**ERASMUS + WORK PROGRAMME FOR VET STAFF MOBILITY**

**I. DETAILS ON THE PARTICIPANT**

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| Name of the participant:  Field of vocational education:  Sending institution (name, address): 1st Evening Vocational Senior High School of Egaleo, Thivon & Petrou Ralli, Egaleo , 12241  Contact person (name, function, e-mail, tel): Kallergi Jennie English Teacher, [jkallergi@hotmail.com](mailto:jkallergi@hotmail.com), 00306932297236 |

**II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD**

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| Receiving organisation (name address): Euromind Projects SL , Avda Hytasa 36 Edificio Toledo II. Sevilla, Spain  Contact Person (name, function, e-mail, tel): Christina Cantonero, Project Coordinator, [info@idevelop.es](mailto:info@idevelop.es), +34 955 22 09 32 |

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| Planned dates of start and end of the mobility period: **18/01/2016 – 24/01/2015** |

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| **- Detailed programme of the training period:**  The trainees will be attending a seven-day training course in order to master techniques of Moodle.  Moodle is an open source software package for creating and managing e-learning courses through the Internet. Most educational institutions today use some kind of e-learning platform and a great majority of them use Moodle for their online campus.  This course will guide the trainees through the basic steps for the use Moodle as a teacher, creating intuitive courses and integrating all types of activities, educational content and multimedia resources. Moodle can be used for online courses, but it is also used in blended learning situations in which the face-to-face work at school is complemented with a wide variety of digital materials.  In Moodle you can create forums, surveys, lessons, digital books, assignments, glossaries, self-correcting quizzes, wikis, workshops and many other types of activities. You can also find other resources freely available on the Internet (videos, texts, images, blog articles, etc.) and integrate them in your Moodle courses.  This wide variety of resources contributes to provide a boost of extra motivation for your students. These digital, multimedia materials will give your subject(s) an extra dimension where the students will find themselves comfortable and eager to learn.  The course has a flexible approach in order to adapt the learning outcomes to the particular needs and ICT profile of the participants.  **Course Programme**  **Day 1** (5 hours) **MODULE 1:** **INTRODUCTION TO E-LEARNING AND BLENDED LEARNING. NAVIGATING THROUGH A MOODLE COURSE.**  -Introduction to the course. Expected learning outcomes.  -E-learning and blended learning: definition, characteristics and current trends.  -Why Moodle? Advantages of the Moodle LMS.  -Types of Moodle courses. Basic setup of a course.  -Navigation in Moodle: teachers’ and students’ modes. Roles.  -Blocks and sections in a course: types and functions.  -Activities and resources in Moodle: what’s the difference? Which to choose?  -Practice: setting up a Moodle course.  **Day 2** (5 hours) **MODULE 2: MOODLE ACTIVITIES (1)**  -Types of activities in Moodle.  -Choosing the right activity for each learning outcome.  -Communication activities: forums, chats, surveys (choice and feedback).  -Practice: adding communication activities to your Moodle course.  **Day 3** (5 hours) **MODULE 3: MOODLE ACTIVITIES (2)**  -Collaborative activities: wikis, workshops, databases, glossaries.  -Individual activities: assignments, lessons, quizzes, SCORM packages.  -Practice: adding collaborative and individual activities to your Moodle course.  **Day 4** (5 hours) **MODULE 4: MOODLE RESOURCES.**  -Types of resources.  -Teacher’s resources: labels, books, files, folders, content packages, web pages.  -External resources: external links and embedded media.  -Copyright and the use of external resources.  -Practice: adding internal and external resources to your Moodle course.  **Day 5** (5 hours) **MODULE 5: EVALUATION IN MOODLE. MANAGING A COURSE.**  -Enrolling options.  -Grading: how to set up scales  -Grading: how to set up the course grades.  -Monitoring students work. The use of reports in Moodle.  -Course administration: course backup and restore  -Course administration: resetting a course for a new academic year.  -Practice: backing up a course.  **Day 6** (5 hours): **Workshop**  - 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** (5 hours): **Final Evaluation**  - Presentation of the workshop results.  - Summary  - Final Monitoring & Evaluation  **Participant tasks before, during and after mobility**:  **Before mobility**  Skype meeting if possible between the partner organisation, participants and receiving organization to discuss open issues and for detailed mobility planning (travel, stay in Sevilla, other organizational issues)  Participants complete a Participant Profile Form in order to enable Training Tutors analyse their competences and interests before the mobility activities.  Participants can also prepare their own Europass CV and other documents from the Europass Portfolio if included in the project.  **During mobility**  The participants will be responsible for the following activities during the mobility :   * attending classes according to the schedule; * performing tasks required by the training provider; * participating in the initial and final evaluation; * initiating cooperation with participants from other countries if possible. * fill out feedback questionnaires at the end of the training course.   **After mobility**   * Follow-up feedback questionnaires will be passed onto the participants 5 months after the end of the training course with the aim to measure the impact on the participants, on their organization, colleagues, their students, etc. * Follow-up feedback will be used by the receiving organization for continuous improvement and updating of their training course offer. * Participants will be obliged to implement forms of sharing the knowledge, competencies and skills gained during the course with the colleagues in the home country who did not take part in the course. These can be workshops, seminars, job shadowing etc. * Additionally, participants and the sending organizations can disseminate the results of their mobility projects by**:** * posting presentations on e-Twinning; * creating a Teachers’ room on e-Twinning; * running a project on e-Twinning; * doing questionnaires for the evaluation of dissemination; * writing articles in the mass-media; * preparing and delivering case studies on the topics discussed during the training * posting on the project’s blog comments, photos, descriptions of the mobility experience; * posting all materials on the project’s blog; * filling in the UE and other questionnaires;   **Competences to be acquired by the participant**:  **General:**   * competences for improving the quality of training and activities for the benefit of students; * competences for strengthening social cohesion in Europe; * competences for the exchange of best practices; * competences for personal development by managing their own learning; * competences for achieving changes through modernization and international openness in the school; * internationalisation competences; * competences for ensuring the quality of a project; * keeping abreast of the times * contributing to the creation of a new open-minded and all-inclusive school * increased motivation for professional development * will be able to effectively support for students´ development process   **Training specific:**  By completing this course, you will be able to:  - 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.   1. Understand the importance of current e-learning and blended learning trends in education. 2. Understand and the main characteristics of Moodle as a software for the creation of online courses. 3. Set up and use their own Moodle course. 4. Navigate through a course and customize it with different blocks and sections. 5. Create different types of learning activities and use them according to the desired learning outcomes. 6. Provide feedback for students’ work and grade assignments. 7. Create individual itineraries by restricting access to activities based upon conditions such as date, grades, performance, etc. 8. Create your own resources in Moodle and incorporate other external resources from the Internet. 9. Comply with copyright laws when using external materials for your courses. 10. Enroll your students in a Moodle course. 11. Monitor your students’ performance throughout the course. 12. Set up grading scales and configure the course grades policy.   13. Backup, restore and reset a Moodle course  - develop 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    **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 |
| **- Monitoring arrangements:**  **Monitoring and Mentoring of the participant before, during and after the mobility**:  **Before the mobility**  The participants will be monitored regarding the preparation of the mobility, the participation and the dissemination focusing on the expected changes at institutional level. The number and quality of dissemination and valorisation activities performed by each participant will be monitored via reports and worksheets.  The participants will be asked to prepare reports about all the performed activities.  The monitoring activities will be carried out by a person specially chosen for this purpose from the Sending Organisation and will include the creation of a monitoring plan which will include the preparation of Evaluation Worksheets during the preparatory stage with evaluation benchmarks of the outcomes of the mobility in alignment with the agreements signed for monitoring the progress and the matching of the results with the objectives of the mobility.  The mentoring activities will be carried out by both Sending Organisation and Training Provider.  1 month before the arrival of the participants in Spain, training provider is going to contact the Coordinator from the Sending Organisation, responsible for the mobility in order to provide them with all the information relevant for the management of the mobility in Spain, such as contact details of the training Coordinator in Spain, contact details of the Tutor, transport arrangement details, accommodation details, practical information and tips on Spanish culture, life, etc., procedures to follow in case of emergencies and accidents.  **During the mobility**  Course Tutor is going to be responsible for the process of monitoring of the participants’ development and participation during the course.  Monitoring is going to take place all the time, but particularly during speaking activities when the Tutor is concerned with the general assessment of learners' performance in relation to general progress or recent skills, knowledge and competencies development.  Monitoring of individual learners is going to take place during more autonomous practice exercises, when the aim is to point out errors and encourage self-correction. Guided practice activities, particularly of the pair-work format, are going to be monitored for accuracy, while less guided group-work activities are going to be monitored for task achievement and competence.  The mentoring activities which are planned to take place during the mobility are going to take place at the end of each training day. The participants will be able to approach their Tutor to discuss some doubts they might have. The Tutor in such cases will be acting as Mentor who will be offering support, guidance and advice to the participants on further development in the field.  During the mobility the participants will be encouraged to run a daily blog and comment on the programme.  The participants will be asked to sign the attendance list on a daily basis.  The participants will be mentored by the project management team in the home country at each stage of the mobility.  They will also need to take part in all the organised activities and follow all the instructions sent to them via the communication channels used in the project.  The consortium members of the Sending Organisation will assign a member of their staff as a supervisor of the flow. Together with the supervisors the Sending Organisation will prepare evaluation 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  **After the mobility**  The Sending Organisation is going to monitor the delivery of the dissemination and knowledge, skill and competencies sharing programme envisaged for Sending Organisations’ staff that did not have an opportunity to take part in the training abroad.  The participants that took part in the training abroad will be encouraged to provide mentoring support and guidance to their colleagues.  The mentoring activities will be include  - workshops  - one-to-one meetings  - conferences  - seminars |
| **- Foreseen use of outcomes, evaluation:**  Before their arrival in Spain, each participant will be asked to complete a questionnaire of needs/Teacher Profile Form in order to find out their level of advancement in the field in which they will be training during the course. The forms will be passed onto the Course Tutor who will analyse them and adapt the training programme to the learning needs of the participants.  At the beginning of the training course, the Tutor is going to hand out the initial assessment forms to the participants with the topics that are going to be covered during the course. The participants will be asked to fill them out and return them to the Tutor.  At the end of the course the same assessment form will be handed to the participants who will be asked to fill it out again. All the forms will be collected by the Tutor who will analyse them in depth and prepare progress reports about each participant. The progress reports will be sent to the participants by email after the completion of the mobility.  Additionally, on the last day of the course, the participants will be asked to fill out the course evaluation forms the aim of which is to provide the Tutor with valuable feedback on what elements of the course were delivered according to their expectations and what elements need further improvement or change. All the feedback provided is going to be thoroughly analysed by the Tutor.  Also, on the last day of the course, the provider of the training course is going to ask the participants to fill out the course and services evaluation forms.  Before and after the mobility, as a form of self-assessment the participant will complete the Language Passport which will provide relevant information on their progress in English language learning.  The Sending Organisation will prepare Evaluation Worksheets which will evaluate the quality and the quantity of the training activities, the participation in these, the results of the entire action, the fulfilment of tasks, the dissemination of results, the attitude towards international cooperation, the creativity and the desire for self-enhancement and for promoting European values.  Each participant will make monthly reports about his/her activities before and after the mobility, and weekly reports during the mobility. The following main tools will be used for the assessment: evaluation worksheets, questionnaires, interviews, surveys, online meetings, observations.  **Recognition**  The Sending Organisation will issue Europass Mobility Certificates for each participant which is going to be signed by the training provider at the end of the mobility.  One week after returning to their home country, the participants will fill out the UE Questionnaire in Mobility Tool.  The Training Provider is going to issue Training Certificates which will be handed to the participants on the last training day. The Certificates will be signed and stamped by the Training Provider Director. |

**III. COMMITMENT OF THE PARTIES INVOLVED**

**By signing this document, the participant, the sending institution and the receiving organisation confirm that they will implement the work-programme as described above.**

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| **THE PARTICIPANT**  Participant’s signature  ........................................................................... Date: .................. **1/12/2015**....................... |

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| **THE SENDING INSTITUTION**  **1st Evening Vocational Senior High School of Egaleo**  We confirm to implement the proposed work programme.  Coordinator’s signature | |
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| **THE RECEIVING ORGANISATION**  **Euromind Projects SL**  We confirm to implement the proposed work programme. | |
| Coordinator’s signature  .............................................................................. | Date: ........... **1/12/2015**...................... |