

PRESENTATION FOR INTERESTED STAFF AT
CLADDAGH NATIONAL SCHOOL for APPLICATION IN
OCTOBER 2018
by Annie Asgard

KA101 Mobility Projects for Schools
Job shadowing

Monday, April 30th and Thursday May 3rd, 2018



Erasmus+

www.leargas.ie

Aims

- Provide information on KA101 Job Shadowing Mobility
- Understand the application process and your role as participant
- Understand the rationale behind job shadowing and purpose of it within the school and broader context
- An opportunity to ask questions and clarify your area of interest and desire to apply
- Understand the budget and contractual obligations of participants engaging in job shadowing
- Begin to plan with a colleague and look at the developing list of interested schools and partners



School Education - Priorities

Strengthening the profile of teaching professions through Initial Teacher training and ongoing Professional development

Developing teacher competences in dealing with diversity, innovation

collaboration

Reducing Early School Leaving

Addressing under achievement in basic skills of maths, science and literacy

Enhancing the quality of Early Childhood education

Outcomes for you and for the school

As regards staff, youth workers and professionals involved in education, training and youth, the mobility activities are expected to produce the following outcomes:

- improved competences, linked to their professional profiles (teaching, training, youth work, etc.);
- broader understanding of practices, policies and systems in education, training or youth across countries;
- better quality of their work and activities in favour of students, trainees, apprentices, pupils, adult learners, young people and volunteers;
- greater understanding and responsiveness to social, linguistic and cultural diversity;
- increased ability to address the needs of the disadvantaged;
- increased support for and promotion of mobility activities for learners;
- increased opportunities for professional and career development;
- increased motivation and satisfaction in their daily work.

Activities supported under this Action are also expected to produce the following outcomes on participating organisations:

increased capacity to operate at EU/international level: improved management skills and internationalisation strategies; reinforced cooperation with partners from other countries; increased allocation of financial resources (other than EU funds) to organise EU/international projects; increased quality in the preparation, implementation, monitoring and follow up of EU/international projects; innovative and improved way of operating towards their target groups, by providing for example: more attractive programmes for students, trainees, apprentices, young people and volunteers in line with their needs and expectations; improved qualifications of teaching and training staff; improved processes of recognition and validation of competences gained during learning periods abroad; more effective activities for the benefit of local communities, improved youth work methods and practices to actively involve young people and/or to address disadvantaged groups, etc.

Learning mobility of individuals more modern, dynamic, committed and professional environment inside the organisation: ready to integrate good practices and new methods into daily activities; open to synergies with organisations active in different social, educational and employment fields; planning strategically the professional development of their staff in relation to individual needs and organisational objectives; if relevant, capable of attracting excellent students and academic staff from all over the world. In the long run, the combined effect of the several thousands of projects supported under this Key Action is expected to have an impact on the systems of education, training and youth in the participating countries, thus stimulating policy reforms and attracting new resources for mobility opportunities in Europe and beyond.

Key Action1 - Learning Mobility



Projects are expected to bring positive and long lasting effects on the participants and the participants' organisations

Improved professional competences

Responsiveness to linguistic and cultural diversity

Capacity to trigger change

Capacity to operate at EU level

JOB SHADOWING

IS...

- an opportunity to learn new pedagogy and approaches.
- an opportunity to find out how you manage in an environment that is unfamiliar and new.
- a change to challenge yourself professionally and possibly change some of your ways of thinking about teaching and learning.
- a new way to learn about other cultures, languages and traditions.
- time to reflect on your own practice.
- a great way to meet new friends and colleagues!
- a fun way to spend time learning!
- about picking up new tips and small ideas you can use when you get back to school.

IS NOT...

- a time for you to tell staff from another country how to do things a better way (ie how we do it here)
- a compare and contrast exercise.
- an observation or passive time. Get stuck in from day one!
- EASY! It will be challenging to see things that are so unfamiliar to you and culturally different. The context is everything and it's great to be open to difference. It's what we teach our students!
- a holiday or free ride. You are still 'at work' so please keep in mind that you will need to disseminate your learning and share with your colleagues when you return to school.

Key Action 1 Projects Aim to...

Support the **professional development of school staff** through **mobility projects** that comprise;

- A professional development project of **1 to 2 year duration** that is framed within a **European Development plan** for the organisation which is aimed at modernising and internationalising their mission

- [The project responds to clearly identified staff development needs](#) (Link to Blog of a teacher who engaged in a job shadowing experience in Berlin to learn about the best practice approaches to working with newly arrived refugees)

- It involves **appropriate selection, preparation and follow up** measures

- Ensures that the **learning outcomes are disseminated and widely used within the organisation**

Who can apply?

- A school sending its staff abroad
- The coordinator of a **national education consortium**. (As per the list of education authorities approved by DES and published on the Léargas website. Two Irish schools must be included that are linked to the coordinating organisation. All members of the consortium will need a PIC).
- **Individuals can no longer apply**
- Participants of such projects can only undertake activities in **Programme countries**. See **p.23 of Programme Guide**

Why are we ONLY engaging in only Job Shadowing this time?

The mobility project can comprise one or more of the following activities:

- **Teaching assignments** (this activity allows teachers or other school education staff to teach at a partner school abroad)
- **Structured courses or training events abroad** (support the professional development of teachers, school leaders or other educational staff)
- **Job shadowing** (provides an opportunity for teachers, schools leaders or other school staff to spend a period abroad in a partner school or another relevant organisation active in the field of school education)

Duration is from 3 days to 2 months, two days travel time may be added if relevant

JOB SHADOWING **SENDING/RECEIVING** and Partner Finding Using the School Education Gateway (SEG)

- RECIPROCAL (SENDING/RECEIVING) JOB SHADOWING ensures that we are more likely to be approved
- Bergen Norway exchange and Consortiums
- Your participation as welcoming hosts in a reciprocal exchange
- Getting to know your hosts / job shadowing peer before travelling
- Choosing a school/partner you can learn from / collaborate with after the project is over (sustainability)



A mobility project will consist of:

- **Preparation** (including practical arrangements, selection of participants, set up of agreements with partners and participants, linguistic/intercultural/task-related preparation of participants before departure); signing a binding agreement with the school that you will complete the tasks agreed by you in order to receive and retain your grant money
- **Implementation** of the mobility activities;



- **Follow-up**

- evaluation of the activities and learning outcomes
- integration of the learning outcomes
- evaluation of impact on areas of need identified
- dissemination and use of the project's outcomes
(blog of Job Shadowing experience)
- writing and individual final report and submitting it to the European Commission
- participating in completing a group final report to be submitted to Leargas. If this is not completed to a high standard, the school does not receive the remainder of the grant money

Some things to note...

- You'll be selecting from [this spreadsheet of schools](#) with which we've networked or are developing a relationship. It will be up to YOU to contact the school, ask your questions about what resources are available to you that you feel would best meet YOUR personal needs for personal and professional development. YOU will be responsible for setting up a timetable and sending it with the application outlining your activities, learning plan, objectives and goals for your job shadowing visit and how you will measure that you've achieved those goals. You will work with your host organisation and key contact person (the teacher or teachers who will be your job shadowing teacher in the school YOU select).
- The schools we will partner with have [completed a survey](#) (or are currently doing so) that will give us a lot of information about their school and special programmes but YOU will need to contact them yourself/yourselves to find out more details about how their institution can help you to meet your learning goals and needs in a way that a training course or training in Ireland cannot do. Keep this in mind when you are writing your plans.

this plan forms part of the application form and should indicate how the planned mobility activities are part of a long-term strategy for the development and modernisation of the organisation. It should;

- Identify the **main areas of need / improvement in your school** in terms of quality development and internationalisation, for example; management competencies, new teaching methods, ICT competencies, language competencies etc.

SHARED WORK FOR THE TEAM: European Development Plan

The plan should also;

- Outline the expected impact on learners, teachers, trainers and other staff and on the overall organisation.
- Outline how your school will use and **integrate the competencies and experiences acquired by staff into the organisation** and how it will assist the organisations long-term development plan.
- [Dissemination](#): Share what you learn

The purpose of the plan is to ensure that the planned activities are relevant for both the participants (school staff) and for the organisation as a whole, as they will have higher impact on the quality of teaching and learning if they are well integrated into the schools strategic development.

KA1 some key questions

- What are the priority needs in my school?
- Can any of these be met by the staff taking up international training/ job shadowing?
- Are there links with the E+ Programme/Key Action1 priorities ?
- How can the training and follow up be implemented in the school at a practical level?

Budgetary Considerations

- YOU will be responsible for selecting an institution that has a location and local economy that fits within the budget that is given to you by the grant for each country with regards to the travel allowance and individual support. This is different based on each country in the EU. It's YOUR RESPONSIBILITY to plan your own budget carefully; this is no longer the role of the coordinator.
- Due to previous issues with sub cover, **only TWO people** can travel at the same time for job shadowing. <<This can be one 2 person team or two individuals going to two different places.>> There will be an online Google Calendar available for teams to book their job shadowing visits. *You will need to open a Gmail (email) account in order to enter your preferred dates for a school visit.* It will be first come first served preference. You will need to establish if the dates you select are suitable for your job shadow host (i.e. that their school is open and not on holidays; that their schools is open to welcoming guests during that time (i.e. they are having special events or exams during your visit)).
- Keep in mind the lead in time to book flights and cost implications of high season tourist destinations. Keep this in mind when choosing your partner school and time of year for mobilities.

The Budget

Organisational Support	350e per person in the project	This money goes to the school to cover the costs of managing the project. Banking, secretarial, administration. Subbing (discussion)
Travel	based on mileage band not the actual costs of your flights	To get you from school to your destination locally and abroad
Individual Support	per person per day of the job shadowing work plus one day travel on either side based on the country selected	covers food, accommodation and all other expenses incurred by you for travel
Total	multiplied by the number of teachers in the project	60% up front 40% at the end of the project

Travel

Eligible Costs

Set Unit contribution amount towards the travel costs of participants, based on the travel distance from their place of origin to the venue of the activity and return.

Financing Mechanism

On-line distance calculator must be used to establish the applicable distance band:

(http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

The distance is based on place of origin and place of the venue:

- **Place of origin:** where the sending organisation is located
- **Place of the venue:** where the receiving organisation is located
- The applicant must indicate the distance of a one way travel to calculate the amount of the EU grant that will support the round trip

E.G For travel distances between 2,000 and 2999KM the unit amount is €360 per participant.

Online Distance Calculator

On-line distance calculator must be used to establish the applicable distance band (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Distance calculator

For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below.

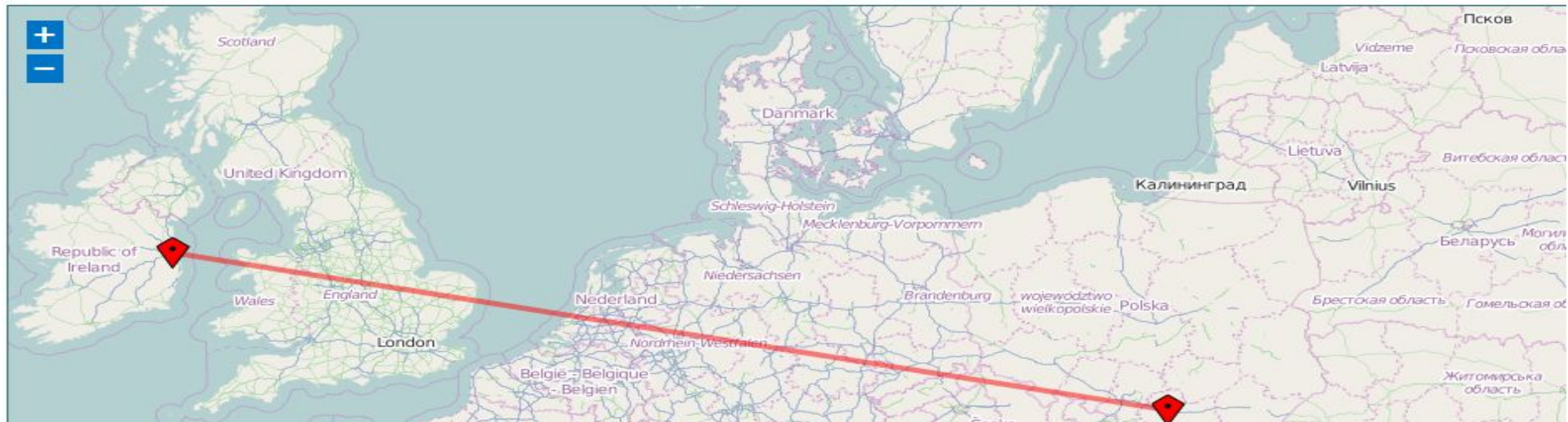
Based on the distance expressed in km, the corresponding distance band must be chosen in the application and report forms.

From:

To:

Calculate

Distance: **1830.08** km.



TRAVEL BANDS

Amount
For travel distances between 10 and 99KM: 20 EUR per participant
For travel distances between 100 and 499 KM: 180 EUR per participant
For travel distances between 500 and 1999 KM: 275 EUR per participant
For travel distances between 2000 and 2999 KM: 360 EUR per participant
For travel distances between 3000 and 3999 KM: 530 EUR per participant
For travel distances between 4000 and 7999 KM: 820 EUR per participant
For travel distances of 8000 KM or more: 1500 EUR per participant

Organisational Support

Eligible Costs	<p>Concerns management of the project by the organisation;</p> <ul style="list-style-type: none">➤ Costs directly linked to the implementation of mobility activities (excluding subsistence for participants)➤ Preparation(pedagogical, intercultural, linguistic)➤ Monitoring and support of participants during mobility➤ Validation of learning outcomes <p>Concerns Dissemination:</p> <ul style="list-style-type: none">➤ Preparation and promotion of dissemination materials➤ Online dissemination (e.g. project website)
Financing Mechanism	<p>Based on unit costs per participant</p> <ul style="list-style-type: none">➤ €350 per participant (up to the 100th participant)

Individual Support

Eligible Costs	Costs directly linked to the subsistence of participants during the activity. THIS INCLUDES FOOD, ACCOMMODATION, TRIPS/EXCURSIONS, ANYTHING ELSE YOU NEED FOR THE COURSE OUTSIDE OF TRAVEL EXPENSES.
Rule of Allocation	Based on the duration of the stay per participant (if necessary, to include also one travel day before the activity and one travel day following the activity)
Financing Mechanism	Based on unit costs per participant Daily rate for the country where the activity takes place

ESTIMATED EXAMPLES OF DAILY ALLOWANCES PER DAY PER PERSON

ITALY	160/DAY/PP	MALTA	120/DAY/PP
SPAIN	140/DAY/PP	SLOVENIA	120/DAY/PP
PORTUGAL	140/DAY/PP	FINLAND	160/DAY/PP

Grant Money

The school receives the grant money in two separate allotments.

- 60% upfront
- 40% within 2 months after the final report has been submitted on time and has been approved. This is the responsibility of all project members.

How is a KA1 application evaluated?

- To be considered for funding, proposals must score at least 60 points.
- Additionally, they must score at least half of the maximum points in each of the categories (e.g. Relevance = 30 points; proposal must score at least 15 points)
- The three scoring categories are (detailed on pp. 61-64 of PG):
 1. Relevance of the project max 30 points
 2. Quality of the project design and implementation max 40 points
 3. Impact and dissemination max 30 points

<p>Relevance of the project (maximum 30 points)</p>	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (see section "What are the aims of a mobility project") - the needs and objectives of the participating organisations and of the individual participants ▪ The extent to which the proposal is suitable of: <ul style="list-style-type: none"> - producing high-quality learning outcomes for participants - reinforcing the capacities and international scope of the participating organisations
<p>Quality of the project design and implementation (maximum 40 points)</p>	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up) ▪ The consistency between project objectives and activities proposed ▪ The quality of the European Development Plan of the applicant organisation ▪ The quality of the practical arrangements, management and support modalities ▪ The quality of the preparation provided to participants ▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools ▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities ▪ If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders
<p>Impact and dissemination (maximum 30 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the project ▪ The potential impact of the project: <ul style="list-style-type: none"> - on participants and participating organisations during and after the project lifetime - outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels

Finally....

- Deadline for applications is 11 am (Irish time) – ?? **October 2018- Applicants should have their application submitted before this date.**
- This is a VERY short lead in time from the beginning of the school year so it would be great if we could get everything completed before the summer holidays.
- PLEASE SUBMIT YOUR INTENTION TO PARTICIPATE IN THE KA101 JOB SHADOWING APPLICATION PROCESS IN WRITING TO THE PRINCIPAL BY MAY 16TH (WEDNESDAY) AT 2:30PM USING THIS FORM. PRINT IT OFF AND SIGN IT AND SUBMIT IT TO THE PRINCIPAL BY THE DEADLINE.