

KA1 ERASMUS+ COURSES FOR HEADMASTERS, TEACHERS AND SCHOOL STAFF
EUROPEAN SCHOOL DEVELOPMENT: PLANNING AND MANAGING ERASMUS+ PROJECTS

Objectives

The objective of the training course is to provide participants with the skills to plan, manage and implement European projects in the field of school education and training (Erasmus+).

The training course provides the participants the necessary skills to:

- Explore Erasmus+ program opportunities for schools and VET Institutions;
- Develop effective project ideas for European cooperation among schools, universities, SMEs, Public Institutions and others under KA2 projects;
- Financial and administrative aspects of EU projects;
- Manage the Erasmus+ project activities and the relations with the partnership and with the National Agencies;
- 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 European Project Planning and Management training course is addressed to headmasters, school inspectors, school teachers, VET teachers, VET trainers, managers of enterprises and officers working in public administrations and schools who wish to acquire the skills for successfully accessing and managing Erasmus+ projects in the field of school education and VET.

The Trainers

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

Language of the course

English

Programme

Day 1 — 4 hours

Erasmus +, the structure and funding opportunities
How to develop an effective project idea under KA2 projects and Sport projects
How to build a partnership
How to set-up dissemination and communication activities

Day 2 — 4 hours

Administrative project aspects
Overview of budget principles in EU funds and the four types of financing mechanism in Erasmus+
The budget in Erasmus +: how to build it correctly and tricks to avoid errors
The Reporting of expenditures and income in Erasmus + projects (eligible costs/income). Tricks to avoid money loss.

Day 3 — 4 hours

Contractual procedures, Agreement types, time-to-grant and payment procedures, contract amendments, management of task between the partners
Reporting mechanisms in Erasmus + and filling in the mobility tool
Reporting to the National Agency

Day 4 — 4 hours

Examining an e-form of a selected Erasmus project
Tips on how to fill-in the e-form
Brainstorming of ideas

Day 5 — 4 hours

Practical Session including a visit to a school participating in a European project or to Institutions or Associations active in EU projects and in the Educational field
Networking moments to establish new partnerships
Meeting with teachers and students

Course fee – 350€ + 70€ of administrative fee = **420€**

Venue of the course – Rome, meeting venue to be confirmed