they received from two of the best UK educational organisations excelling in Nautical Studies.

Also in the same year our school started its participation as a partner in the LdV Tol project 2010-1-GR1-LEO 05-03956 "CAPTAINS" (Communication and Practical Training Applied in Nautical Studies) (<http://www.captains.pro/>) which was successfully completed in 2013 resulting in the Captains courses which comprise a number of 2D and 3D simulations which were designed on the basis of the analysis of real life accidents and incidents caused by communication failures at sea. The advanced e-learning platform, KWEBO, provides an interactive learning environment for all seafarers, with a range of community tools for collaborative learning. Our participation in this project has equipped us with invaluable insight regarding the key competencies required in nautical occupations like intercultural competencies as well as project management experience.

Our school also participated as a silent partner in the LdV Tol project "marTEL plus" (<http://plus.martel.pro/>) and participating in the pilot trials of the marTEL tests.

All the above projects were the result of a preparatory visit to UK which gave us the appropriate insight and the capacity to successfully arrange, organise, manage and complete the IVT project ourselves without intermediate organizations equipping us further for the organization, mentoring, monitoring, and disseminating the value of EU projects.

Moreover, our school's participation to seminars organized by our National Agency regarding relative to our scope European projects has added invaluable knowledge, which we have already disseminated in western Athens area with the help of the 3rd Bureau of Secondary Education of Athens.

In 2011 our proposal for a LdV IVT project 2011-1-GR1-LEO01-06462 "N.O. P.A.I.N" (New Orientations & Practical Assistance in Intereuropean Nursing) regarding training in UK for the Nursing Sector was approved but unfortunately could not be implemented as the sector was abolished from Vocational Senior High Schools

In 2014 our school successfully implemented the first of the two flows of the approved proposal 2014-1-EL01-KA102-000783 #OpMYSELF4EU (#Operation: My Skills, Experience and Learning Foundations for European Union) (<http://opmyself4eu.weebly.com/>) regarding the IT Sector involving work placement of 13 IT students in companies in Seville and the next flow regarding training of 17 students of the Construction Sector on basic skills in the use of AutoCAD software in 2D and 3D field by means of creating a design of a bioclimatic house.

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.

Our so far gathered comprehensive experience in successfully finalizing and disseminating the results of the projects we have already participated and completed is reflected in our staff involved in this project too.

Personnel involved in the project:



Mr Evangelos Tolias, the Project Manager, is the headmaster of the 1st Evening Vocational Senior High School of Egaleo (EPAL) and has 22 years of experience in IT teaching. He has managerial experience being the project manager of the EPAL research team for two years in CAPTAINS, Transfer of innovation, Leonardo da Vinci project. He participated in the development of national projects producing educational applied state-of-the-art multimedia products for Secondary Education and children with special needs.

Ms Jennie Kallergi the Project coordinator, has a bachelor in the English Language Teaching from the Aristotle University of Thessaloniki and 25 years of teaching and testing experience in the private and the public sector. She has been successfully preparing students for their participation in a plethora of worldwide recognized English Certification exams such as Cambridge & Michigan University Exams, the Hellenic State English Certification as well as the IB Diploma Exams and the entrance of students in UK & USA Universities. She has been teaching in the 1st State Evening Vocational Senior High School of Egaleo for 8 years and she has been the PR & Leonardo da Vinci project coordinator for the past five years. She has organized and participated in numerous conferences related to Vocational Education and Training as well as to Maritime English with close cooperation with the Association of Greek Shipowners, the Mediterranean Cargo Vessels Ship-owners' Union, the Passenger Vessel Shipowner's Union and other stakeholders earning an invaluable insight of the training needs of the Marine Deck Officers & Engineers. She has been the project coordinator for two IVT Leonardo da Vinci projects, one Erasmus+ KA1 Learners Mobility and participated as a researcher in CAPTAINS, Transfer of innovation, Leonardo da Vinci project. She participated in the paper "ICT and e-Learning Scenario-based Approaches for Communicative Maritime English Teaching and Learning", which has been accepted for presentation at the 5th edition of the International Conference ICT for Language Learning which took place in Florence on 15 – 16 November 2012 and the "The novelty of CAPTAINS: the Communicative Learning Approach of Maritime English and its facilitation by Technology", which has been accepted for presentation at IMEC24, Yangon, Myanmar 1-4 October 2012.

Mr Athanasios Kapenis, participants supervisor, has graduated the School of Engineering, Section Engineering / Computer Engineering and Informatics in the University of Patras with M.Sc. in International Business Management with direction to International Human Resource Management. He has 15 years teaching experience in the field of IT in the private and the public sector and participations in various international projects. He is fluent in English (C2 Certificate) and he has B2 level in German language.

Important Projects:

- The study and development of the network management system EDUNet the Division of Communications, Electronics and Information Systems within the ICCS project.
- Member of the design team "Teacher Training in ICT" at the Pedagogical Institute under the supervision of Professor, University of Athens, Sergios Theodoridis, responsible for the design and implementation of the Information System program management training of secondary school teachers in seminars.
- EEC TeleMed (RACE project), which was designing and implementing a Remote Expert Consultation Environment called RECPhone, having the following characteristics:

Interactive communication, where a doctor was able to "consult" the remote specialist on specialized medical issues.

Exchange of medical images in Papyrus file format or files via communication network.

Development parts of an experimental UNIX-like core

Design and implementation of a "full" package software written in C language, used for solving linear differential equations of second degree with Dirichlet boundary conditions

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
KA1	2014	2014-1-EL01-KA102-000783	1st Evening Vocational Senior High School of Egaleo

C.1.4. Legal Representative

Form hash code: ACB41254C945E143

This form has been submitted on: 2015-03-03 22:57:54. Status: OK (1237847).



Title	Mr
Gender	Male
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Family Name	Tolias
Department	
Position	Headmaster
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☐ If the address is different from the one of the organisation, please tick this box

C.1.5. Contact Person

Title	Ms
Gender	Female
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Family Name	Kallergi
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Position	English Teacher
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**C.2. Partner Organisation**

PIC	948987279
Full legal name (National Language)	EUROMIND PROJECTS
Full legal name (Latin characters)	EUROMIND PROJECTS SL
Acronym	eP
National ID (if applicable)	J18878
Department (if applicable)	
Address	AVENIDA CIUDAD DE LINARES 2 PASAJE
Country	Spain
Region	ES61 - Andalucía
P.O. Box	23400
Post Code	23400
CEDEX	
City	UBEDA JAEN
Website	www.euromind.es
Email	
Telephone 1	+34627050073
Telephone 2	+34647901808
Fax	

C.2.1. Profile

Type of Organisation	Other
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	No
Total number of staff	20
Total number of learners	60

C.2.2. Background and Experience

Please briefly present the partner organisation.

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euroMind is an international training consultancy organizing educational and vocational training, based in Seville and Ubeda in Andalusia (Spain).

euroMind as a consultancy that provides training courses, organizes vocational training and language courses - general and technical language workshops related to professional training and study visits, workshops on culture, lifestyle and customs of the countries of the European Union, as well as classes about how to search for a job in a skillful and effective way in EU. Promotes and provides training for teaching staff and secure internships and students and graduates exchange, which allows young people and professionals take full advantage of opportunities to develop their skills and competences thanks to European educational and vocational training programs.

euroMind, together with Andalusian vocational schools provide vocational training for students in various fields of education, such as: CNC, robotics, electric power, renewable energy, sewage, industrial and graphic design, 3D design, ICT, electronics, administration.

euroMind as a company organizing vocational training collaborates with a wide range of private companies from almost all sectors, such as management, medical industry, interior design, fashion, hairdressing, cosmetics sector, physiotherapy, marketing, media, advertising, public relations, tourism, IT, work social, logistics, pharmacy, construction, surveying, analysis, etc.

One of the most important partners in the field of interior design is the company Interiorismo Trinidad.

euroMind puts a strong emphasis on a widely understood sustainable development, renewable energy and innovation. It is also important to emphasize that some of its partner companies benefit from the European Charter for Sustainable Tourism in Protected Areas EUROPARC.

euroMind can also increase close cooperation with institutions and social organizations, such as the Science & Technology Enterprise Park - Geolit that aside from promoting technological innovation put great emphasis on the sustainable use of available sources or Tubba - sustainable tourism association of Ubeda and Baeza. euroMind also participates in a project Leonardo for Rural Development, together with partners from the UK, the Czech Republic and Ireland.

What are the activities and experience of the organisation in the areas relevant for this application?

euroMind has a solid experience and expertise in the preparation and management of the European mobility projects, assisting Spanish vocational schools and government institutions in the preparation of project applications, finding a reliable and competent partners for the project participants and teaching staff and HR in Europe. In the management of these projects, euroMind is responsible for the linguistic, socio-cultural and practical preparation of project participants, and if required, for issues related to administration and management.

euroMind participated as a sending and receiving partner in more than 50 projects, including Leonardo, Erasmus Placement and Leonardo Mobility - PLM VETpro and IVT.

euroMind has an impressive network of partner companies from different sectors. There are more than 500 entities, both private and public, in Ubeda and Seville working with euroMind. This broad activity is a perfect guarantee that all students who are admitted by euroMind, will be successfully accepted to practice and trainings.

euroMind monitors that all necessary documents have been prepared and submitted on time at every stage of the project and ensures that all partners are fulfilling their duties.

euroMind participates in seminars organized by ECVET team which concern the use of a system for the transfer of competencies and skills in vocational training. euroMind's experts have extensive knowledge in this field, so that they are able to train their partners on how to use this system in their projects.

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.

The driving force behind the creation of the organization and its aim was above all a comprehensive experience of euroMind team members, gained while working for training providers, both in Spain and the UK, where they were involved in the coordination and implementation of vocational training and international programs (LLP and ESF) supporting the education and training of students, professionals in the field of vocational training and of the unemployed. All employees speak fluent in 5 languages (English, Spanish, Polish, French and Italian).

While participating in international projects, team assesses and monitors common projects, ensures the dissemination of project results, and also deals with accreditation and certification of delivered projects.

In the preparation and implementation of the project for teachers, will participate following euroMind members:

euroMind Director Carlos Hoyo de la Torre - responsible for administrative and financial management of the project, for monitoring the quality of the project, responsible for contacts with schools and other public and private institutions.



The main Project Coordinator, Amelia Wójcik - participation in the preparation of the offer, the presentation of the feasibility of the project in Spain, the provision of all necessary documents for the proper submission of a project by organizing authority, human resource management in the company, assessment of the quality of work performed by all euroMind employees, responsible for communication and cooperation with partners outside Spain.

Coordinator and Translator/Interpreter of Approved Projects, Katarzyna Tajstra, responsible for the preparation of the information folder for participants with all the necessary information on the visited institutions, maps, agenda, project report template to fill out, the documents containing cultural information, translation and interpretation during study visits, preparation and compiling the project documentation (study visits agreements, certificates, internal project reports), efficient and rapid flow of information between all parties involved in the project.

Responsibilities of all euroMind members:

- 24/7 availability in the case of emergencies

Other responsibilities:

- Transport to and from the airport

- Transport for excursions

C.2.3. Legal Representative

Title	Mr
Gender	Male
First Name	Carlos
Family Name	Hoyo de la Torre
Department	Management Department
Position	Director
Email	carlos@euromind.es
Telephone 1	+34647901808

☐ If the address is different from the one of the organisation, please tick this box

C.2.4. Contact Person

Title	Ms
Gender	Female
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Family Name	Wojcik
Department	
Position	EU Mobility Project Manager
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☐ If the address is different from the one of the organisation, please tick this box



Erasmus+

Application Form

Call: 2015

KA1 - Learning Mobility of Individuals

VET learner and staff mobility

Form Version: 2.03

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EN

**D. European Development Plan**

What are the needs of the consortium in terms of quality development and internationalisation? Please specify for each consortium member, identifying the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

The consortium consists of VET schools with little or no experience in integrating ICT technologies in teaching, which is the cornerstone of the current developments of teaching methodology with great impact on the education quality provision and, thus, VET attractiveness. All three schools' staff lack the appropriate training to acquire specific competencies and skills necessary to incorporate ICT technologies and e-learning virtual classroom collaborative tools in the teaching learning process. As a consequence of the consortium's staff lack of insight of the most modern skills and tools of teaching, the consortium's students remain unequipped to deal with the challenges of international labour market as our staff are not in the position to implement such successful strategies and familiarise them with essential and crucial digital skills. Moreover, another identified need of the consortium's staff is their lack of intercultural development which is another area for improvement the consortium plans to enhance in terms of quality development and internationalisation. In order to give our students the necessary intercultural background to promote international mobility, which is a must of contemporary labour market, it is necessary to equip our staff with updated intercultural skills which interwoven with their teaching methodology will broaden the labour spectrum of our students. In order to achieve these two strategic aims addressing key needs of our staff we decided to design a strategic plan of quality development and internationalisation fostering both targets: enhancing ICT competencies and broadening horizons for our staff by means of a European mobility project focusing on their training to integrate ICT in their teaching methodology. The training course for teachers and school staff 'How to integrate ICT in the teaching life' complemented with "Moodle Course for teachers" in Euromind in Seville addresses specifically our identified needs for ICT competencies and e-learning virtual classroom equipment as well as intercultural development awareness of the consortium members.

Please outline the consortium's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs of each consortium member.

The consortium members aim to contribute to the increase of attractiveness, quality and modernisation of their VET provision and plan to meet their needs by selecting 42 teachers to attend the training course for teachers and school staff 'How to integrate ICT in the teaching life' complemented with "Moodle Course for teachers" in Euromind in Seville which will help them to:

1) develop the digital skills and competencies for their staff to become better equipped to integrate and implement ICT principles and methodology in lesson programmes.

The chosen training programme regarding the integration of ICT and Moodle e-learning virtual classroom in groups with other VET teachers of EU will contribute to the quality of teaching and to the development of the consortium members staff competencies in a number of ways:

- facilitation of student learning by implementing creative and new ICT solution in their teaching;
- encouraging professional development by verifying and developing their pedagogical and communication skills;
- establishing partnerships with colleagues from a number of European countries in order to enhance professional and educational effectiveness;
- teamwork for professional enhancement in an extended school community within Europe via virtual classrooms;

The training programme will help our consortium members staff to develop professional competencies related to identifying and assessing resources in order to develop teaching and learning materials contributing to the creation of a new open-minded and all-inclusive school and learning communities with the help of the virtual classrooms via Moodle e-learning platform. Moodle is a state-of-the-art teaching tool, which is engaging, valuable, effective, stimulating and which will have a direct effect on our students and our schools.

2) support the internationalisation dimension of VET staff and learners and raise intercultural awareness for our staff and learners.

The chosen training programme will have a greater potential value as it has a strong European Dimension focus in terms of subject matter and the profile of participants. The course promotes internationalisation and intercultural awareness as the groups consist of staff of different EU countries, thus, assisting to get in contact with other European teachers in order to open further opportunities for mobility and school partnerships. The European context and the international and intercultural composition of the participating group which is expected to attend the programme, should create more diversity of international and intercultural experiences than similar training courses in our home country. This will help participants carry out intercultural collaborative learning projects to encourage our students to compare their own culture and way of life with the culture of other EU countries as well as contacting



with other teachers in Europe in order to share examples of good practice, to link our students and consortium with other schools, and to open the possibility of establishing future partnerships under the new Erasmus+ Program. The fact that the course takes place in Seville, Spain gives more European added value as the participants will be introduced to key aspects of the town, the people and the larger manifestations of the culture of another EU country through an inspiring environment for learning.

Please explain how the competences and experiences acquired by staff participating in the project will be integrated into the strategic development of each consortium member and of the consortium as a whole?

The choice of the consortium schools is carefully meditated

- to include participants from the biggest areas of Western Athens (Egaleo & Peristeri)
- to select evening VET school which foster life long learning
- to incorporate secondary and post secondary schools

in order to

- widen the spectrum of the impact & dissemination of our strategic plan
- enhance attractiveness of life long learning via VET institutes
- support the professional development of those working in all levels of VET

The competencies acquired by the 42 participant teachers will be integrated in our consortium member schools' strategic development plan. These competencies will be integrated into the pedagogic principles which reflect our consortium member schools' values and commitments: international understanding, cultural awareness, cooperation in learning, diversity and inclusion.

The participants in the mobility will lead training sessions in each member of the consortium premises to share with their colleagues competencies acquired and experiences lived by the staff participating in the training programme, which will contribute to increasing the European Dimension of our consortium member schools as part of their strategic development plan in the future.

The consortium plans to lead a series of seminars and workshops in the broader Western area of Attica to share their skills and competencies acquired by the attended training course. Due to the large number of the participants we expect the impact also to be considerably high and affect a wide range of VET providers staff both horizontally and vertically as our consortium members consist of both Secondary and Post Secondary Education.

Moreover, specific sessions are built into the training itinerary to discuss the benefits of European co-operation. This will offer learning opportunities for networking at school and individual level. This networking will help participants to find partners for collaboration in future Erasmus+ actions and plan accordingly. Also, this networking could lead to get our students in contact with other students across Europe, plan students' exchange visits, develop learning projects and curricular or extra-curricular activities, engage in school partnerships through eTwinning by making wide use of ICT to access and disseminate knowledge, etc. All this will open the possibility of extending our consortium member schools mission on an international level.



E. Description of the Project

Why do you want to carry out this project? What are its objectives?

The reason to submit this mobility project is mainly our wish to offer the consortium members staff a life time chance to advance personally, interculturally and professionally as we strongly believe in the importance of international mobility as a means to acquire new competencies and invest in one's personal development according to all four ET 2020 Strategic Objectives. We selected four VET providers for Secondary and Post Secondary levels of the most populated areas of Western Athens and a wide range of staff specialities to attend a practical training programme in which the teachers will acquire paramount skills in the use of ICT and virtual classroom with a view to implementing new skills and competencies in their teaching methodologies and enrich their experience. The training course we have chosen will add value to the participants skills and knowledge, it will supplement their education, which reflects today's needs, and will take place in Spain, which will enrich the participants intercultural awareness reflecting this to their students inspiring them to consider working abroad as an option if unemployment in their sector persists in Greece. All consortium participants will benefit from the linguistic, cultural and intercultural skills they will acquire through this mobility which they could not gain on their own. The duration of the project has been decided after taken into consideration both the participants' availability and the sufficient time to complete a fully equipping course and receive adequate experience combined with linguistic, cultural and intercultural competencies without causing any hindrance to the daily obligations of the members of the consortium. More specifically, the aims of this mobility project are:

- to offer an one-week training course in order to master a better understanding of how this pedagogical integration of ICT and e-learning, which adds value to the teaching-learning continuum, can be achieved delivered by high-qualified tutors with many years of experience training teachers & education officials and instructors in Seville
- to equip them with the ability and the use of information and communication technology (ICT) such as Internet applications, video technology and various computer attachments and software programs such as Moodle e-learning platform, which have caused many changes in society. These changes have not just been of a technical nature but more importantly of a structural nature. Many of the major institutions of our society have changed and the way we live our daily lives have been impacted
- to discover a range of useful methods of how to integrate this new technology into their teaching
- to foster the development of learning communities for their sector among EU VET providers via the implementation of virtual classrooms by means of Moodle e-learning platform
- to advance their work skills and competencies
- to acquaint the consortium participants colleagues and learners with ICT skills and with the option of creating learning communities focused on their sector among EU VET organisations which will advance them and their students personally, professionally and interculturallly
- to equip them with specialised and up to date practical knowledge and competencies relevant for the current education and labour market needs so as to have equal opportunities with their counterparts.
- to develop their intercultural and ICT-specific skills
- to improve their linguistic communication skills in English & Spanish
- to give them the chance to get to know the Spanish language and culture
- to help them use English and Spanish sectorial language
- to familiarise them with the Europass tools (CV, Language Passport & European Skills Passport)
- to add value to their CVs and validate their acquired skills with the relevant documentation (Training Certificate, ECVET Transcript of Records, Europass Mobility Certificate, Spanish Course Certificate.
- to invest in their personal development.
- to give all participants the opportunity to get to know an Andalusian city: Seville, an artistic, cultural and financial capital of southern Spain, formally the capital of Andalusia.
- to promote the benefits of mobility projects in VET.
- to equip them with insight of methodology of VET delivered abroad.
- to promote employability opportunities in EU

The basic needs this mobility project wishes to cover for the participants are:

- professional by adding to their experience and skills the benefits, the documentation and the added value of this mobility project
- educational by advancing their skills and knowledge with hands-on practice
- personal by experiencing training and living abroad
- intercultural by recognizing the different culture and tradition of the region

How did you choose your project partners? What experiences and competences will they bring to the project? Please also describe how the project meets the needs and objectives of your partners.



Our cooperation with our partner Organisation was established after intensive and extensive research for innovative practical training courses for teachers & education officials and instructors our school conducted to meet the needs of our consortium members and the aims, issues and needs we wished to address with this mobility project in accordance with all four strategic objectives of ET2020. The Partner Organisation (euroMind) prepares and delivers tailor-made training programmes, the aim of which is to enhance the professional development of teaching & school staff. A period of fruitful dialogue took place to set the foundations of our partnership and clearly state the skills, experience and expertise each partner will contribute to this project. The criteria for the selection of our partners, which also depict their experience and competencies which they will add to the project are:

- their specialization in mobility projects
- the perfect cooperation we had for the implementation of past projects
- the extensive range of structured courses and seminars
- the services they provide to trainees (Tutoring & Monitoring, Accommodation, Spanish courses, Socio-cultural activities and trips, Airport transfer).
- the methodology of the structured courses with hands-on practical workshops
- the certification they provide.
- the learning outcomes of the linguistic and socio-cultural programme they provide for the participants
- their agreement to contribute to the preparatory, the organisational, the managerial and the implementing stages of the project as well as its promotion and its dissemination.
- the continuous cooperation facilitating the procedure to understand our project's objectives and the issues/needs it will seek to address and help us find the appropriate, coherent content for this mobility meeting the objectives and priorities of Erasmus+.
- their expertise and infrastructure in innovative courses for VET staff.
- the course of practical training in the field of ICT principles and methodology and Moodle e-learning they offer which was recommended by all School consultants of all sectors and specialties as a must for our staff raining in alignment with VET needs today.
- the methodology of the course which gives the participants as many opportunities as possible to enhance their knowledge and skills thanks to active participation and advance their skills and knowledge.
- their expertise on implementation of ECVET projects.
- their provision of all necessary documentation (Memorandum of Understanding, Partnership Agreement, Detailed Training Programme).
- the mentoring, monitoring and evaluation procedure we agreed on for our trainees learning outcomes
- the certification they provide.

The project also complements our partners needs and objectives. More specifically:

Our partner's needs are:

- To acquire more experience in preparing and conducting seminars, workshops, courses, aiming to make the teachers and others educators throughout the territory of the European Union meet new trends in education, and also know other forms of organization of educational institutions,
- Expand and strengthen cooperation with experts in their fields, in Andalusia, in the context of internationalization
- To promote educational innovation in order to improve the quality of education in Europe

Our partner's objectives are:

- Include schools in Spain, and Europe, in the functioning of the Erasmus + Program
- Provide assistance in the process of orientation of the idea of application. Share experiences and strategies.
- Expand and intensify actions related to international exchange, expanding horizons in the field of needs and expectations of teachers and others educators.
- Expanding horizons in the field know the real situation in educational institutions
- Promote research in education
- Gain experience in the field of international cooperation
- Enhance the knowledge and skills of tutors in the field of teach non-Spanish speaking students
- Improve English skills among Spanish tutors and professionals in their fields
- Establish contacts with educational institutions in Europe, in order to create educational projects together
- Support schools in Spain and others countries in the process of finding partners for others educational initiatives
- Use tools and resources to share knowledge and training opportunities with other schools in the European Union

What are the most relevant topics addressed by your project?

ICT - new technologies - digital competences



Erasmus+

Application Form

Call: 2015

KA1 - Learning Mobility of Individuals
VET learner and staff mobility

Form Version: 2.03

Quality Improvement Institutions and/or methods (incl. school development)

Intercultural/intergenerational education and (lifelong) learning



F. Participants' Profile

Please describe for each planned activity the background and needs of the participants involved and how these participants have been or will be selected.

The 42 Vocational School teachers who will participate in this mobility project are active, qualified and experienced educators in the four VET providers of Secondary and Post Secondary levels, which the consortium consists of, in the widest areas of Western Athens, Egaleo and Peristeri. Generally, the west region of Athens is an area whose inhabitants are characterized by low income and sensitive groups of people. Egaleo and Peristeri embrace students of low social and financial profile with a view to their re-integration to society with an improved personal and professional profile. It is a multi-cultural mix of students with low social background who wish for a second chance in their life which was degraded because of disparate causes. For this reason our consortium VET staff have to deal with this triple challenge daily, that is to fight for their students development in all three fronts: vocational, social and personal, thus, being obliged to be equipped with the necessary skills and competencies to facilitate their students advancement in all these three levels.

The consortium participants seek to acquire new knowledge and improve their professional skills so that they should be able to carry out their teaching in a better, more informed way, for their students via the chosen training programme of ICT and Moodle e-learning platform. This learning experience will be very helpful for them to share examples of good practice and to prepare classes for their students and to share with other colleagues in school. Their participation in intercultural collaborative learning projects will help them to adopt inquiry-based project work methodology to encourage their students in school to compare their own culture and way of life with the culture of others European countries and the European culture in general. Especially when these students are part of an area such as Egaleo and Peristeri, an overcrowded district with many social and economical problems. The benefits that they will bring for their students in school through this course will reply to these special needs and their goal is to be multipliers of the new knowledge and practices to the local community of VET providers educators & trainers.

For the selection of the participants there will be a Selection Committee consisting of the Headmaster who is also the project manager, the project coordinator and the representatives of each member organisation of the consortium, who will prepare an evaluation matrix allocating points to different selection criteria such as academic background, engagement in innovation processes English language level, motivation, communication and interpersonal skills, their willingness to share the experience upon return, their organisational and problem solving skills, their ability to work in a team, etc. as well as a withdrawal policy terms to be handed to the potential participants. The teachers wishing to participate will be presented and then asked to hand in their Europass CV and a motivation letter stating clearly how they will be benefitted most if selected in this mobility followed by an interview to specify their interest and showing commitment to the programme. The Selection committee will allocate each applicant certain points and a list of the applicants with their points will be publicly presented. The aforementioned list together with the applicants CVs and motivation letters will be transferred to the Host Organisation as agreed to mutually decide how the suitable participants match the training course to be delivered. If necessary skype interview with the applicants and the Host Organisation will take place to clearly decide on the participants who match the objectives of the project.

This group of teachers selected to take part in mobility will be a mix of different sectors and specialties VET educators of Secondary and Post Secondary levels addressing trainees of increased attention and needs and covering a wide range of educational areas of VET. The whole mobility experience to Spain and the intercultural advantage will be a life-time experience, benefit and asset for their personal development. The certification they will receive (Europass and ECVET credit units) and their use of Europass CV and Language Passport will advance their professional background. Finally, because of the aforementioned low economic level of the region, this program is an important opportunity for meaningful impact of the mobility of the selected participants on their colleagues and students for their future professional life, but with a completely different work culture. The consortium students have invested in our schools the biggest gamble of their lives for a better life and we believe in what Antoine de Saint Exupéry says in the Little Prince: "We are responsible for those who we have made them love us." That's why we designed this mobility to ensure that we can assist for their dream to become reality.

F.1. Learning Outcomes

Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in each planned activity of your project?

Specific learning outcomes:

- develop the technical skills to incorporate any technology in classes
- be able to create active learning experiences that awaken motivation and participation of students during lessons
- will get to know and be able to use a wide range of tools aimed at designing interesting didactic materials
- be able to use different methods of implementing creative and new ICT solution in their professional life
- will be able to unblock patterns of thinking which we use on a daily basis



- be able to change their habitual strategies of work and class preparation system
- become better equipped to integrate ICT principles and methodology in lesson programmes
- understand the main characteristics of Moodle as a software for online courses creation.
- acquire the technical vocabulary connected with distance learning in general and Moodle in particular.
- understand different types of blocks that exist on Moodle and their configuration within a course.
- understand and correctly use resources and activities which you can create on Moodle. Distinguish those which are the most adequate in every learning circumstance.
- understand and correctly use the evaluation tools incorporated by Moodle.
- understand the features of the various types of courses which can be created through Moodle.
- understand the main free software applications which can be used for implementing other types of contents to Moodle courses.
- understand the specificities of a tutor role within online courses as well as similarities and differences with the face-to-face learning environment.
- understand all possibilities that Moodle offers teachers in terms of correcting and administering a course.
- put acquired knowledge into a practice through delivery a course in the virtual classroom.
- developing learning communities in their sector via collaborative tools of the Moodle e-learning platform
- share examples of good practice via contact with other European teachers participating in the programme
- provide an enhanced European dimension to the consortium schools by means of linking our students and our schools with other schools all over Europe, by establishing future partnerships

General learning outcomes:

- updating of teaching or pastoral support programme
- understanding the benefits of education via the transnational learning communities supported by the integration of ICT and the use of Moodle e-learning platform
- keeping abreast of the times
- verifying and develop their pedagogical and communication skills
- contributing to the creation of a new open-minded and all-inclusive school
- increased motivation for professional development
- understanding how mobility enhances employability and personal development
- guiding colleagues and learners for the option of professional mobility

Country culture knowledge and skills

- Get to know the culture and tradition of the region

Knowledge and linguistic skills

- Improve communication skills in Spanish & English
- Improve the ability to use English and Spanish sectorial language

Intercultural skills

- Seeing, understanding and embracing cultural differences
- Recognizing and adjusting when being motivated by different cultural values
- Being respectful and showing empathy for people from culturally-different backgrounds
- Working effectively in diverse teams
- Listening and observing different modes of interaction
- Communicating effectively in a multilingual environment
- Being able to establish rapport quickly
- Adapting to new conditions without judgment
- Tolerating ambiguity and coping with adversity

Personal development

- Improve their confidence
- Be aware of one's own cultural values (self-awareness)
- Boost their morale
- Become more open minded
- Consider working abroad as a realistic option



The Erasmus+ Programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones?

Europass Curriculum Vitae (CV)

Europass Language Passport

Europass Mobility Document

Are you planning to use any national instrument/certificate? If so, which one?

1. Europass Curriculum Vitae
2. Europass European Skills Passport
3. Europass Language Passport
4. Europass Language Passport Application (where applicable)
5. European Credit System for Vocational Education and Training (ECVET) Transcript of Records
6. Europass Mobility

How will you use the European/national instrument(s)/certificate(s) selected?

The staff teachers who will request participation in the mobility projected will be introduced to the Europass CV and will be assisted to complete their Europass CV in order to be included in the participants selection process. During the mobility preparatory period in Greece the participants will be introduced to the other Europass documents: European Skills Passport and Language Passport. The participants will create their passports before their mobility and add the relative documents and information during and after their mobility. In the agreement we have discussed to sign for our mobility project with the Host Organisation, we have agreed that Europass Mobility Certificates will be delivered for each participant as well as a Seminar Attendance Certificate, an ECVET Transcript of Records and a Spanish Course Certificate which will be added to the respective tools the participants will have created. For the participants who have a mobile phone which supports applications the Europass Language Passport app will be introduced to be also used.

For the ECVET Transcript of Records, a Memorandum of Understanding will be signed stating clearly the qualifications and units of learning outcomes suitable for our mobility and credit transfer & the procedure and the responsibilities for assessment, documentation, validation and recognition. As a result of detailed analysis of the materials available on the ECVET system and pilot projects using the ECVET system for the transfer of skills, knowledge and competencies made by all the partners involved, the following decisions have been made: Our school and the Host Organisation euroMIND will discuss thoroughly the learning outcomes which reflect the aims and objectives of this project. The units of learning outcomes suitable for our mobility and credit transfer after mutually agreed, will be clearly stated in a Memorandum of Understanding which will be signed by both partners. EuroMIND as a competent body will deliver evaluations and certification of the learning outcomes acquired by the participants during their training. The evaluation will be delivered by the tutor of the Host Organisation having formal qualifications to assess the achievements of the participants. Evaluation will take place in the last day of the training. The tutor will be assisted by euroMIND mentor who will look after all the logistic, communication and organisational matters. The euroMIND tutor will receive the printed assessment sheets devised on the basis of the contents of Mobility Agreement which will be prepared for the group and accepted by all the partners.

The Mobility Agreement will be prepared and concluded via e mail. After the selections of the participants, the Mobility Agreements will be filled out for each participant individually and then signed by all the parties involved, that is participant, our school as the Sending Organisation, and euroMIND as the Host Organisation in the host country.

At the end of the project all participants will receive a Europass Mobility Certificate. The learning outcomes achieved by the trainees will be certificated and collected in the Europass Mobility Certificates and then co validated by our school.



G. Preparation

Please describe for each planned activity what will be done in preparation, by your organisation and, if relevant, by your partners and/or consortium members before the main activities take place.

G.1. Practical Arrangements

How will the practical and logistic matters of each planned activity be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

The practical and logistic responsibilities of the project have been already agreed during our discussions with our partners to be shared among partners and they will be also signed upon its approval by all partners.

Our school as the Sending Organisation will undertake the following tasks:

- create a blog, a social media group and page to set as a reference point of the stakeholders and as contact media
- inform and advise the participants for the procedure to be followed for their preparation.
- arrange each participant to issue their European Health Card and install the EHC application in their mobile phones if applicable
- collect the participants' health and medical checks
- issue the participants' visas if applicable
- issue health insurance, civil liability and travel insurance for the time abroad
- e mail the scanned copy of each participant's CV together with the names of the insured participants to the Host Organization before of the arrival of the group in Spain. The scanned copy of the insurance will be attached to the Mobility Agreement of each participant.
- book and issue the participants tickets for the travelling arrangements of the participants and provide the Host Organisation with the detailed information regarding the arrival and departure of the participants: times, flight numbers, airport name, number of terminal of arrival and departure, contact person telephone number in case of delays, early arrivals or any unexpected changes.
- discuss and guide on ways to monitor the participants during the mobility providing 24/7 contact in case of emergency
- assign the monitoring, mentoring and support of the participants regarding the practical and logistic matters during the mobility project.
- arrange a preparatory visit if this facilitates the Mobility Agreement arrangement or the project in general - mentor, monitor and support the participants before, during and after the mobility project.

euroMind Organisation as the Host Organisation has agreed on the following tasks:

- participate in the conducting of linguistic, cultural & pedagogical preparation before and during the project's delivery in Spain
- provide Practical Info Pack to the participants before their arrival in Spain
- reception of the participants in Spain
- transfer the participants from the Airport to the accommodation by coach.
- transfer the participants from the accommodation to the Airport by coach.
- arrange their full board accommodation providing pre-agreed rooms to the participants
- inform the participants about health and safety material they should take with them or take into account
- 24/7 availability of the euroMind team in case of emergency
- provide information to the participants and maps for their commuting and its cost from their residence to their premises and vice versa
- inform the participants about health and safety procedures in their premises students should take into account
- guide the participants in case of emergency
- contact with our school to cooperate on any issue involving the safety and the protection of the participants
- preparation and delivery of 20 hours of Spanish course with a special emphasis on sectorial language
- delivery of 30 hours of practical training course "How to integrate ICT in the teaching life?" & "Moodle Course for teachers" within an one-week duration for our trainees
- agree and sign a Memorandum of Understanding for the learning outcomes of our trainees after mutually accepting our respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credits
- tutor, monitor and support of the participants during their course & their whole stay in Spain
- evaluate the course and collecting all qualitative/quantitative information necessary to produce final assessment
- Europass mobility preparation assistance
- preparation of Spanish Course Certificates
- ensure that the participants achieve the learning objectives listed in the training programme provided
- preparation of ECVET Transcript of Records



- evaluation of the training on the basis of the Mobility Agreement and the Memorandum of Understanding
- provide Europass Certificates
- Disseminating & transferring of results in co-operation with our school

G.2. Project Management

How will you address quality and management issues (e.g. setting up of agreements or Memoranda of Understanding with partners, learning agreements with participants, etc.)?

The experience we gathered from the implementation of the past mobility projects and our participation in the Tol project have equipped us with enough insight for the management and the quality assurance of the project. The methodology used to devise the work plan was based on investigating the view of each partner as well as member of the consortium and develop a set of work packages in line with the project aims and objectives as well as the intended outcomes. Social media facilitated this procedure: a group was created on the Internet with the view to managing this project in a transparent and accountable manner (https://freedcamp.com/stakeholders_DnI/erasmus_2015_tKn/wall). All partners and potential participants were invited in this group and all communication was available to all interested parties. The project was divided into Work Packages which all partners have already agreed to contribute and have already assigned tasks and responsibilities during the discussions we had prior to this application.

WP1 includes the Project Management, which will be led by our school with the contribution of our partner and the consortium members. WP2 was initiated by our school contacting the VET Educators Consultants to decide on the fields which add value to our participants training by means of this mobility. Following their advice to focus on ICT skills and competencies we conducted a thorough internet research to find our partners. Then the internet group was created with all the stakeholders to discuss the objectives of our mobility and conclude regarding the learning outcomes and the Memorandum of Understanding agreement and the mobility agreements to be offered to the participants by the Host Organisation as well as the service, which refers to WP3 (implementation). Several meetings with Vet schools of West Athens took place in our school where all potential members of the consortium were fully informed and invited to join our internet group. The aforementioned agreements were open and available to the potential participants for further criticism and comments. Extensive discussions publicly in the internet group and Skype meetings led to draft agreements to be drawn up and tasks and responsibilities to be assigned for each partner and member of the consortium. These tasks and responsibilities cover the organisational, the managerial, the Quality Assurance, the preparatory, the implementation, the evaluation (WP4) and the dissemination procedures (WP5) as well as the mentoring and the monitoring of the mobility project. The calculation of the cost of the implementation of the project and the project budget was also publicly discussed in the internet group with the stakeholders and mutually agreed.

Regarding the monitoring of the projects all partners have agreed to continue the use of the existing internet group and upon approval of the project create a blog and a social media page where both the participants and the partners can follow all the stages of the project, thus, facilitating the monitoring of the project and ensuring transparency and immediate action in case of an emergency. These draft agreements (attached to this application) are to be finalized and take effect upon approval of the project during the preparatory period which involves WP2. WP3 deals with the project implementation period while WP4 & WP5 its evaluation & dissemination activities respectively. The work plan is attached to this application too.

Quality assurance

The hosting partner during the mobility period will assure the following minimum quality-standards:

1. provides a safe training environment for the mobile learner in which he/she can develop and learn;
2. takes into consideration the level of competence development of the mobile learner (the years of training/work experience);
3. allows enough time, room, means and resources for the training and coaching of the mobile learner;
4. appoints a person who will be the representative of the working place, coaching and supervising the mobile learner;
5. provides a detailed programme/plan including an introduction programme, evaluation interviews with the mobile learner on the progress of the training and the final assessment of the mobile learner;
6. cooperates with the sending organisation and makes the appropriate training agreements as described further on in the Learning Agreement;
7. gives the necessary information on the conditions and equipment concerning the training to be attended
8. A representative of the hosting organisation, on behalf of the sending organisation, monitors and evaluates the achievement of the learning objectives with the interpreting and translation service of the intermediary organisation.
9. The mobile learner attends under the supervision and responsibility of the hosting organisation, following the specific working hours.
10. The mobile learner attends to and fulfils the tasks that are part of the agreed training plan

G.3. Preparation of Participants



Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

The preparation of the participants concerns WP2 of our work plan and its duration is planned to be 7 months before the participants arrival in Spain. All partners agreed to contribute to the preparatory stage of the project. More specifically:

Our school as the Sending Organisation has agreed to:

- provide a 60 hours induction programme of 7-month duration which will acquaint the participants with their destination via the internet and the material received by the Host Organisations. Our IT laboratory will be at the participants' disposal to gather important information regarding their task-related activities, daily schedule, health and safety issues and risk prevention.
- familiarise the participants with all the documents which will be provided to them by the Host Organizations via e mail a couple of months before the planned arrival of the participants in Spain. The e mail will contain such informative documents as: Welcome Training Pack, Ground & Accommodation Rules, Sectorial Dictionaries.
- practically train the participants to blog creation and social media to facilitate their monitoring during their mobility
- upload all the informative material regarding important issues such as their Health and Safety during their mobility to the blog and the social media page and group for instant access.
- introduce them to the procedure of issuing a European Health Card and its provisions in Spain. Also introduce the EHC mobile application if applicable.
- provide them with a 60-hour English language for practical day-to-day communication and their training-related communication
- upload all the training agreements and all mobility related documents to the blog and the social media page for all participants' instant access
- provide our IT laboratory for Skype interviews with the Host Organisations and for the participants who lack access to the internet
- prepare worksheets to facilitate the monitoring of the participants mobility
- support the participants with the preparation of the documents necessary for their mobility (Europass CV, motivation letter, mobility agreement etc)

euroMind as the Host Organisation has agreed to:

- participate actively in the preparatory stage
- participate in the conducting of linguistic, cultural & pedagogical preparation before and during the project's delivery in Spain
- supply maps and informative material for the participants before arrival in Spain (Training Welcome Pack, Ground & Accommodation Rules, Sectorial Dictionaries with the useful expressions and vocabulary for ICT sector)
- deliver of Skype interviews with the participants before their arrival in Spain to get to know them better, to answer their questions regarding their stay in Spain, to sort out any formalities or minor details regarding the training expectations.
- contribute in the blog and the social media page by uploading all the necessary for the mobility information and documents
- deliver of welcome session with practical induction (location of hospital, pharmacies, surgeries, supermarket, library, cinema and other useful information)
- deliver of welcome session familiarising the participants with health and safety issues during their training as well as the detailed plan of their training
- practical & cultural walk around the city (the district of Seville in which the participants are accommodated).
- provide regular information about cultural events during the trainees' stay in Spain
- offer to all participants socio-linguistic preparation upon their arrival in Spain which will include Spanish course (20 hours)
- 1 socio-cultural activity agreed with the Promoter (one trip to historical Cordoba).



H. Main Activities

Please outline chronologically the main activities you plan to organise. If relevant, please describe the role of each project partner and/or consortium members in the activities.

1/6/2015: Our school will organise a meeting with the project manager, the coordinator and the consortium members representatives to set the selection criteria. A blog, a social media group and a page will be created for the facilitation of the stakeholders and applicants as well as the transparent and public monitoring of all the stages of the project life cycle.
15/6/2015: Our school will organise a meeting with the staff of the consortium members to present the selection procedure and the support plan to their application for participation. The blog, the social media group and page will be also presented and set as the stakeholders' reference point for their updating and contact medium.
15-30/6/2015: Our school will provide the necessary support to the interested to participate parties
1/9/2015: Our school will initiate the selection procedure calling the participants to submit their participation documents
1-15/9/2015: Our school will provide the necessary support to the interested to participate parties
1/10/2015: Deadline of participation call
1-15/10/2015: Our school will process the submitted applications and announce publicly the points each participant received in a list in ascending order. The Host Organisation will receive the participants documents and points and will conduct Skype interviews. All partners will narrow down the list to the 20 participants to take part in the mobility and the runner-ups.
15/10/2015: The official list of the participants will be publicly announced and uploaded on the internet with their points and their preparatory stage will start.
15/10-2/4/2016: Preparatory stage of the participants in Greece (all partners as mentioned above)

The following itinerary will be repeated in four flows during the 2 years of project implementation

Day 1

- Departure of the participants
- Arrival in Seville
- Accommodation at euroMind residential house

Day 2

- Introduction of the programme objectives.
 - What does ICT mean ?
 - Why the use of information and communication technology is crucial and necessary in the contemporary school? Brief discussion.
 - How to benefit from new technologies? The essential digital skills in the class of the XXI century.
 - Needs of current and future teachers for efficient pedagogical integration of ICT in the school environment.
 - Case study related to problems and challenges which face teachers during ICT introduction process into their teaching program.
- Analysis of present situation and the discussion about possible solutions.

Day 3

- Presentation of successful strategies of ICT integration in the teaching and learning program.
- The most efficient ICT tools that may be used in the teaching-learning process in the participants' schools.
- How to introduce, familiarize and implement new information and communication technology in the teaching-learning process.

Day 4

- How to design didactic materials using ICT tools. Creation of interesting multimedia presentations and tutorials through exploit various online tools and applications.
- Workshop about designing part of lesson using previously presented sources and ICT tools.
- Presentation of the results and discussion.
- Halfway Through Monitoring & Evaluation

Day 5

- The effects of ICT on school: teachers' and students' perspectives. Brief discussion during whose participants will consider the pros and cons about the use of the new technologies in school.
- How ICT may increase work productivity and improve personal organization of teachers and students?
- Teaching and learning at the distance.
- Barriers to the successful integration of ICT in teaching and learning environments.



Day 6

- Workshop during which the participants will create the "good practice" guidelines book with tips related to ICT integration which is planned to introduce in their schools.

Day 7

- Presentation of the workshop results.

- Summary

- Final Monitoring & Evaluation

Day 8

Goodbye Session

- Handing in of all project documentation
- Evaluation of the whole work experience and the euroMind team
- Summing up and evaluation of the objectives of the project
- Summing up and evaluation of the cultural aspects of the stay in Spain
- Summing up and evaluation of the Spanish course
- Presentation of dissemination materials

CULTURAL PROGRAMME

one day trip to Cordoba

Day 9

• Check out and return to home country

• Arrival of participants

11/4-31/5/2016: Preparation of Europass Mobility Certificate, ECVET Transcript, update of participants Europass Language Passport and European Skills Passport. Preparation, delivery and assessment of project evaluation sheets.

20/4/2016-1/6/2017: Dissemination activities (all partners and participants)

20-27/4/2016: Preparation of the dissemination material by partners under the guidance of both partners.

15-30/11/2016: Preparation and delivery of a dissemination conference with the participation of all stakeholders under the auspices of the regional VET secondary education bureau.

If applicable, how do you intend to cooperate and communicate with your project partners and/or consortium members and other relevant stakeholders?

As mentioned before an internet group has already been set to facilitate the communication with the partners, the members of the consortium and their staff during the period to negotiate, arrange and agree on the training programme, learning outcomes, intercultural outcomes practical and organisational issues of this mobility and the financial details (https://freedcamp.com/stakeholders_DnI/erasmus_2015_tKn/wall). This channel of communication together with skype interviews will remain active during the whole life cycle of the project and upon approval of the project a blog, a social media group and a social media page will be added to keep the cooperation and communication flow unobstructed among our partners and other stakeholders. Our project's acronym has been devised to be a hashtag in line with modern trends in twitter which facilitates communication globally. All documents will be exchanged via e mails and a 24/7 emergency telephone number will be defined by all partners. The project has been agreed to be conducted in a collaborative way being facilitated via internet tools. If necessary a preparatory visit will be arranged by our school.

How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

The cooperation among partners has already established an internet channel through the project group creation https://freedcamp.com/stakeholders_DnI/erasmus_2015_tKn/wall which will also be used as a means of monitoring and evaluating the project. There is day-to-day communication to arrange and agree on the training agreements and the Memorandum of Understanding as well as the mobility certifications with the partner. Skype meetings have also facilitated our cooperation which will also continue to take place regularly via the internet tools throughout the preparatory stage with skype interviews with the participants too. During the implementation of the project a 24/7 communication has been agreed with the partners, the consortium members and the participants through the internet and with a 24/7 emergency telephone number. The monitoring of the project will be three-fold by our school, the Host and the consortium members representatives. Apart from the already internet group creation, a blog a social media group and a social media page will be created for the specific project to monitor the preparation, implementation and the dissemination of the results of the project. Moreover one of the participants of each flow has been arranged to act as supervisor who will be assigned to monitor the progress of the participants throughout the cycle of the project and will have worksheets prepared during the preparatory stage with evaluation benchmarks of the outcomes of the mobility in alignment with the agreements we have signed with our partners to use for monitoring the progress and the



matching of the results with the objectives of the mobility. Both the Host and the consortium members Organisations have agreed to provide the relevant documentation of their monitoring of the project. More specifically:

euroMind – will assign a mentor for the group of participant who will be responsible for the introduction of the participants to the tutor who will deliver the training for the consortium members participants. During the training the mentor will deliver monitoring worksheets regarding their progress as well as learn from the first hand the level of satisfaction of both the participants and the training tutor.

The consortium members Organisations will assign a member of their staff as a supervisor of the flow. These supervisors of each flow who will be equipped with the necessary worksheets will be responsible for helping, informing and guiding and supervising the work done by the participants. The consortium members will select among the participants as a supervisor of each flow experts in their field with great experience in the implementation of projects. They will add value to the project before, during and after its implementation. They will actively contribute and take part in the preparatory stage supporting the participants who wish to take part in the mobility with their documentation. Together with the supervisors our school will prepare worksheets of the training progress to monitor and evaluate the learning outcomes and check whether the objectives of the project have been achieved. During the mobility project they will provide professional support, mentoring, monitoring and evaluation of the participants' progress and the project implementation. They will accompany the trainees during their training and non-training sessions to guide, support, monitor and evaluate their development, they will be our reference point in case of emergency or any crucial issue which might arise, they will act as a mediator between the Host Organisation and our school, they can act as examples for our trainees regarding their intercultural adaptability and last but not least they can help the trainees become aware of what they have learned by their experience. The supervisors role will also continue during the evaluation stage providing the data to the progress during the implementation of the project as well as the dissemination period contributing to the dissemination activities.

If applicable, please explain the need for accompanying persons.

N/A



H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.		A1											
Activity Type		Staff training abroad											
Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	Greece	Spain	2000 - 2999 km	0	7	7	2	9	14	0	0	0	0
2	Greece	Spain	2000 - 2999 km	0	7	7	2	9	14	0	0	0	0
3	Greece	Spain	2000 - 2999 km	0	7	7	2	9	14	0	0	0	0
Total				21	6	27	42	0	0	0	0	0	



H.1.1. Summary of Activities and Participants

Activity Type	No. of Activities	No. of Participants
Staff training abroad	1	42
Total	1	42



I. Follow-up

Please describe what will happen after the end of your main activities.

I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

The consortium members participants will be equipped with valuable practical training on how to integrate ICT in the teaching life which is a must for today's educational methodology and labour market needs while learning to implement them via a state-of-the-art e-learning platform, Moodle. Teachers & education officials and instructors can no longer ignore ICT. The key factor is a better understanding of how this pedagogical integration of ICT which adds value to the teaching-learning continuum can be achieved. The use of information and communication technology (ICT) such as Internet applications, video technology and various computer attachments and software programs have caused many changes in society. These changes have not just been of a technical nature but more importantly of a structural nature. Many of the major institutions of our society have changed and the way we live our daily lives have been impacted.

This training will help the participants to discover a range of useful methods of how to integrate this new technology into their teaching especially via Moodle, which is a software package which allows the creation and administration of distance learning platforms via Internet. With this software, which can be installed locally on a computer (that means with no Internet connection), you can easily create quite intuitive courses and integrate all types of educational contents and multimedia resources.

Also linguistically the consortium members staff will have the chance to improve by practising two foreign languages. These skills, knowledge and experience as well their certification and the use of the Europass documents will help, apart from updating and developing their skills in line with changing economic, technological and social circumstances, to upgrade their students technological skills enhancing their employability prospects.

On personal level all participants will have the chance to develop interculturality greatly which will also have great impact on a large number of students they teach. The consortium members schools will increase their experience in the methodology of VET provided in EU countries improving their learning strategies and making more attractive VET through the development of new forms of learning and the use of new teaching and learning technologies. As well as strengthening high quality teaching, this project will make teaching seem a more attractive career choice.

The Host Organisation will widen their professional background getting familiar with a Mediterranean country with similar mentality and VET practices and can add to their expertise with possible cooperation with future projects on this issue which is of crucial importance in today's labour market. Moreover the training groups will consist of staff of VET providers from different EU countries, which will give the chance to exchange educational practices, will equip the participants with enough insight of how ICT can assist VET staff from all EU countries to see their collaboration as a realistic option assisting the combat school leaving and make VET more attractive. The established networking of all partners can lead to future synergies promoting innovation on VET methodologies and a cross-sectoral cooperation among VET providers staff throughout EU.

VET learners and providers will be attracted by the outcomes of this mobility project leading to increasing the preference to VET. Especially in west Athens which is an area with a low financial background with a significant number of school leavers the impact will be quite positive leading to the attractiveness of VET and seen as an attractive alternative to school leaving.

What is the desired impact of the project at the local, regional, national, European and/or international levels?

The local impact of this project will be immense as this Athens area is a disadvantaged one with low financial background and the whole intercultural experience with the personal and the professional advantages that follow will boost the local development. All consortium members will be reinforced attracting more learners locally, which was also the case with the previous mobilities we implemented in the Nautical Studies field, IT field and Construction field resulting in our school getting a special award from the Municipality of Egaleo for the promotion it offered locally and in the west Athens region in general.

On a national level we hope to achieve a turning point in VET methodology with the inclusion of ICT principles and methodology in lesson programmes, which it is more than certain that it is a niche in education especially via the collaborative tools of Moodle e-learning platform. Another impact we wish to accomplish on a national level is to show the assets the participant can gain by the benefits of the collaborative tools of virtual classrooms.

Moreover, our cooperation with the partners can lead to innovative initiatives on putting acquired knowledge into practice through delivery of courses in virtual classrooms. which will also add value on a national level, European and International level as EU countries synergies can lead to pioneering educational and enterprise development on enhancing the attractiveness of VET across EU.

The proposed mobility will not only increase the capacities, attractiveness and international dimension of the consortium members organisations but also organisations which are active in VET in the broader western area of Attica with the dissemination activities we are planning to transfer the learning outcomes of this mobility so that they are able to offer activities and programmes that



better respond to the needs of their students, too. It will support the professional development of the consortium members staff, enhance notably the participants' foreign languages competence and raise the participants' awareness and understanding of other cultures and countries, offering them the opportunity to build networks of international contacts by actively participating in virtual classrooms and develop a sense of European citizenship and identity. Through the synergies which can be derived from the mutual training of multi national participants of each group and their planned activities to disseminate this mobility and ours the impact of this mobility via the ICT facilities can even reach a wide range of stakeholders that did not participate in the project but identify the same needs and consider new technologies as a must of our era in VET.

I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation/consortium and partners? What will be the target groups of your dissemination activities?

The internet monitoring tools, the blog and the social media page & group, will also be used for the dissemination of the project as they both receive high ratings of access and viewing among our target groups and stakeholders: VET learners and providers, enterprise sector, school leavers etc. The day-to-day monitoring of the mobility with the outcomes and the impressions of the participants will help disseminating the results of our project in multiple levels (local, national, European and international) as well as to a greater number of audience. These two media channels will be offered via the portal of our consortium members websites and also promoted via our school's web radio which also reaches a considerable number of our target groups.

The consortium members also plan a conference under the auspices of the regional VET secondary education bureau inviting other VET learners and providers of the region and teacher unions of all fields, which have already been informed of our intentions to apply for this mobility after consulting them to direct our focus of our objectives regarding today's education & labour market needs. In this conference the participants will speak about their experience and the outcomes of this mobility on personal, intercultural and professional level. The whole cycle of the project -the preparation, the implementation and the dissemination: the training agreement, the learning outcomes, the Memorandum of Understanding, the monitoring worksheets as well as the certificates of the mobility and the Europass and the other certification documents- will be presented as best practices to be followed.

Our partner will also contribute in the dissemination of this mobility via their internet channels: social media and websites. They will be delivering a dissemination session with the trainees to help them prepare the materials they will be able to use to disseminate the results of the project, such as Power Point Presentations, Training Photo album, Blog and Facebook Group, etc. More specifically the Host Organisation will assist the dissemination activities by:

- delivery of the dissemination classes - the participants will be asked to work on the chosen by them form of dissemination results of the project under the supervision of the Host Organisation Project Delivery Managers
- It can be a Facebook fanpage, Power Point Presentation, photographic diary/footage. The participants will also practise the presentation skills under the supervision of the Host Organisations.

The consortium members will arrange seminars provided by the participants for their staff to multiply the receivers of their learning outcomes and share their insight of integrating ICT in their teaching life in order to expand the mobility benefits to the most possible number of their staff. The successful implementation of virtual classrooms on the Moodle e-learning platform together with participants of other EU nationalities who will also attend the same training can set the basis of a huge dissemination platform which would cover multi nations and multi levels of VET.

I.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

The evaluation plan does not include only the evaluation of the training of the participants, which has already been mentioned and will consist of the evaluation by the Memorandum of Understanding and the Europass Mobility certification and certifications by the Host organizations. As we consider the evaluation of the entire project a useful tool to study its strengths and weaknesses in order to include the relevant data analysis and interpretation to our dissemination strategy to be offered to future applicants and us as a useful guidance for future projects we have decided our evaluation to include the whole life cycle of the project: the preparation, the organization, the managerial, the implementation and dissemination stages. The evaluation will cover not only the final results (learning outcomes, participants' development, accomplishment of project's objectives) but also the procedures before, during and after the project and it will be done by our consortium members and by our partners. For this specific reason an internet group was created so that all stakeholders can participate in the evaluation of the project throughout its life cycle https://freedcamp.com/stakeholders_DnI/erasmus_2015_tKn/wall.

This group is accessible by all stakeholders and the National Agency can also participate as external, experienced and independent evaluator of the project. With the creation of the site e-mails were sent to the partner and the consortium members, all potential participants, stakeholders and the National Agency announcing the existence and welcoming them as members with full access to all the pages so they can monitor the progress of the project and the comments, discussions and agreements of the sending and



hosting organisations and evaluate the positive and negative aspects of the project. The procedures to be evaluated are: regarding the practices and the results: their transparency and accountability, their innovation, the success of transnational cooperation and the effectiveness and contribution of partners, the overall administration and management of partnership, the matching of the training and the needs of the trainees, the dissemination of results and their utilization. An evaluation questionnaire will be created and the members of this group will be requested to evaluate the design, methodology, project management and quality of results. Through the internet group, the blog and the social media page all the relevant data will be kept throughout the duration of the project for assessment. Also the reports of the participants in the Mobility Tool will be taken into consideration along with personal interviews and group discussions. The results will be given to organisations involved or plan to deal with a similar mobility as well as the NA for contributions to best practices or other uses.

The supervisors of the flows will also participate actively in the evaluation of the accomplishments of the objectives of our mobility. They will be equipped with worksheets which will have been prepared prior to the mobility to monitor the progress with relevant evaluation benchmarks in accordance with the training agreements and Memorandum of Understanding signed with our partner. Our partner will also contribute in our evaluation plan providing their data and relevant documents aligning with the benchmarks we have agreed and signed during the preparatory stage of the project by evaluating the training and collecting all qualitative/quantitative information necessary to produce final assessment and monitoring and evaluating the trainees at the end of their mobility in Spain. The Host organisation mentor in cooperation with each flow supervisors and the training tutor will carry out the evaluations of the trainees and at the end of the trainings.

After obtaining the final results through evaluation, the mentor will meet the participants to give them the results of this evaluation. The least favourable results will be discussed with the participants in private so that both the mentor and the trainees have the comfort of sharing the information and exchanging the opinions and finding solutions to some problematic issues.

The participants will be able to contact their tutor by email whenever they need it. The Project Coordinator will be in contact with the participants and the host organisation via email and Skype videoconferences.

The host organisation at the end of the programme during the goodbye session will hand out the participants evaluation sheets so that they can assess their stay in Spain, their training, as well as the work of the Host Organisation.



J. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1	Staff training abroad	1	Greece	Spain	2000 - 2999 km	14	360.00	5040.00
A1	Staff training abroad	2	Greece	Spain	2000 - 2999 km	14	360.00	5040.00
A1	Staff training abroad	3	Greece	Spain	2000 - 2999 km	14	360.00	5040.00
Total								15120.00

J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Total Duration (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	No. of Accompanying Persons	Grant per Accompanying Person	Total Grant Requested
A1	Staff training abroad	1	Spain	9	14	864.00	0	864.00	12096.00
A1	Staff training abroad	2	Spain	9	14	864.00	0	864.00	12096.00
A1	Staff training abroad	3	Spain	9	14	864.00	0	864.00	12096.00
Total									36288.00

J.3. Organisational Support

No. of Participants (excluding accompanying persons)	Total Grant Requested
42	14700.00



J.4. Special needs' Support

Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
			Total	

J.5. Exceptional Costs

Activity No.	Activity Type	No. of Participants	Description of Costs	Total Grant Requested
			Total	

Please provide any further comments you may have concerning the above entered budget.



K. Project Summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

#OpTEACH4EU is a VET staff mobility proposal involving training for of four VET providers schools, our consortium members, which cover the widest area of Western Athens regarding VET provision and need a turning point to give a boost to their staff educational competencies & intercultural skills, and, thus, their learners employability. The mobility involves 42 teachers of various sectors and specialties delivering VET in two educational levels, Secondary & Post Secondary and teaching a wide range of learners minors and adults, who will attend a one-week practical training in ways to integrate ICT in their teaching life which is aligned with today's education & labour market needs according to the sector's union recommendations and more specifically the implementation of virtual classroom via the collaborative tools of Moodle (state-of-the-art e-learning platform), in Spain together with other VET teachers of different EU countries. The group will be distributed in 3 flows of 14 participants to facilitate the unhindered schools function and they will receive socio-linguistic and cultural preparation before their arrival in Spain to enhance their intercultural and personal development and be introduced to the new environment. Our project's aims is to enhance our consortium members staff teaching competencies, intercultural skills and adaptability based on today's education and market needs, to help them acquire key competencies in new technology and job-specific skills while strengthening their linguistic and intercultural competencies and complement their educational background with practical experience and technical skills to incorporate any technology in classes. Their teaching upgrading will help them keep abreast of the times and will be reflected to their learners contributing to the creation of a new open-minded and all-inclusive school. The familiarisation of the new age technological skills and competencies of the participants will be tranferred to their learners, which is of utmost importance according to key market stakeholders. Generally, the west areas of Athens is an area whose inhabitants are characterized by low income and sensitive groups of people. Egaleo and especially our consortium members schools embrace students of low social and financial profile with a view to their re-integration to society with an improved personal and professional profile. It is a multi-cultural mix of students mostly adults with low social background who wish for a second chance in their life which was degraded because of disparate causes. The incorporation of ICT technology in the learners school life will equip them with niche skills which will boost their employability. The project has been divided into work packages which involve the preparatory, the organisational, the managerial, the implementation and the dissemination stages and all partner & consortium members will contribute respectfully. The results we wish to achieve via this mobility is to rekindle VET attractiveness opening new paths towards ICT technology methodology and virtual classroom integration as well as intercultural awareness via mobility in EU. The impact will traverse the educational and the enterprise sector providing solid foundations for future integration of virtual classroom and ICT technology methodology which will benefit not only our school and region but also other countries on a European and international level. The mobility opportunity will also affect locally, regionally, nationally as well as on a European and international level after the dissemination of the training results. In the long term VET will receive the attractiveness, the work opportunities and the openness in EU it deserves.



K.1. Summary of participating organisations

Name of the Organisation	Country of the Organisation	Type of Organisation
2nd Evening Vocational Senior High School of Peristeri	Greece	School/Institute/Educational centre – Vocational Training (secondary level)
EUROMIND PROJECTS SL	Spain	Other
Total number of participating organisations		2



K.2. Budget Summary

The sum of previous sections representing the total grant requested for this application.

Activity No.	Activity Type	Travel	Individual Support	Special Needs Support	Exceptional Costs	Total
A1	Staff training abroad	15120.00	36288.00			51408.00
	Total	15120.00	36288.00			51408.00
Organisational Support					14700.00	

K.2.1. Project Total Grant

Grant Calculated	66108.00
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L. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- ☐ you have used the official Key-Action 1 application form.
- ☐ all relevant fields in the application form have been completed.
- ☐ you have chosen the correct National Agency of the country in which your organisation is established.
- ☐ the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- ☐ you have annexed all the relevant documents:
 - ☐ the Declaration of Honour signed by the legal representative mentioned in the application.
 - ☐ the mandates of each partner to the applicant signed by both parties.
- ☐ all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- ☐ for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- ☐ you are complying with the deadline published in the Programme Guide.
- ☐ you have saved or printed the copy of the completed form for yourself.



M. Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

<http://www.edps.europa.eu/>



N. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. Once signed it must be scanned and annexed to this application form.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60 000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:



- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place: _____ Date (dd-mm-yyyy): _____

Name of the applicant organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the applicant organisation (if applicable):



O. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)
Mandate Euromind.pdf	1122
Mandate Peristeri.pdf	706
Mandate_SEK.pdf	86
mandate_I EK.pdf	588
OpTEACH4EU_Workplan.pdf	92
DECLARATION_O_H.pdf	505
Total Size	3099

**P. Submission**

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

P.1. Data Validation

Validation of compulsory fields and rules

P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submitted

YES

Submission ID

1237847

Submission date (Brussels, Belgium Time)

2015-03-03 22:57:54

Hash code

ACB41254C945E143

P.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

P.4. Submission Summary

This table provides additional information (log) of all form online submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Form Hash Code	Submitted	Description
1	2015-03-03 22:57:54 (Brussels, Belgium Time)	ACB41254C945E143	YES	Your submission was successful. Submission ID: 1237847

P.5. Form Printing

Print the entire form