



How to support Lifelong Learning opportunities through European programmes: LLP and more

Course available on the Comenius-Grundtvig course database managed by the European Commission
<http://ec.europa.eu/education/trainingdatabase/>



Dates and location of the training events

Training events that will take place in **Brussels**-Belgium:
14/05/2013 – 18/05/2013

And in **Oderzo**-Italy (50Km from Venice):
02/07/2013 – 06/07/2013

Deadline for the grant request: 16 January 2013

Brussels-Belgium:
14/10/2013 – 18/10/2013

Oderzo-Italy:
11/11/2013 – 15/11/2013

Deadline for the grant request: 30 April 2013

Brussels-Belgium:
07/04/2014 – 11/04/2014

Deadline for the grant request: 17 September 2013

Participation fee : 750€

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Websites
Consulumarc Sviluppo
<http://www.consulumarc.it>

European Academy Network
<http://www.eanetwork.be/>

Why this course

The course is conceived with the aim of improving competences of teachers and other staff involved in the educational field about EU policies and programmes supporting the lifelong learning. Even though some of the measures remain as in the former programmes, the risk is that the operators will fail to recognise the changes in policy orientation in the new lifelong learning programme and do not take the best advantages of the new opportunities.

The final objective is to develop the competences of the operators working in education and training in order to enable them to contribute, through the implementation of the lifelong learning policy in their Countries, to the development of the Community as a knowledge-based society as requested by the Lisbon Goals.

Objectives

The objective of the course is to help participants to identify the sources of information on EU Programmes supporting the lifelong learning in Europe (LLP, Youth in Action, Europe for citizens, Culture, Media, 7FP, Creative Europe, Erasmus for All etc) and to explain them through the key-concepts, aims, priorities and the categories of beneficiaries. A particular attention will be paid to the differences between the programmes 2007-2013 and the new programmes in the field of education and training in order to help participants to better understand the contents connected with the names of the Programmes.

The learners will get knowledge on the following aspects of these Programmes:

- Finding and selecting information
- Identifying the most suitable action for the organisation the participants works for-Specific micro-lexicon
- ICT tools for finding partners-Common mistakes in developing a European project in the field of education and training.

Methodologies

The teaching method chosen is both theoretical-oriented and practical-oriented in order to encourage participants to a close interaction with teachers and the other classmates. The final part of the practical sessions will be devoted to networking activities among participants in order to allow them to confront their experiences and to evaluate future collaborations. In particular, as one of the main aims of the course consists in creating some "European Training Laboratories" on strategic international issues in order to further new operative initiatives.

To this scope during the course participants will be encouraged to confront their experiences and to evaluate future collaborations. Moreover Consulumarc Sviluppo, as well as European Academy Network, benefits from the expertise of high profile trainers, having diversified experiences at European level. This element gives our courses the possibility of reaching excellent results in fulfilling participants' expectations.

Please note that each course session will be realized only if the minimum number of **15 participants** is reached. In case of cancellation of the session, all registered participants will be completely refunded.



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Competences required to attend the course :

- Degree and at least two- years working experience in the adults' training sector
- Knowledge of English
- Knowledge of main PC programmes
- Use of Internet
- Basic knowledge of the European Union functioning and EU lifelong learning policies

Follow up

Ex-post evaluation questionnaire

This questionnaire will be given to participants the last day of the course and it will be aimed at collecting participants' opinions on course's contents, the logistic organisation, the teaching methods, the material provided and their suggestions for the future editions.

One-year after questionnaire

This questionnaire will be distributed via e-mail in order to assess how the participants have put into practice what they have learned during the course and how useful it has been in facilitating in promoting European projects and collaborations.

Moreover, initiatives aimed at maintaining and developing knowledge are scheduled. In order not to lose what they have learnt during the course and to be constantly updated, the former participants will be offered the following services/ opportunities:- Upon request they will receive a Newsletter on issues related to European initiatives in the field of education and training. Learners will also have access to a reserved "on-line platform" conceived to share documents, doubts and cooperation proposals with former participants. Following EAN mission participants will be invited to become part of the network EAN created in order to multiply and improve training activities.

Preparation

Consulmarc will provide future participants with some information about the subject such as a general introduction on lifelong learning, the main relevant official documents of the European Commission and a Glossary in English on the subject. At the pre-enrolling stage, participants will be asked to fill-in a self-evaluation questionnaire in order to have an overview of their competences and personal interests and to assess their initial level. This will allow the organizers and the teachers to adapt the contents of the course to the their knowledge and expectations.

Type of certification awarded

Participants will receive a certificate of attendance that will prove their attendance to the lessons and the guided visit to EU Institutions.

Teachers

The teachers will be officers of the European Commission, of the European Parliament and professionals working in the European Programmes for education and training.



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MODULES

DAY 1 (STARTS AT 10.00 AM)

- **MODULE 0 – OPENING - PRESENTATION SESSION**

Acceptance of the participants, presentation of Consulmarc and European Academy Network main aims and activities as well as the course's objectives and structure, Presentation of the LLP Programme (focusing on the Grundtvig), presentation of each learner and teachers.

DAY 2

- **MODULE 1 - KEY-CONCEPTS AND MICROLEXICON**

Explanation of key-elements of the concept of "lifelong learning" in order to resolve participants doubts before the analysis of the single programme.

- **MODULE 2 - THE EU PROGRAMMES SUPPORTING EDUCATION AND TRAINING**

Explanation of operational objectives of programmes supporting education and training: LLP, Youth in Action, Europe for citizens, Culture, Media, 7FP as well as programmes with non EU Countries.

- **MODULE 3 - FIND THE INFORMATION SOURCES**

Explanation of the importance of a constant updating for preparing a good project giving practical indications on where to find:

1. EU institutions communications and decisions;
2. Programmes' guidelines;
3. application forms;
4. best practices dossiers.
5. On-line tools for the implementation of good partnerships (LLP database, EVE Database).

DAY 3

- **MODULE 4 - FROM THE EU POLICY TO THE EUROPEAN PROJECT**

Explanation of the steps to realise a project idea thanks to EU funds through a schematic description of the Project Cycle Management process: identification, preparation, appraisal and agreement by the supporting body, implementation, monitoring and evaluation.

- **MODULE 5 - THE LOGICAL FRAMEWORK APPROACH**

Basic explanation of the LFA as an objective-oriented planning tool in the editing phase of a project.

DAY 4

- **MODULE 6 - HOW TO BUILD A GOOD PARTNERSHIP**

Explanation of the importance of a good partnership in the development and implementation of a good project focussing on the following points:

- 1 Partner search;
- 2 Check of a partner profile;
- 3 Selection of appropriate partners;
- 4 How to write an effective project's abstract;
- 5 Tasks assignement;
- 6 Working plan;
- 7 Overcome cultural differences and communication problems;
- 8 Managing difficulties.

DAY 5 (FINISH AT 5.00 PM)

- **MODULE 7 - BEST PRACTICES**

This practical-oriented session will consist in the analysis of case-studies.

EXTRA CLASS ACTIVITIES

- **DAY 4 –VISIT TO THE EUROPEAN UNION PARLIAMENT**

This will allow participants to discuss with an official of the EP on how European Institutions work and what are their general decision-making process.