



2.4.2 Staff International Activity

Procedure code and title:	2.4.2 Staff International Activity
Policy area:	2.4 Partnerships and Collaboration
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Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB supports the Erasmus Programme 2021 – 2027 which is a key component supporting the objectives of the European Education Area; the Digital Education Action Plan 2021-2027 and the European Youth Strategy and the European Union Workplan for Sport.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

KWETB participates from time to time in international partnerships which enable staff of FET Provision to work with, and learn from their peers in Vocational Education and Training providers in other European countries. This is recognised as an element of our Professional Development commitment, facilitating the circulation of ideas, transmission of good practice, and development of additional competence as professionals, contributing to high quality delivery of FET.

This procedure supports the participation of staff in Key Action 1 Projects: Learning Mobility of Individuals and Key Action 2 Projects: Co-operation among institutions and organisations. KWETB will support applications for projects which are aligned with our broad objectives; the objectives of the Solas FET Strategy and European objectives for the enhancement of the quality of vocational education and training across the EU. This procedure is for the use by the Co-ordinators of European partnerships funded through the Erasmus programme.



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1	Following a successful application, the Appropriate Personnel (designated Erasmus person, Line Manager, Programme Co-ordinator) should confirm and refine partnership details with new partners.
2	The Appropriate Personnel should select the participating participants by setting up clearly defined and transparent selection criteria
3	The Appropriate Personnel should define the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed and relevance to the objectives and strategies.
4	The Appropriate Personnel should prepare participants in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs if necessary.
5	The Appropriate Personnel should manage the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc. If you send learners or Learning Practitioners and other professionals who face barriers to mobility, special arrangements for those individuals must be made (e.g. those with special learning needs or those with physical disabilities), including the use of accompanying persons.
6	The Appropriate Personnel should ensure that arrangements for issuing of bursaries are fully understood and that arrangements for disbursing these are in place.
7	The Appropriate Personnel should establish a memorandum of understanding between partner organisation(s) and KWETB that outlines learning outcomes for all, validation procedures for learning, documentation of learning outcomes, communication channels, monitoring of visit.
8	The Appropriate Personnel should arrange and document, together with the host Organisation, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognise learning outcomes which were not originally planned but still achieved during the mobility.
9	<p>The Appropriate Personnel should evaluate:</p> <ul style="list-style-type: none"> • with each participant their personal and professional development following the period abroad • with partner organisation to see whether it has obtained its objectives and desired results, and • self-evaluate to see objectives and desired results have been achieved

10	The Appropriate Personnel should recognise the accrued learning outcomes through ECVET, EuroPass or other certificates.
11	The Appropriate Personnel should disseminate the results of the mobility projects as widely as possible.

[Link to other Policies/Procedures](#)

2.3.3	Continuing Professional Development
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[Resources \(outstanding\)](#)

Resources	<ul style="list-style-type: none"> • Partnership Agreement • Learning Agreement • Application Form • Selection Criteria • Creditor Setup Form
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