Dear partners, course participants,

This step-by-step guide is designed to help schools/organisations complete the 2017 Erasmus+ Key Action 1 learning Mobility of Individuals application form. The guide is for organisations who are considering applying for funding for Key Action 1 school education staff mobility. This guide consist of four chapters – in the first one we give you the general programme information, the second one gives you more detailed look at the application process, while the third contains tips for filling in important parts of the application form. The last fourth chapter contains important links and also ITC partner information which you can use in your application.

Also on top of this document we recommend that, as a minimum, you consult the following documents to help you complete your application:

- [2016 Erasmus+ Programme Guide](http://ec.europa.eu/education/tools/National_agencies_en.htm)
- [European Commission’s Technical Guidelines](http://ec.europa.eu/education/tools/National_agencies_en.htm)

1. Basic Information

Key Action 1: Learning Mobility of Individuals is all about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 Schools can apply for staff mobility funding to support the professional development of teachers, school leaders and other school education staff. Under Key Action 1 School staff mobility, an organisation or National mobility consortium can apply only once per selection round. However, a consortium coordinator may coordinate several different consortia applying at the same time.

Funding can be used to support school staff engaged in both teaching and non-teaching roles. Schools can apply for funding to support any of the following mobility activities ITC InterNational can provide for your organization:

- staff training: this activity supports the professional development of teachers, school leaders or other school education staff in the form of participation in structured courses or training events abroad
Mobility Activities must be carried out abroad, in another Programme Country. A full list of Programme Countries can be found on page 22 of the 2016 Programme Guide.

ITC provides mobility courses in the following locations:

- Prague, Czech Republic
- London, UK
- Barcelona, Spain
- Helsinky, Finland
- Karlsham, Sweden

A mobility activity is transNational and involves minimum two participating organisations (at least one sending organization (your school/organization) and at least one receiving organisation (ITC) from different countries.

Staff mobility activities can last from two days to two months, excluding travel time. The minimum two days must be consecutive.

Recommended length of the mobility for our course is 5 days.

1.1. EU Education priorities

EU Education priorities are important in shaping and defining Education policies of its member states. As such, taking these priorities into account is important for your project application. For more details on this we would recommend you to visit:

Strategic framework – Education & Training 2020

European education and training cooperation: new priorities

We would also recommend you to check with your National agency to see if they have any specific National education priorities, taking those into account will also help you with your application.

1.2. Eligible Organisations

All Key Action 1 School staff mobility projects are organisation led, individuals cannot apply directly for a grant. Whilst a teacher can complete the application form on behalf of their school, the project remains the school’s responsibility even if that staff member leaves the organisation. The following organisation types are eligible to apply for Erasmus+ schools’ funding:

- A school sending its staff abroad (individual application)
- institutions providing general, vocational, or technical education on any level from pre-school to upper secondary education
- The coordinator of a National mobility consortium (consortium application)

If you are not sure if your organization can apply for this project please contact your local National agency for clarification.
1.2. Consortium Applications

Local or regional school authorities and school coordination bodies can submit an application to coordinate a Key Action1 mobility project that covers a number of schools. A school coordination body is an organisation (not a school) that has a clear organisational link to the running or management of those schools involved in the consortium partnership in a supervisory, coordinating, administrative support role. This could include:

- Local Authorities and councils with a role in school education
- Academy Trusts
- Local Authority Consortia
- General Teaching Councils
- School Federations
- Teaching School Networks
- Teacher training faculties of universities

This list is not exhaustive, if you are unsure as to whether your organisation would be eligible to act as a Consortium Coordinator please contact your National agency.

2. APPLICATION PROCESS

In order to take part in Erasmus+ activities, your organization has to register at the European Commission’s system EU login (Former ECAS (European Commission Authentication Service).

After the registration, your organization will receive a “Participation Identification Code” (PIC). With the PIC your organization will have automatically generated application forms with the basic data. And this brings us to the most important part – The Application Form.

2.1. THE APPLICATION FORM

The application form needs to be filled in on-line, the form is available at your National agency website along with supporting documents.

The form is divided into 7 principal sections:

1. Context
2. Participating organizations (your organization and ITC-interNational)
   - ITC partner organization details are available at the end of this document
3. Description of the project
4. Budget
5. Project Summary
6. Declaration of Honour
7. Annexes
Section 1: Context
Here, chose your form – mobility or cooperation?
1. Language
2. Title of the project
3. Duration

Section 2: Participating organizations
Here, provide information about our organization and information about ITC International
- Coordinating institution and partners
- Specifications of context and organizations’ experiences
- Legal representatives and contact persons
- European Development plan (Very important part concerning the EU values, needs of your organization, and info on sustainability of project outcomes, etc.)
  - What are the needs of your organization in terms of the development of quality and interNationalization?
  - Describe plans of your organization in terms of the European mobility and cooperation activities and explain how will these activities contribute to the identified needs?
  - Explain how, in its future strategies will your organization integrate competences and experiences of the staff acquired by their participation within the project.

Section 3: Description of the project
- Preparatory phase
  - Practical daily preparations (accommodation, etc.) management of the project (learning agreement), selection and preparation of the participants.
  - As you can see, the form is aimed at the organization and therefore the organization has to explain on how the individual participants are chosen.
- Implementation
  - Planned stays (weekly, two-week stays in chosen coure location), cooperation and communication, task distribution, monitoring, quality assurance.
- Post-project activities
  - Planned activities, impact, dissemination of results, evaluation

Section 4: Budget
For detailed explanation, please contact your National agency as the available funds differ from country to country.

Please note that the course fee for our courses is as follows:
All courses and locations: 350EUR per person for 5 day course, 700EUR per person for 10 day course
The course fee does not include accommodation or food

Section 5: Project Summary
Section 6: Declaration of Honour

- Print the form out
- Have the document signed by the legal representative of your organization
- Scan the document
- Attach it to the application form online.

Section 7: Annexes

Add all the documents listed in the “Checklist”.
The form then should be electronically submitted by the buttons in the section “Submission”. Please make sure that before you press the “Submission” button, all the information is correct and that all the pages of the form have been validated by the “validate” button.

Deadline for this round of application is **February 2nd, 2017** – for details contact your National Agency.

Final reports that follow-up the completed project must be submitted to National Agencies no later than 60 days after the end of the project contract. The grant provided from the European Commission is divided into two parts. 80% of the grant will be provided to your organization before the beginning of the project and 20% after the successful submission and evaluation of your final report.

3. APPLICATION DETAILS

For your convenience, we provide you with some tips and ideas on how to fill in the chosen important fields in the form:

3.1. European Development Plan

The European Development Plan is not something that schools or a National mobility consortium will necessarily have in place already but it something that must be considered and developed before applying. The purpose of the European Development Plan is to ensure that the planned activities of the proposed Erasmus+ project are relevant both for the individual participants and for the organisation as a whole, as they will have a higher impact on the quality of teaching and learning if they are well integrated into the organisation’s strategic development.

You will be asked in the application form to provide a strategic view of you organisation or consortium plans for European activities. The consortia need to have a strategic approach and present one European Development Plan relevant to all of the consortium partners. This will include an overview of the current status and vision for the future, identified needs, and how the planned Erasmus+ activities will address these needs. It is an opportunity to clearly link the activities you are applying for, and their outcomes, to the priorities, objectives and plans that the school(s) and consortium coordinator currently has in place.

This European Development Plan will be an important part of the evaluation of grant applications. You should consider the following before applying:

What are the needs of you school or consortium of schools in terms of quality development and internationalisation? These needs could relate to the following:
- management competences,
- staff competences,
- new teaching methods or tools,
- European dimension,
- language competences,
- curriculum, organisation of teaching, training and learning,
- reinforcing links with partner institutions,

How will your school’s/schools in the consortium planned Erasmus+ activities contribute to meeting these needs?

- What impact is expected on pupils, teachers and other staff, and on the school’s overall as a result of the Erasmus+ project and European activities?
- How will your school/schools in the consortium integrate the competences and experiences acquired by staff into their curriculum and/or the school development plan?
- How will the school/schools in the consortium use eTwinning in connection with the planned Erasmus+ project and mobility activities?

3.2. Description of the Project

Try to explain how did you choose your project partner? (ITC) and outline most relevant topics addressed by your project

e.g.

*We have chosen ITC as all their courses are disseminations of their previous Grundtvig and Leonardo projects. ITC has long-time experiences in the field of training and course organization (18 years).*

*ITC is on of the official institutions established by the Czech Ministry of Education, Youth and Sports.*

*ITC courses are lead by skilled lecturers, education professionals and university Ph.D. students (Charles University, Prague). ITC uses modern and innovative teaching methods and it organizes high-quality courses where interNationalization, multilingualism and European cooperation are supported.*

Explain why the topic of individual courses is important specifically to your organization and why do you want to send your staff to these courses.

Keep in mind that your participation in the project should have impact not only on your organization but also on your town, region and international cooperation because such courses allow you to find new partners for your work, business as well as personal life.

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

Pay particular attention to the European and international aspect, i.e. why is Erasmus+ funding the best way to achieve these aims? How do your proposed activities link to the objectives of the Erasmus+ programme and this specific key action? Please outline how the needs and the objectives were established, i.e. through research, planning meetings. The objectives of the project should clearly seek
to address the needs you establish and be relevant to the individual participants and organisation. This should link to the question one in section European Development Plan and further explain the wider international dimension of the activities which you are planning to undertake in order to achieve improvement at the organisational level.

3.3. Learning Outcomes

In this section you should identify the skills, knowledge and behaviour that the mobilities and activities that make up your project are designed to improve. These could be many and varied, and will change with each school and project, but there should be a clear link between the aims of your project, the activity and the learning outcomes. They should also be relevant to your participants and address the need you identified for this project and specified already in section European Development Plan.

The outcomes are closely connected to the course topic. Because we organize more courses on different topics, it is not possible to give you a universal hint for this filed. However, umbrella competences that are to be acquired by participants of all of our courses are following: Intercultural skills and communication, language skills, teaching methodology skills, teamwork, innovative approaches and methods of teaching.

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

In this section, simply chose “no” if you are not. If so, for example, university diplomas to prove your education etc. may be mentioned.

How will you use the European/National instruments/certificates selected?

Among other attachments of the application, you may use to attach your Europass i.e. a lifelong learning portfolio of documents depicting one’s education skills and achievements, provided by European Commission. It is intended to help the communication among people while using documents such as CV, language skills portfolio, etc.

3.4. Preparation

Practical Arrangements

In this section, all the activities of your organization prior the participation in the course should be mentioned. E.g. who books the tickets, hotels, who takes care of the application, who communicates with ITC, who pays what and when, etc.

If your application is successful the signed grant agreement includes the following statement: “The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their project”.

Project Management

In this section, please provide information on when and how the learning agreement with ICT is to be settled.

E.g. “ITC and our organization have agreed to settle the learning agreement no latest than XX.XX.2015”. Our organization has settled learning agreements with course participant on XX.XX.2015...
How will you address quality and management issues (i.e. setting up arrangements with partners, learning arrangements with participants, etc.)?
Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project.
Please then describe the process for establishing suitable methods and agreeing and monitoring learning outcomes for participants. Ensure that you detail how you intend to facilitate their active involvement and reflection to ensure the relevance and quality of these outcomes.

Preparation of Participants

This part is very important. All participants should take part in any kind of preparation activities. Anything they do prior their participation in the course, e.g. language courses, intercultural courses, self studies of course-related topics, course pre-reading, etc. should be mentioned here.

E.g. “Our teachers are going to take part in online language preparatory course and will study pre-reading assigned by ITC. Furthermore, they have also decided to prepare a presentation on our organization and cultural information about our region”.

You do not need to specify the individuals participating in mobilities at application stage. If you do not have individuals in mind, you should be able to specify how those individuals will be selected. If you have identified who will be involved, you should indicate this and describe any selection processes or criteria used.
General criteria may be: need, motivation, clear goals for the mobility, willingness to share the experience upon return. In addition to these general criteria, there may be specific criteria linked to the nature or purpose of the mobility project (i.e. relevance of the activities planned by an individual staff member to the needs of the school and other criteria defined by the school).
Selecting individuals for mobility should be a fair and transparent process, and these individuals should be selected on need and their appropriateness for the role. It is strongly recommended to form a selection committee, which could also involve external people, rather than letting one staff member take the decision alone. There should be a written record of the selection process in case of possible internal complaints.

3.5. Main Activities

Here, the main activities should be outlined. These are: Participation of your staff in the course provided by ITC. Here, simply, the role of ITC is – a provider of a course – and your role is a partner who benefits from the course and possibly develops further cooperation with ITC on other Erasmus+ projects.

Further, just describe our channels of communication (e-mail, phone, facebook groups) etc.

Follow-up and project summary

Follow-up is a very important part as according to these activities, your final report is evaluated and your last 20% of the grant are provided. You should make sure that you mention the positivity of the ITC course and its impact on all levels – intra-organizational, inter-organizational, local, regional, National, and interNational. What groups will benefit from your staff members participating in this course? – teachers, students, local groups and organizations, your organization itself, your town…?
How are you going to spread the information about what your staff members have learnt? E.g. your website, media, organization of events, meetings, conferences, etc…
4. CONCLUSION AND FURTHER LINKS

We hope that this short digest of the Erasmus+ Guide came in handy to your grant application process and that you will benefit out of it. Should you have any questions concerning the rules of granting within the Erasmus+ activities our organization is active in, do not hesitate to contact us at info@itc-international.eu or application@itc-international.eu

Also, feel free to contact directly your National Agencies as they are usually very helpful and kind.

Find us on Facebook and have a look at the other handy links:

ITC International website

ITC International Facebook website
Official European Commission Erasmus+ website

Erasmus+ Facebook website
Erasmus+ by ITC Facebook website

National Agencies contacts
Erasmus+ explained – video by Council of Europe

Erasmus+ Youtube channel

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ITC International organization details for Erasmus+ projects

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Background and Experience

- ITC is an adult educational training centre, with 18 years of experience in the field of language education
- ITC is an education institution established by the Ministry of Education of CZ, and member of the Czech Committee for Science Management.
- ITC has a 4 year experience as a Comenius/Grundtvig in-service training courses.
- All the courses are disseminations of the previous Projects.

We are also actively participating in EU educational projects: Leonardo da Vinci Partnership, Grundtvig Partnership, hosting for VETPRO, Mobilities of vocational schools, hosting for VET.

We already have experience working with lifelong learning programs, such as the Grundtvig and Leonardo da Vinci PLM, Vetpro, Ldv Partnership, SVES, Comenius. We are also providing high standard host organization services.

As a host organization ITC offers:

- hosting the participants
- arranging accommodation and catering
- arranging the local transport and airport pick up
- planning the training itinerary
- provision of the placements for the participants
- evaluation of the participants during the period of training placements
- organization of cultural visits (in case of being included)
- language course (in case of being included)
- local dissemination of the projects (in case of being included)

**ITC Erasmus + Mobilities of Teachers:**

All our courses are disseminations of our Projects: Grundtvig and Leonardo da Vinci Partnership.

All courses are accredited by the Ministry of Education of CR. Courses are taught by skilled lecturers, Education professionals and Charles University PhDs. We are using innovative teaching methods in our courses.

**Monitoring**

Describe how participants will be supervised during their training placement

ITC organizes regular meetings and individual discussion with participants in order to successfully monitor the progress of the program. ITC regularly sends reports about the development of the Czech part of the project to the sending organization.

**Certification**

The participants receive two different kinds of certificates.

- The first certificate is made out by ITC confirming the participant’s successful mobility completion.
- The second certification is the Europass mobility document. ITC will cooperate actively with sending organization in issuing the Europass mobility document.

**Main teachers/trainers bio**

**Smriti Vasistha, ITC Academic director**

Smriti Vasistha has a Masters degree in English and a degree in education. She has taught English language and literature for High school, Under-graduate and graduate courses. She also has a Post Graduate Diploma in Computer Applications.

She has been an ESL Teacher (Qualified TEFL Trainer from Trinity College, London ), teaching all levels of English for the past 10 years, and Head Teacher and Academic director for ITC International Life-long learning, Comenius, Grundtvig and now Erasmus+ courses for the past 7 years.

**Kamila Karagavrilidisová is PhD. student at Charles University in Prague - Department of Visual Arts Education.** She worked for innovative primary school in Prague where she gained an experience with Project Based Learning. She lived in Sydney-Australia where she studied HR Management, established a Child care facility, worked as Community Language School teacher or Inclusion support. She is currently interested in Critical Pedagogy, learning through popular culture and everyday life experience or using public spaces for educational purposes.
Mgr. Marie Eiblová is a primary school teacher having more than 10 years of practical experience in a wide range of ages and levels. Graduated at Charles University in Prague, she teaches English and French. She is mainly focused on language teaching and learning, memory techniques, diversity and multiple intelligence and multiculturalism.

Emil Velinov is a Postdoc in Human Resource Management and TEFL teacher as well. His main research areas are Human Resource Management in Global firms and In Education. He teaches HR practices in High Schools and Universities. At the same time his experience is linked to consulting on HRM across European Education institutions especially in Baltic countries, Russia, Norway and Austria.

Mgr. Marie Eiblová is a primary school teacher having more than 10 years of practical experience in a wide range of ages and levels. Graduated at Charles University in Prague, she teaches English and French. She is mainly focused on language teaching and learning, memory techniques, diversity and multiple intelligence and multiculturalism.

Bc. Markéta Čihařová, postgraduate student Department of Psychology, Charles University, Faculty of Arts. Markéta Čihařová is a postgraduate student of psychology with experience in teaching focused mainly on prevention of sociopathological phenomenons, multicultural education and English as well as mentoring. During her studies she spent a year at Middlesex University, London. Her research focuses on health care, mental health awareness and psychometric and methodological studies.

Mgr. Lucie Michálková, Teacher of Early school leaving, Special Needs- Children and Encouraging creative thinking Ph.D. student at Department of Educational Psychology, Charles University in Prague, Faculty of Education Lucie Michálková has Master degree in Psychology, Bachelor degree from Special education and finished two Continual Professional Development courses of Paediatric Neuropsychology at University College London. She worked as a psychologist at Child Neurology unit, where she further developed her work with children with neurological conditions. Whereas her main interest continue in Paediatric Neuropsychology, in her research in Educational Psychology she focuses on Theory of Mind in school environment - social-emotional, cognitive and moral development of the ability to be more compassion with others. She is also teaching courses of Psychodiagnostics and Psychopathology at Charles University in Prague. She is at psychotherapeutic training course under The Society for Logotherapy and Existential analysis.

Premysl Morgan Vacek is a private IT specialist and consultant with 18 years of experience. He specializes in effective use of online applications and/or smart devices in educational process. Morgan is a man of practice, focusing his lessons on practical tasks rather than theory. Morgan will teach you how to gather valuable resources on the Internet and connect them together to create online lesson. He is the one who is responsible for running our e-learning platforms."

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