

Erasmus+ MOBILITY AGREEMENT FOR SCHOOL STAFF and QUALITY COMMITMENT for school education

I. DETAILS ON THE PARTICIPANT

Name of the participant 1: RENATA GRECO

Sending institution (name, address): IC N. 14 SAN FRANCESCO DI PAOLA - MESSINA

Contact person (name, function, e-mail, tel): **RENATA GRECO, DIRIGENTE SCOLASTICO,**

Name of the participant 2: MARIA ANGELA DE FRANCO

Sending institution (name, address): IC N. 14 SAN FRANCESCO DI PAOLA – MESSINA

Contact person (name, function, e-mail, tel): **M. ANGELA DE FRANCO, I° COLL. DELLA DIRIGENZA,**

II. DETAILS OF THE PROPOSED PROGRAMME ABROAD

Receiving organisation (name address): Europass SAS

Via Sant'Egidio 12, 50122 Firenze, Italy

- Course Location: 89 Harcourt Street, Dublin 2. Ireland

Contact Person (name, function, e-mail, tel): Xenia Barbaro, Office Manager,
teachertraining@europass.it +39 0552345802

Planned dates of start and end of the mobility period: 15th- 20th October 2018

Detailed programme of the mobility period:

MONDAY

Foundation in Project Management its relevant impact in education and participation. Slides presentation, case histories and Group practical activities.

TUESDAY

Project initiation and planning, leading project teams, Group discussion and focus group.

WEDNESDAY

Communication tools, Marketing, stakeholders, partnerships and Fundraising, manage multiple initiatives, cooperative collaborations.

THURSDAY

How to use the software application to update a project's GANTT charts as the project progresses, how to read the resulting charts and how to develop changed project plans.

How to develop "soft" managerial and leadership skills.

FRIDAY

Various Projects management tools: where to find it how to use it, case histories and Group practical activities. Conclusions, discussion course evaluation and certificate

SATURDAY

Full day excursion

Tasks of the participant before, during and after:

Before:

- Course selection and booking
- accommodation selection and booking
- flight selection and booking
- Filling out formal documents (Financial agreement, mobility agreement for school)

During:

- Course attendance

What Is a Project Management System?

Managing a project involves many different aspects and many things that have to be tracked and followed up on. You have to determine project tasks, create a schedule, assign resources, and identify and track issues and risks. That's just the tip of the iceberg; as a project manager, you are responsible for the overall success of a project. How can you can successfully track all those different aspects of a project?

Those are some topics: Communication tools, Marketing, stakeholders, partnerships and Fundraising, manage multiple initiatives, cooperative collaborations.

A project management system is a means of managing a project by planning, organizing, and managing its different required aspects.

Educationists who want to work together for improving the quality of education and to make it more interactive and enjoyable, can easily communicate and collaborate through these project management systems. They can discuss education related matters, suggest ideas, share their knowledge and thus devise great strategies and solutions in least time.

Education related projects can be better planned and executed with proper utilization of features within these tools. They enable perfect description and documentation of various tasks and duties assigned to various team members working over a project. This makes the execution of these tasks and activities as per the schedule and plan. The progress of projects can be better tracked which leads to successful culmination of work with the achievement of project-specific objectives.

By using project management system, educationists and teachers can better connect, communicate and collaborate with each other and devise ways to improve the standard of teaching and make teaching accessible to more and more people irrespective of their financial, economic and social status. This promotes equality as everybody gets equal opportunities to learn, grow and excel.

After:

- Filling out satisfaction questionnaire (quality issues)
- Reporting (Mobility tool+)
- Dissemination activities (which include one or more of the following: workshops, glossary)

Competences to be acquired by the participant:

- Become self-aware of your role as a teacher and what it means to be part of a bigger team.
- Reflect and refresh your approach to teaching, while learning to maximize your strengths and build yourself as a teacher.
- Practice effective communication techniques, as well as experience creative management tools.

Plus....

- Manage the selection and initiation of individual projects and of portfolios of projects in the enterprise.
- Conduct project planning activities that accurately forecast project costs, timelines, and quality. Implement processes for successful resource, communication, and risk and change management.
- Demonstrate effective project execution and control techniques that result in successful projects.
- Conduct project closure activities and obtain formal project acceptance.
- Demonstrate a strong working knowledge of ethics and professional responsibility.

- Demonstrate effective organizational leadership and change skills for managing projects, project teams, and stakeholders.
- Lead and manage projects
- Manage changes
- Build and motivate project teams

Assure project control and successfully close projects

Monitoring and Mentoring of the participant before, during and after the mobility:

- Before the mobility the project team will be supporting the participant in the selection and booking phase
- A few days before teacher's departure the project team will contact the course provider via email to ensure everything is fine
- During the course the project team will be available for receiving any possible problem indications from the teacher abroad
- After the course the project team will submit the participant a satisfaction questionnaire for quality management issues. The project team will also assist the participant in the implementation of dissemination activities
- After the course the project team will manage the necessary activities to issue the Europass Mobility Document and will assist the participant in the creation of the Europass Language Passport (self-evaluation tool)

Before, during and after the mobility the project team will assist the participant in the reporting activities to be carried out through the mobility tool+

Evaluation and Recognition of the mobility:

The course provider (receiving organisation) will issue to the participant a proper certificate in compliance with the Erasmus+ specifications. It must include the name of the participant, the goal of the mobility, start date and of the course.

In addition the course provider will issue an invoice or equivalent document to prove subscription and payment of the course. It must include the amount paid, the name of the participant, the title of the course, the start date and the end date.

The sending organisation will issue a Europass Mobility Document for the participant validated by the competent authority.

The participant, on a voluntary basis and with the assistance of the project team will generate or update a personal Europass Language Passport.

III. COMMITMENT OF THE PARTIES INVOLVED

By signing this document, the participant, the sending organisation and the receiving organisation confirm that they will abide by the principles of the Quality Commitment attached below.

THE PARTICIPANT 1 Participant's signature Date:	RENATA GRECO
THE PARTICIPANT 2 Participant's signature Date:	MARIA ANGELA DE FRANCO

THE SENDING INSTITUTION We confirm that this proposed mobility agreement is approved. On completion of the mobility the institution will issue a Europass Mobility to the participant Coordinator's signature F.TO IL DIRIGENTE SCOLASTICO Prof.ssa Renata Greco Date:

THE RECEIVING ORGANISATION We confirm that this proposed mobility agreement is approved. On completion of the mobility the organisation will issue [...a Certificate ...] to the participant Coordinator's signature Date:

ERASMUS + MOBILITY FOR SCHOOL EDUCATION STAFF QUALITY COMMITMENT

Obligations of the Sending Organisation

- *Follow-up the European Development Plan of the institution*
- *Select the participants by setting up clearly defined and transparent selection criteria and procedures.*
- *Help with organizational arrangements with partner institutions to arrange job-shadowing and teaching assignments*
- *If one or more of the selected participants face barriers to mobility, special arrangements for those individuals must be made (eg those with special learning needs or those with physical disabilities). Arrange for accompanying persons if necessary, taking care of all practical arrangements.*
- *Organize linguistic (if necessary), pedagogical and inter-cultural preparation for mobile staff*
- *Support the reintegration of mobile participants and build on their acquired new competences for the benefit of the school, teaching staff and pupils*
- *Evaluate the mobility as a whole to see whether it has reached its objectives and desired results.*
- *Disseminate the results of the mobility project as widely as possible.*

Obligations of the Sending and Host Organisation

- *Agree on a tailor-made learning or teaching programme for each participant*
- *Define the envisaged outcomes of the mobility period, including impact on the organizations involved as well as individual learning outcomes of the participant in terms of competences.*
- *Establish a Mobility Agreement with the participant to make the intended programme and learning outcomes transparent for all parties involved.*

- *Ensure the validation and recognition of the competences acquired. Recognize learning outcomes which were not originally planned but still achieved during the mobility. Use Europass for recognition of learning outcomes.*
- *Provide any necessary information and assistance to participants*
- *Establish appropriate communication channels for the duration of the mobility and ensure these are clear to the participant and the Organizations involved.*
- *Monitor and evaluate the progress of the mobility on an on-going basis and take appropriate action if required*

Obligations of the Host Organisation

- *Foster understanding of the culture and mentality of the host country.*
- *Assign to participants tasks and responsibilities to match their competences and training objectives as set out in the Mobility Agreement and ensure that appropriate equipment and support is available.*
- *Identify a tutor or mentor to monitor the participant's learning progress and/or offer professional support.*
- *Provide practical support if required including a clear contact point for participants.*
- *If necessary, help the sending school and the participant to identify the appropriate insurance cover for your country*

Obligations of the Participant

- *Establish the Mobility Agreement with the sending Organization and the host organization to make the intended outcomes transparent for all parties involved.*
- *Comply with all the arrangements negotiated for the mobility and to do his/her best to make the mobility a success.*
- *Abide by the rules and regulations of the host Organization, its normal working hours, code of conduct and rules of confidentiality.*
- *Communicate with the sending Organization and host Organization about any problems or changes regarding the mobility.*

- *Submit a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the mobility.*

Signatures:

Legal Representative of the Sending Organization: date.....

Name, Date, Signature

Il Dirigente Scolastico

Prof.ssa Renata Greco

Legal Representative of the Host Organization: date.....

Name, Date, Signature

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Participant: date.....

Name, Date, Signature

Renata Greco Maria Angela De Franco