

2015-2018



Erasmus+

V A D E M E C U M

PEAK PROJECT

This document includes description, summary information, schedule of activities and annexes of the project PEAK - Promoting European Awareness and Key competences, funded by Erasmus + 2015/2018.



ENGLISH VERSION

WORKED OUT BY THE
A.N.F.I.S. team
2015-2018





Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

CONTENTS



<i>Introduction</i>	2
PROJECT SUMMARY : PRINCIPLES, OBJECTIVES, ACTIVITIES.....	2
PROJECT ACTIONS.....	4
PEAK TIMETABLE 2015-2018	5
PARTNERSHIP.....	9
PARTICIPANTS.....	10

ANNEXES

MOBILITY - ANNEX	11
MEMORANDUM OF UNDERSTANDING - ANNEX 2.....	12
EUROPASS CERTIFICATION - ANNEX 3.....	13
SELECTION NOTICE - ANNEX 4	14
LEARNING UNITS - ANNEX 5.....	16
PRE-MOBILITY TRAINING - ANNEX 6.....	17
DISSEMINATION - ANNEX 7.....	18
EVALUATION - ANNEX 8.....	19
CERTIFICATION - ANNEX 9.....	20



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

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Activity Code: 2015-1-IT02-KA201-015149

INTRODUCTION

PEAK Vademecum:

- compiles in a single document the qualifying contents of the project in order to share and finalize them with the hosting partners;
- facilitates the detailed planning of the mobility activities;
- meets the need for documenting the activities;

This Vademecum is offered both in Italian and English.

PROJECT SUMMARY: PRINCIPLES, OBJECTIVES, ACTIVITIES

The PEAK - Promoting European Awareness and Key competences - project is intended to strengthen the quality of the professional development of teachers involved and to share a reflection on the experimental practices and experience, aimed at creating a community of speech and practices.

The purposes of the project are oriented to promote the development and assessment of teachers key competences in the field of multilingualism and ICT based methodology of teaching & learning. These skills are in the current context the symbol of the difference to feel fully European citizen and to participate in decision making and cultural life of the continent.

In this logic Peak project is a space where different social actors interact, aiming the conscious development of European citizenship of individuals.

It is necessary to encourage and sharing the development of good teaching practices that allow:

- the reduction of the digital divide between European students, as evidenced by both the OECD report of 2013, and the program "Opening Up";
- teachers awareness about the potential of ICT in relations of the richness and diversity of cultural and educational access to information and social cohesion of their students;
- students training for practical and critical use of digital technologies and the network;
- students training to democratic practices for direct participation in the social life of the

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Programme Erasmus+

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Activity Code: 2015-1-IT02-KA201-015149

country and the institutions within the European Union.



The mobilities are intended to implement the quality of teaching methodological and , communicative skills, and the exchange of experience mainly in the following fields:

- the skills in using information and communications technology (ICT) for education, as programmed by the European Commission through the Action Plan Opening up, in order to encourage innovation and digital skills in schools;
- promoting empowerment, participation and active citizenship, in order to develop among young people a feeling of European identity, based on common values, history and culture.



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149



PROJECT ACTIONS

The activities proposed by PEAK are the following ones:
for the **Partners**:

- project meetings in presence and at distance for all the participants to share the feasibility, planning, monitoring and evaluation of this learning pathway;
- shared analysis of Erasmus Plus planning in all its phases;
- arrangement of learning units and intellectual output;

for the **Participants**:

- mobility, in placement and exchange, in training situations, in schools and / or universities, aimed at the development of the teaching profession as a strong point for the improvement of education systems in the areas specified.

The application of best practices is based on personalized approaches to collaborative learning and critical thinking, to the strategic use of information and communications technology (ICT), and REA [Open Educational Resources] (OER-Open Educational Resources), flexible training, virtual mobility and other innovative learning methodologies, centred on scaffolding, tutoring and flipped classroom;

also included:

- monitoring and ongoing and final evaluation of the learning experience and of the Learning Outcome, always related to the selected aims and objectives;
- remote and in-presence meetings, essays on magazines and newspapers, multimedia tools (web sites, video-conferencing, chat, forum, social media) to promote discussion and dissemination of the results and benefits of the experience, sharing and transfer of good practices;
- visits to educational institutions and university of the hosting partner and in Italy, during which sharing experience and collaborations with partners and stakeholders through the co-construction of Intellectual Output and dissemination of multiplier events effects expected from the project;

In the pre-mobility phase we will care to:

- achieve a common base of language skills input; if necessary, it will carry out a specific preparation in the target language;
- participants training on the use of ICT in professional exchange and sharing of materials;
- training on mobility learning objectives.

Training initiatives will be carried out on a Moodle platform and using Web 2.0 tools.



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Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

PEAK TIMETABLE 2015-2018



Period	Actions
2014 – November	A.N.F.I.S. group work is formed
2014– December	Project idea is defined through the analysis of Erasmus plus opportunities and based on the assessment of the project previously presented. Changes and implementations included have been designed on the basis of the training needs of the proponents (ANFIS, members of the project team, schools, institutions and associations, transnational partnership, territory).
2015 January	Contacts started with national and transnational partnership Feasibility planning and drawing up of a concept note, shared with partners.
2015 February	Defining online communication strategies among the partners and filling the application form in; sharing the proposal of project design.
2015 March	PEAK E-Form is filled in and submitted to the National Agency for approval.
2015 August	Erasmus plus National Agency publishes the results of applications; Team group notifies them to the partners.
2015 September/ October	Drafting of the Vademecum and the MoU (Memorandum of Understanding) by the project team ANFIS in collaboration with the representative of the partner coordinator.
2015 October	The partners and the project team improves the mobility scheme [see Annex 1]



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

<p>2015 – October/November</p>	<p>The last two steps are the key elements that distinguish a traditional mobility from a Europass one [see Annex 3]</p> <ul style="list-style-type: none"> • Signature of an agreement of learning (LA - Learning Agreement) with the learner [see Annex 6] • Project kick-off meeting (M1) at Torino Cascina Caccia <p>After the official announcement of the National Agency and the signing of the contract:</p> <ul style="list-style-type: none"> • sending the Vademecum to the partners for joint planning of contents and methods of implementation of the mobility activities; • definition of tasks, responsibilities, resources, indicators, results; • signing agreements with partners [see Annex 2]; • identification of the criteria for participation in the internal selection to the institutions involved [see Appendix 4], with relative information on mobility and budgeting; • identification of the Learning Outcomes (LO); • agreement on defining the evaluation unit, in a logic of mutual trust, defining, in particular: <ul style="list-style-type: none"> ○ assessment methodology and context of development; ○ timing; ○ arrangements for informing the learner; ○ how to document the process; ○ identify the mode of validation and recognition
<p>January 2016</p>	<ul style="list-style-type: none"> • Registration with the NEC (National Europass Centre) of the project for Mobility in order to get the approval and release of the booklet of the participants Europass Mobility; • provision of travel, accommodation and insurance for participants; revision and distribution of materials for monitoring, evaluation and reporting.
<p>2016 – January / March</p>	<ul style="list-style-type: none"> • Participants' pre-mobility training of the [see Annex 7]
<p>2016–4th April – 10th</p>	<ul style="list-style-type: none"> • Mobility in Cordoba- Spain. (C1)
<p>2016 –May / September</p>	<ul style="list-style-type: none"> • Evaluation of the first mobility between partners. Possible adjustments of the program and intermediate activities of dissemination [see Annex 8].



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

2016 - September	<ul style="list-style-type: none"> • Arrangement of participants' travel, accommodation and insurance for the Staff meeting; • Review and delivery of equipment for monitoring, evaluation and report of the Mobility in Cordoba -Spain (C1).
2016 September 29 th - 1 st October	<ul style="list-style-type: none"> • Second meeting of mobility planning between the partners (M2) at University BFU - Burgas Bulgaria.
2016 –November / December	<ul style="list-style-type: none"> • Preparation between partners of the second mobility: possible adjustments of the program and intermediate activities of dissemination, preparation of materials. • Arrangement travel, accommodation and insurance beneficiaries for the second mobility (C2).
2017 –January / March	<ul style="list-style-type: none"> • Registration with the NEC (National Europass Centre) of the project for Mobility in order to get the approval and release of the booklet of the participants Europass Mobility; • Participants' pre-mobility training in the 2nd mobility (C2) [see Annex 7].
2017– March / April	<ul style="list-style-type: none"> • Mobility inBurgas - Bulgaria. (C2)
2017–May / September	<ul style="list-style-type: none"> • Evaluation between partners of the second mobility. Seminar assessment of the project. • Dissemination [see Annex 8].
2017 –3 rd week of September 22 nd /23 rd /24 th	<ul style="list-style-type: none"> • Third meeting of mobility planning between the partners (M3) at St. Mary's University College –Belfast – UK.
2017 - November / December	<ul style="list-style-type: none"> • Preparation between partners of the second mobility: possible adjustments of the program and intermediate activities of dissemination, preparation of materials. • Arrangement travel, accommodation and insurance beneficiaries for the third mobility (C3). • Participants' pre-mobility training in the 3rd mobility (C3) [see Annex 7].
2018 -January	<ul style="list-style-type: none"> • Intermediate activities of dissemination [see Annex 8] and enhancement.
2018 - February	<ul style="list-style-type: none"> • Mobility in Belfast, Northern Ireland - (C3) • Workshops, training sessions and ongoing monitoring.




Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

2018 - March	<ul style="list-style-type: none"> • Evaluation between partners of the third mobility. Seminar assessment of the project • Dissemination [see Annex 8]. 	
2018 – May/ June	<ul style="list-style-type: none"> • Mobility in Turin - Italy (C4) • Multiplier Event(E1) • Final evaluation of the project • Workshop - Final Video conference of the project • Financial reporting. 	


Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149



PARTNERSHIP

PARTNERS

Country	Partner's Name		Function
Italy , Piedmont, Turin	"Albe Steiner"	Secondary High School	Applicant Organisation
Italy, Veneto, Verona	A.N.F.I.S. –	Teachers' Trainers Association	Partner Responsible for coordination on the contents of the project
Italy , Piedmont, Turin	ACMOS Association	Voluntary association	Partner
Spain, Cordoba	Alcantara Group	Training and consultancy Company	Partner
Bulgary, Burgas	Burgas Free University	University	Partner
Italy, Veneto, Verona	"L.Einaudi"	Secondary High School	Partner
Bulgaria, Burgas	" G.S.Rakovski"	Secondary High School	Partner
UK, Ireland del Nord, Belfast	St. Mary's University College	University	Partner
UK, Ireland del Nord, Bessbrook Newry	"St. Paul High School"	Secondary High School	Partner
Italia, Piedmont, Torino	USR - Regional Education Office of Piedmont	Public Institution	Partner

STAKEHOLDER

Country	Partner's Name		Function
Italy , Piedmont, Turin	Metropolitan City of Turin, Programming Service, Educational System and Professional training	Public Local Institution	Stakeholder



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

PARTICIPANTS

PEAK experience will be allowed at 62 education professionals selected by the European partners and at 84 units selected by the Italian partners, via internal notice to the institutions involved [see Appendix 4]. The institutions involved are: state schools, universities, professional bodies and voluntary associations; the actors were as follows: teachers, school leaders and association, administrative directors and secretarial assistants, academics, trainers, tutors. The notice will be distributed through circulars and notices published in cork boards for bodies, partner websites, mailing lists. For the selection of the participants it will be also evaluated the motivation to improve and update their own professional skills.



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 1 - MOBILITY



The PEAK program is spread over 36 months, from 20 November 2015 to 31 July 2018. The duration of the training in the host countries is one week, including 5 working days and two for the transfer.

- **Evaluation** of the results achieved as defined in the MoU in order to recognize the certification to be released.
- **Papers**
 - filling out evaluation grids
 - filling out evaluation reports and self-assessment

Common activities to all mobility:

- Visits to host countries schools and universities for the exchange and discussion on the training themes;
- "Job shadowing" activities, observation of teaching practices and training situation, in particular the use of ICT;
- exchange of knowledge and best practices in self-training sessions and training in institutional settings;
- training and teaching situation in pedagogical use of web 2.0 technologies;
- training and teaching situation of units related to the development of active citizenship practices in Europe;
- session to evaluate the experiences at the conclusion of the training period to ensure uniformity between the requirements and provisions (expected outcomes).



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 2 - MEMORANDUM OF AGREEMENT

Introduction: the Partnership Agreement, implies the signing of a Memorandum of Understanding MoU (Memorandum of Understanding) between the partners to formalize the essential elements of the agreement reached.

Essential elements of the partnership:

REFERENCES OF ACTION:

- title;
- reference to the program;
- names of contacts in individual organisms;

DUTIES AND RESPONSIBILITIES:

- objectives and description of mobility,

OBJECTIVES OF THE NETWORK:

- defining objectives of the network partnership;

OPERATING MODES:

- seminars;
- meeting;
- organization reporting.

PROGRAM:

- detailed definition of the timing and the content of the cooperation (what / who / when);
- definition of the work program of the exchange;
- definition of the experiences made full availability and expected results;
- required documentation and production time;
- definition of the criteria and procedures for the transfer of the results of the experience.



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 3 - EUROPASS CERTIFICATION

13

Registration of the project mobility at the NEC (National Europass Centre) in order to get the approval and release of the booklet of participants for each of the Europass Mobility



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 4 -SELECTION NOTICE

METHOD FOR DISSEMINATION

- bulletin board inside the organizations involved
- partner websites
- mailing list

CONTENTS

Objects

- Reference to the program and the project.
- Objectives.
- Length of stay abroad.
- Distinct Hosts for each of the three submissions.

Eligibility Requirements

- Requirements to be possessed by the Candidate at the time of submission of the application.

Terms and conditions for the submission of applications

- Deadlines

Preferential or priority titles

- Previous experience in the field of project
- Knowledge of the host country

Selection Process

- Evaluation Commission
- Criteria and method of verification
- The ranking list
- Publication of the results

Appendix

- Extensions





Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

Attachments

- application form
- model European CV
- format various statements

Criteria and monitoring tools already established:

- Language skills
 - Curriculum
 - Possession of any certification
 - Self-assessment test
 - Self-certification (online test)
 - A general knowledge of the subject to be exchanged:
 - Curriculum (specific experiences, role in the organism to which they belong)
 - Self-assessment tests
-
- Ability to communicate and manage interpersonal relationships:
 - Curriculum vitae
 - Awareness of their personal and professional expectations;
 - Reason experience internship;
 - Letter of motivation;



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 5 - LEARNING UNITS

Identification of the / learning units

The content of the mobility must be expressed in terms of units of LO related to a qualification. Each unit must contain:

- title of the unit
- results contained in the unit
- description of the methods applied
- procedures and evaluation criteria

Learning units will be created specifically for the mobility experience and subsequent spread.

The planning of the schemes and the creation of the lines of the design according to the unit of learning will be carried out online on Moodle by project staff and with possible involvement of employees / partners ad hoc on specific actions to be sent.





Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 6 - PARTICIPANTS PRE-MOBILITY TRAINING

They are preliminary activities for the performance of on-site activities and aimed at optimizing the relatively limited time available during the mobility.

The actions of the PEAK project provide a preparation phase preceding the mobility experience with the purpose of supporting the training experience abroad with:

1. the development of short training modules on language skills, organizational and relational abilities;
2. the organization of training modules aimed at the acquisition of simple web 2.0 tools to enable methods of sharing and collaboration;
3. the management of interventions aiming at the orientation and the reinforcement of the reasons behind the decision to undertake the mobility experience abroad;
4. the preparation and distribution of information materials (especially "country profiles" in which are highlighted and summarized, along with some basic laws and regulations, including customs, traditions and other information of a cultural nature). [from the site LLP <http://www.preparalamobilita.it>]



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 7 - DISSEMINATION



All the representatives of the partners participating in the project are in charge with dissemination:

As an example we recall some mode of dissemination as may be provided:

- organization of workshops, during and after the mobility, with stakeholders;
- producing documents and tools for testing and evaluating the unit learning from experience;
- seminars and workgroups for sharing tested activities.

The dissemination will take place, provided by the participants, in the structures of belonging, through:

- training initiatives in the professional context (target: school personnel, other persons)
- experimentation in the classroom with students and colleagues.



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 8 - EVALUATION

1. MOBILITY EVALUATION:

During the mobility

The participants:

- fill grids and questionnaires especially planned
- prepare a log book where they will record, in English, the most significant moments of their journey.

After the mobility

- Exchange benchmarks evaluation :
 - participants' level of satisfaction of the experience of the transnational mobility;
 - coherence of training content in relation to the objectives of the exchange
 - self-assessment on the acquisition of new skills and / or knowledge
 - strengthens points;
 - presence of critical issues;
- Validation of "credits" granted abroad;
- Registration of credits recognized in the participant's personal booklet.

2. PROJECT EVALUATION

BENCHMARKS:

1. interest generated in the target audience;
2. respect and coherence of the program, of the working time and project goals;
3. modes and procedure of communication between the partners involved in the network partnership.
4. effectiveness of the network of partners in other educational contexts.

TOOLS

- Questionnaire filled out by the participants;
- Hosting partner's Final report;
- Participant's evaluation grid;

At the end of the project, based on the information collected, we will proceed to the evaluation of all processes and products and their consistency with the objectives set by reporting strengths and weaknesses.

Portfolio: collection of documents and most significant experiences emerged during the project by the individual partners



Programme Erasmus+

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Action: Strategic Partnerships for School Education Call: 2015 Submission: ID 1255340

Activity Code: 2015-1-IT02-KA201-015149

ANNEX 9 - CERTIFICATION

For what concerns the procedures for certified assessing, PEAK follows the guiding principles of Europass, the official instrument of the European community in the validation and accreditation of mobility experiences. Within the macro-phase of the mobility experience is included the validation of the same, namely the recognition of the performed activities.

Certifying the experience of mobility gives it a particular value as it fulfils the need for transparency and accreditation.

The instruments of recognition and certification are:

- certificate of attendance arranged by the sending partner and delivered by the host partner with the data that situate the experience and the main activities carried out and know-how acquired:
 - name of the hosting partner;
 - effective period of the mobility;
 - expected professional contents;
 - educational and professional goals achieved;
- participation certificate delivered by the sending partners for internal credit in local and national level;
- Europass certification for the recognition of expected outcomes in the various learning units foreseen in mobility.