BEFORE YOU APPLY

Before completing the Erasmus + KA 1 Learning for Mobility for Staff application form, the organisation must:

1. Register in the Unique Registration Facility (URF). The ECAS User Manual explains how to do this.

2. Obtain a PIC (Participant Identification Code) number for your institution.

3. You can now proceed with the application for Staff Training & Development funding which must be submitted to your National Agency. The application must be under Key Action 1 (Mobility of individuals in the field of education, training and youth).

FILLING IN AN APPLICATION FOR AN ERASMUS + GRANT

SECTION B1. PROJECT IDENTIFICATION

Project Title: Is a Training Course a Project? What is a Project?
A Training Course abroad for Staff is an Activity within a Mobility Project. A Project may include several courses or activities over the period of one or two years. The title of the Project should not necessarily be the Course Title. An example for a Project title is “Developing Skills for Language Teachers at Secondary Level”

Project Total Duration (Months)
This will be either one or two years and include the participation of staff in a number activities / or courses abroad over this period.
SECTION C. PARTICIPATING ORGANISATION(S)

C.1. Applicant Organisation

PIC
Full legal name (National Language)

In this section list the information about your school- the applicant organisation

PIC Number
Your school should obtain a PIC (Participant Identification Code) number for your institution. Click on this link for more details http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html

SECTION C. PAGE 4

If the address is different from the one of the organisation, please tick this box.

If your project includes job shadowing or teaching assignment at a partner organisation abroad, please click the button below to add information about the partner organisation(s).

Add Partner

Add Partner:
A Partner is another school participating on your project e.g. this applies if your school is participating on an etwinning /job shadowing project.

ETI is a training provider or a receiving organisation.

SECTION D. EUROPEAN DEVELOPMENT PLAN

D. European Development Plan

What are the organisation’s needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curricula, the organisation of teaching and learning).

In this section the school should present a brief action plan defining the school’s professional development plan (in other words how does the school intend to train / develop staff or teachers in the school?).

Participants on the ETI courses also come from countries outside Europe giving the opportunity for your teachers and members of staff to network with other schools from all over Europe. Teachers come together to exchange ideas, compare practices and introduce new ideas to the school and National Education curricula.

Please outline the organisation’s plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Here Heads of Schools can present an overview of how the participation of staff on the Project and the Courses at ETI will contribute towards the European Added Value of the school’s strategy and operation.

− The descriptions of all our Teacher Training courses highlight the objectives, aims and benefits of these courses, and could complement your European Development Plan.

Click on the course descriptions at www.teachertrainingmalta.com
Some examples:

- The participation on ETI Courses will develop staff competences, apply new teaching methods or use online tools.
- Participation on these courses will develop the European dimension and improve language competences.
- The Executive Training Institute (ETI) has more than 5 years experience of providing in-service training courses for teachers in school education from all over Europe under the Lifelong Learning Programme.
- ETI participates in a number of EU-funded projects in the area of education, mainly in Teaching Methodology, the application of CLIL, and the application of Technology in the classroom in all education sectors. Our courses are the results of these EU-funded projects.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

List some ways how your school will disseminate/share the knowledge acquired by your staff on their return from their ETI course.

For example, who is going to benefit from the activity on the return of the staff member/s? Will information and activities be distributed on the school intranet or class blogs; on Networking Staff activities; through internal In-Service Training sessions in the School; or within School Regional Associations?

Will your organisation use eTwinning in connection with your mobility project? If so, please describe how.
The eTwinning website can be accessed through the following hyperlink:
www.etwinning.net

If the project does NOT include etwinning/job shadowing activities with other schools, then this area could be left out.

SECTION E: DESCRIPTION OF THE PROJECT

E. Description of the Project

What are the most relevant topics addressed by your project?

The description of the project should include all the participation of your staff/teachers on courses in Malta (at ETI) which will achieve the objectives and goals of the Project. You could also include other activities which your school is planning over the period.

See APPENDIX 1 on Page 9 for some hints for a quality project
SECTION F: PARTICIPANTS’ PROFILE

F. Participants’ Profile
Please describe the background and needs of the participants involved and how these participants have been or will be selected.

Who are the participants in the Project?
The participants could be a section or all the staff from your school, e.g. the Secondary Language Teachers of the school or all management staff and Heads of Department. One will need to give a description of the profiles and backgrounds of the participants.

See APPENDIX 2 on Page 11 for the ideas on the selection process of participants from your school

F.1. LEARNING OUTCOMES

F.1. Learning Outcomes
Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in your project?

The descriptions of all the ETI Teacher Training courses highlight the learning outcomes of these courses. Please refer to each information sheet for the courses at ETI on which your staff plan to participate on.

Click on the course descriptions at www.teachertrainingmalta.com

WHAT CERTIFICATE WILL STAFF USE WHEN PARTICIPATING ON AN ETI COURSE/ACTIVITY?

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

How will you use the European/national instrument(s)/certificate(s) selected?

The Europass Mobility Certificate
ETI promotes the use of the Mobility Europass. All outcomes from the participation of the course will be listed on each of the participants’ Mobility Europass certificate.

The school and ETI (the receiving organisation) involved should agree on issuing a Europass mobility certificate for all participants at the end of the mobility. For more information on how to proceed, consult the Europass website. http://europass.cedefop.europa.eu/en/home
SECTION G : PREPARATION

G. Preparation
Please describe what will be done in preparation, by your organisation and, if relevant, by your partners before the main activities take place.

G.1. Practical Arrangements
How will the practical and logistic matters of the project be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

G1. PRACTICAL ARRANGEMENTS
HOW WILL THE SCHOOL PREPARE FOR THE PROJECT/ PARTICIPATION ON COURSES?
Preparation and implementation of mobility activities/ courses and follow-up information are provided on each of the ETI Teacher Training courses descriptions.

Click on the course descriptions at www.teachertrainingmalta.com

ETI can also assist you with all logistical preparations for the mobility courses in Malta - e.g. language preparation, accommodation, travel and airport transfers in Malta. All participants will have access to all pre-course material and preliminary course preparation.

G.2. PROJECT MANAGEMENT

G.2. Project Management
How will you address quality and management issues (e.g. setting up of agreements with partners, learning agreements with participants, etc.)?

DOES THE SCHOOL NEED TO ENTER AN AGREEMENT FOR THE STAFF TO PARTICIPATE IN THE COURSES?

Yes, once the school receives the funding and identifies the courses and course sessions and dates, we will send an agreement or Letter Of Intent confirming that all courses will be delivered as to the staff of your school.

(It is useful for ETI to know of your intention to send staff - with course names, dates and an approximate numbers on each course session)

DOES THE SCHOOL NEED TO ENTER AN AGREEMENT FOR THE STAFF TO PARTICIPATE IN THE COURSES?

G.3. Preparation of Participants
Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

ETI will assist with the preparation of staff who will be participating on the courses in Malta. Participants will receive a pre-course questionnaire which will enable trainers to learn about the participants' teaching backgrounds and to assess their exact needs, an online language test to help stream teachers into suitable levels, information about the Europass Mobility Certificate, a recommended reading list to prepare participants for various aspects of the course and information about Malta to prepare teachers for their cultural experience.
### SECTION H. MAIN ACTIVITIES

#### H. Main Activities

Please outline the main activities you plan to organise. If relevant, please describe the role of each project partner in the activities.

<table>
<thead>
<tr>
<th>Activity No.</th>
<th>Activity Type</th>
<th>No. of Participants</th>
<th>Participants with Special Needs (out of total number of Participants)</th>
<th>Accompanying Persons (out of total number of Participants)</th>
<th>Is this a long-term activity?</th>
</tr>
</thead>
<tbody>
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</tr>
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</table>

**WHAT ARE THE MAIN ACTIVITIES OF THE PROJECT? WHO ARE THE PARTNERS?**

**IS ETI A PARTNER ON THE PROJECT?**

The main activities could include the participation of the staff on the courses in Malta. You could also include the courses in Malta and dates of courses over 2014 and 2015 in which your staff will be participating.

ETI is a training provider or a receiving organisation. A Project Partner is another school participating on your project with your school e.g. this applies if your school is participating on an etwinning project.

You may however list how your school has identified ETI Malta as the organisation which will be providing the training / activities on the Project.

ETI is an accredited training provider which has been running CPD programmes for in-service teachers and professionals within the education sector as part of the Life Long Programme. The ETI is also a POOLS member. POOLS has run a number of EU Education centralised projects which have mainly contributed to the development of new methodologies in language teaching and the application of ICT in education. ETI is currently participating on two EU Leonardo projects – POOLS Methods and CLIL 4 U.

What is the role of each partner in the activities? How do you intend to cooperate and communicate with your project partners and other relevant stakeholders? How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

This section may be relevant to other schools (partners on the project) however you may point out that you will be in touch with ETI when your staff during the period when they are participating on courses at ETI.

At ETI all participants will be handed a mid-course and an end of course questionnaire for them to give feedback about the mobility programme. We will also provide these feedback reports to your school / organisation after the course.

### SECTION H. MAIN ACTIVITIES

#### H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

<table>
<thead>
<tr>
<th>Flow No.</th>
<th>Country of Origin</th>
<th>Country of Destination</th>
<th>Duration (months)</th>
<th>Duration (days)</th>
<th>No. of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

| + | - | Total |

| + | - | Total |


- Please enter the different mobility activities you intend to implement in your project.
Here the school must list the information related to the Courses taking in Malta.

**Activity Type:** Courses at ETI are Staff Training Abroad

**No. of Participants:** Total number of teachers estimated to participate in each course.

**Long Term Activity?** Courses at ETI are 1 week (7 days) or 2 weeks (13-14 days). They are NOT Long Term Activities. The programmes are 1 week (Course days are 5 days) or 2 weeks (Course Days are 10 days).

If your staff (or other staff) is taking part in other courses then select **ADD ACTIVITY** on application form and repeat the process.

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**SECTION I. FOLLOW UP**

**I. Follow-up**

Please describe what will happen after the end of your main activities.

**I.1 Impact**

What is the expected impact on the participants, participating organisation(s) and target groups?

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**I.1 IMPACT**

Here one can describe the potential impact of the project and the impact on the participants on our courses:

- On individual participants
- On the school after the mobility programme
- How will the outcome of the activity be disseminated by the participating staff to all the school after the activity?

Please refer to the courses information sheets. The outcome and objectives on each course can address the impact on the whole project/programme.

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**I.2 DISSEMINATION OF PROJECT RESULTS**

**I.2. Dissemination of projects’ results**

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities?

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**WHAT IS A DISSEMINATION PLAN?**

In order to ensure and maximise the impact of these activities on the professional development of all staff, schools should make sure that after the mobility, the competences acquired by their staff are disseminated across the school and integrated into the school teaching practice.

The school should present a dissemination plan for all staff mobility activities:

- For example, who is going to benefit from the activity on the return of the staff member?
- Will information and activities be distributed on the school intranet or class blogs, on Networking Staff activities, through internal In-Service Training sessions in the School, or within School Regional Associations?
I.3 EVALUATION

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

The school could collect all the evaluation reports from staffs who have participated on the courses.

Staff may present their each Personal Development Action Plan and confirm which activities will be implemented and how they will be introduced in the school or department.

There could also be one annual evaluation session forum be set up at the school for all teachers who have participated on courses.

SECTION J. BUDGET

HOW MUCH FUNDS ARE AVAILABLE FOR EACH MOBILITY ACTIVITY ABROAD, AND FOR EACH PARTICIPANT?

1. Travel Contribution. This consists of Travel Costs of participants from their place of origin to the venue of the activity and return:

These are based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission.

For travel distances between 100 and 499 KM: €180 Euro per participant

For travel distances between 500 and 1999 KM: €275 Euro per participant

For travel distances between 2000 and 2999 KM: €360 Euro per participant

For travel distances between 3000 and 3999 KM: €530 Euro per participant

For travel distances between 4000 and 7999 KM: €820 Euro per participant

For travel distances of 8000 KM or more: €1100 Euro per participant

2. Individual Support – Subsistence of Participants per day

Your National Agency will define the amounts applicable to mobility activities in each country. These amounts are published on each National Agency’s website. This will cover accommodation and subsistence allowance for staff when participating on the course in Malta.

Min-Max per day in Malta – €60-€120 per day

Check the exact allocation for a mobility to Malta with your National Agency.

3. Organisational Support

Any cost directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), support of participants during mobility, validation of learning outcomes (Europass Mobility Certificate):

Each school can claim as much as:

€350 Euro per participant on the project (on all courses/activities)
€200 Euro per participant beyond 100th participant

4. Course Fees

Course fees are costs directly related to the enrolment on the course.

Course Fees € 70 per participant per training day (€350 for 1 week / 5 training days or €700.00 for 2 weeks / 10 training days)
Are the ETI course fees higher than €350.00 per week?

Course fees at ETI are €350 per week (5 Training days) or €700.00 for 2 weeks (10 training days). There is a programme fee of €100.00 which will cover registration, part of the social/cultural programme and airport transfer fees (arrival and departure) in Malta. Some funding from the organisational support and individual support can fund the total fee for the programme.

The application will automatically calculate the total grant requested by totalling the costs of all activities/courses.

SECTION K. PROJECT SUMMARY

Here the applicant will give a brief overview of the Project and all activities/courses which are included in the project.

K. Project summary

Please provide a short summary of your project. Please recall that this section (or part of it) may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.
Points for Project Applications will be awarded as follows:

A. Relevance of the Mobility Project: 30 Points

1. Objectives and Priorities of the Action

Aims of a Mobility Project and expected outcomes from the staff participation on activities / courses, some ideas:

- To support the professional development of those who work in education, training and youth with a view to innovating and improving the quality of teaching, training and youth work across Europe
- To increase the capacity to make changes in terms of modernisation and international openings within their educational organisations
- To provide greater understanding and responsiveness to social, linguistic and cultural diversity
- To increase the opportunities for professional and career development
- To increase motivation and satisfaction in teachers’ daily work
- To enhance the participants’ foreign languages competence
- To increase the capacities, attractiveness and international dimension of organisations active in the education, training and youth fields, so that they are able to offer activities and programmes that respond better to the needs of individuals, within and outside Europe

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

- Follow up on EU and International Projects
- A more modern, dynamic, committed and professional environment inside the organisation, ready to integrate good practices and new methods into daily activities, planning strategically the professional development of staff in relation to individual needs and organisational objectives

2. The needs and objectives of the school and individual staff

Such as:

- Producing high quality learning outcomes for participants
- Reinforcing the capacities and international scope of the participants

B. Quality of the Project design and implementation - 40 Points

More points are gained when the following are shown:

- The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up)
- The link between project objectives and proposed activities
- The quality of the European Development Plan of the applicant organisation or school
- The appropriacy of measures for selecting and/or involving participants in the mobility activities
Selection of Teachers / Staff

The sending school is responsible for selecting the staff undertaking mobility activities.

The selection process must be fair, transparent, and documented and shall be made available to all parties involved.

The sending school should define the selection procedure, ie how staff will be invited to apply, the documentation that the applicants need to submit, and how it will be treated.

The school should define the criteria to be considered in the selection process. General criteria might be: motivation, clear goals for the mobility, willingness to share the experience upon return.

For further information and assistance with your application, please contact us at training@etimalta.com.