



INTERNATIONAL MASTER IN ERASMUS PLUS PROJECTS 1st edition

13-24 November 2017

Organized by



Who we are

The “International Master in Erasmus Plus Projects” is organized jointly by two associations with an extensive experience in Erasmus Plus Projects and training courses on Erasmus Plus.

Euphoria is a non-profit organization founded in September 2014 by three women who wanted to share their experience gained whilst working for the European Commission in political affairs, communication, project management and financial management. All the members of the Association have an international background deriving from more than 20 years of experience in working, learning and teaching in multicultural environments. Euphoria has developed tailor made courses for teachers, headmasters and school administrative staff on EU projects and European educational affairs reaching more than 1500 school staff participants from Italy and all over Europe. Euphoria is currently partner of EU projects, e.g. the KA2 strategic partnership “Innovative training for managing multicultural classrooms”

Ciape is the Italian Centre for Permanent Learning, highly experienced in coordination and management of European projects, with more than 50 projects funded. Ciape has a long experience in management of international training courses on European projects design and management, addressed to trainers and consultants, focusing on innovative didactical methods and contents. Ciape is a recognised European expert in Work Based Learning, it is the coordinator of the European Network for Quality Apprenticeships, an active member of CEDEFOP communities “European Qualifications Framework - Credit Transfer in VET” and of the “Quality Assurance in VET”. Ciape is experienced in soft skills validation, and in research of the new skills required by the labour market.

Objectives

The main objective of the Master is to provide participants with the core skills to plan, manage and implement Erasmus Plus projects.

Our main goal is to provide participants with specific knowledge and practical capacity in order to launch and implement new projects and become a true project manager.

According to our experience, 99% of project managers start working on a specific programme and gain experience and confidence on it after at least two consecutive years working in the field.

That is why we want to focus on a single programme, Erasmus Plus, and want to share all our experience with talented people willing to become project managers of their schools, associations, SMEs, Universities or also freelance for different organizations.

The main objectives of the training course are:

- Explore all the Erasmus+ programme opportunities;
- Create the role of “*project manager and coordinator*” within each organization, who will have a complete overview of the programme and of the opportunities to promote, and going to know how to do it;
- Provide participants with an opportunity to develop and boost their career;
- Develop effective project ideas for European cooperation among schools, universities, associations but also SMEs and Public Institutions;
- Deepen knowledge regarding financial and administrative aspects of EU projects;
- Build project activities and relations with the partnership and with the National Agencies;
- Develop dissemination plans and promote communication activities over EU projects;
- Monitor and evaluate the project, produce correct project reports and carry out an effective and efficient financial management of your project;
- Organize the project materials for eventual controls and/or external audits and learn the tricks of reporting the project expenses.

Target groups

The International Master in Erasmus Plus Project is addressed to four main target groups:

- Schools: from headmasters, administrative staff and school inspectors to school teachers, VET teachers and VET trainers;
- Universities: from staff to professor;
- Students and youth: from those attending university, including PhDs, to those looking for a job. For the most talented students we also foresee the possibility to work in one of the two associations on launching new projects;
- Associations: whatever is the action field of the Association, they can be very interested in joining Erasmus Plus projects.

All these target groups can benefit from Erasmus Plus and can plan different activities within the Erasmus Plus programme, many more than expected and generally known.

The Trainers

All trainers are experienced project developers with hands-on experience in writing, implementing and supervising many Erasmus+ projects.

One of the main key points of the course is the opportunity to learn from people who concretely work in projects, write projects and live projects.

Language of the course

English

Programme

DAY 1 - 13 November 2017

Ice breaking activities: knowing each other and sharing mutual expectations

Lecture: The Erasmus+ Programme, its general objective and structure (3 Key Actions, Jean Monnet and Sport)

Work in small groups: analysis of the outstanding transversal objectives of the Erasmus+ Programme

Presentation of the group work results and evaluation

DAY 2 - 14 November 2017

Lecture: Eligibility of organizations and countries by Action

Applied work: who is eligible for?

Applied work: obtaining a PIC number, how to register in the EC project management systems

DAY 3 - 15 November 2017

Lecture: Objectives and impacts on target groups by Action

Lecture: Supported activities and expected results by Action

Identification of the Action of interest.

Outdoor session

DAY 4 - 16 November 2017

Lecture: Available budget and funding rules by Action.

DAY 5 - 17 November 2017

Lecture: why some proposals succeed and the others fail in receiving funding? Key criteria for the definition of the idea

Individual/small group work: definition of the project idea (aims and objectives)

Presentation of the project ideas and their evaluation

DAY 6 - 20 November

In depth analysis of a call for proposal. From the needs detection to the solutions: work plan, intellectual outputs, multiplier events.

Individual/small group work: definition of the GANTT chart of the project

Presentation of the results and their evaluation

DAY 7 - 21 November

Lecture. The importance of networking: how to create a partnership around detected needs

Assisted project planning in cross cultural sub groups. Finding out the proper partners through the ICT

Assisted project planning in cross cultural sub groups. Justifying the rationale of the project idea

DAY 8 - 22 November

Lecture: Project Management

Lecture: Dissemination and Impact

Lecture: Evaluation

Lecture: Annexes

Assisted project planning in cross cultural sub groups. How to fill-in an application form.

DAY 9- 23 November

Lecture: Budgeting

Assisted project planning in cross cultural sub groups. How to fill-in the budget form.

DAY 10- 24 November

Presentation of the projects

Final evaluation test

Certificates release

Fees

Course fee: 980,00 € (VAT included)

It includes:

- Preparation for the course
- Tuition
- Training materials
- Administration costs
- Organizational costs
- Certificate of attendance
- Two-month Q&A support