



# INTERNATIONAL EXPERIENCE HANDBOOK OF CIVEEL PROJECT





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- Final Workshop Questionnaire (concerning the future cooperation)

# 1

## Presentation of the CIVEEL project



**Name of the project:** Cooperation In Vocational training for the European Labour market („CIVEEL“)

**Project Start Date:** 1st September 2017

**Project End Date:** 31st August 2019

**Programme:** ERASMUS+

**Key Action:** Cooperation for innovation and Exchange of good practices

**Action:** Strategic Partnerships

**Countries involved in the strategic partnership:** France – Region Grand Est; The Czech Republic – Moravian-Silesian Region; Poland – the Lubelskie Voivodeship

**Partners involved in the project:** 3 regions – 3 Public bodies, 1 French associated partner (Rectorat de l'Académie Nancy-Metz) and 12 vocational schools from 4 fields of vocational education (Chemistry, Transport and Logistic, Hotel and Catering services, Agriculture) from:

**Region Grand Est:**

- LEGTP Lavoisier, Mulhouse (Chemistry)
- Lycee Rene Cassin, Metz (Transport and Logistic)
- Lycee Professionnel Alain Fournier, Verdun (Hotel and Catering services)
- EPL Agro de la Meuse, Bar le Duc (Agriculture)

**Moravian-Silesian Region:**

- Stredni prumyslova skola chemicka akademika Heyrovskeho, Ostrava, prispevkova organizace, Ostrava (Chemistry)
- Stredni skola technicka a dopravní, Ostrava-Vitkovice, prispevkova organizace, Ostrava (Transport and Logistic)
- Hotelova skola, Frenstat pod Radhostem, prispevkova organizace, Frenstat pod Radhostem (Hotel and Catering services)
- Masarykova stredni skola zemedelska a vyssi oodborna skola zemedelska, Opava, prispevkova organizace, Opava (Agriculture)

**The Lubelskie Voivodeship:**

- Zespol Szkol Technicznych im. Marii Skoldowskiej – Curie w Pulawach, Pulawy (Chemistry)
- Zespol Szkol Transportowo-Komunikacyjnych im. Tadeusza Kosciuszki w Lublinie (Transport and Logistic)
- Zespol Szkol, Janow Lubelski (Hotel and Catering services)
- Zespol Szkol nr. 5 im. Jana Pawla II., Lublin (Hotel and Catering services)

All above mentioned regions face similar problems such as high rate of unemployment, particularly unemployment of young people and decreasing interest of young people in studying technical and science subjects. All these changes require an adequate response of the educational sector, mainly VET - so that young people are ready to be proactive and flexible on the labour market, familiar with the possible diversity in the field of their study (and job tasks) across various European countries; this way they can gain the required level of professional and transferable skills that allows them to be eligible not only in their home country but on the European labour market as a whole.

All partners decided to identify key economic and educational branches they can cooperate in and decided to support mobilities of teachers and young people in these fields to improve the quality of their training, their flexibility and eligibility for the labour market. Regions agreed on the fields to cooperate – agriculture, transport, chemistry and hotel-restaurant – which were regarded across the partnership as the most important economic branches in all regions and were identified as well as the most required ones for European cooperation in education through pupils' and teachers' mobilities.

Consequently, the project aimed at promoting the sharing of knowledge and experience between partner regions in the area of vocational training.

The opportunity to carry out this project transnationally allowed to broaden the exchange of information based on different experiences and approaches towards vocational and training education. It also helped to develop the network of contacts with various partners and build up competences and qualifications of all participants, among those teachers responsible for training education and pupils, future workers on the international labour market.

The final objective of this project was to bring together vocational schools, to initiate cooperation between them around a common problem, to test solutions together. It was also to encourage them to cooperate further after this project and in this way, to help increase the employability of young graduates from vocational schools by giving the pupils the opportunity to benefit from a practical training period in European countries.

# 2

## Activities and results

CHAPTER  



## Transnational meetings

Transnational meetings were dedicated to the project management, to the global follow-up of the strategic partnership in order to ensure the realization of all activities.

To ensure the communication between partners, transnational conference calls between regional coordinators were organized each month. In addition to them, local conference calls and/or meetings with schools were organized regularly. The first three transnational meetings involved 23 participants representing the regional coordinators and, in France, the associated partner, the Rectorat de l'Académie Nancy-Metz. They took place once in each partner country in the beginning, middle and at the end of the strategic partnership:

### 1. Strasbourg, France, October 2017

This first meeting gave the partners the opportunity to introduce their organizations and present their experience in the area of international and European cooperation. The French coordinator provided information about the administrative and financial management and the whole group agreed upon a strategy of communication (logo, facebook page...) and necessity to create evaluation sheet templates for the project's activities involving staff and learners.

### 2. Ostrava, Czech Republic, June 2018

Summary of mobilities of teachers (C1-C3) was prepared by the Polish partner on the basis of the teachers' evaluation sheets from project partner schools. A calendar of physical mobilities of pupils (C4-C6) was defined according to what the schools agreed upon earlier during the C1-C3 mobilities. Project partners started to work on ideas regarding virtual mobility and preparation of the interim evaluation report.

### 3. Lublin, Poland, May 2019

The aim of the meeting was to summarize blended (physical and virtual) mobilities of learners realized between October 2018 and April 2019 and to plan the last activities of the project, especially the 4th transnational meeting and the final event in France in July 2019. It was decided that as a result of the project a guidebook which will focus on effects, best practices and principles of the project will be prepared. Finally, project partners discussed ideas and fields for future cooperation.

### 4. Metz, France, July 2019

The fourth transnational meeting took place in France at the end of the project and involved all project's partners, represented by 21 participants. The goal of the event was to evaluate the strategic partnership CIVEEL, prepare the final report and talk about future cooperation.

Moreover, an official dissemination event took place including representatives from schools and institutions from outside the CIVEEL project. Results of the project were presented, as well as insights from participating in the project from the point of view of teachers and of pupils. Europasses were officially delivered to the physical mobility participants.

## Learning activities for teachers and pupils

### 1. 2017-2018: Short-term joint staff training events (C1 – C3)

During the first year, each partner school organized a short-term joint staff training event and hosted teachers from the two other partner countries representing the same field of study. For three days, 31 teachers had the opportunity to get to know the partner's vocational school system better, to visit the partner school and local companies, to participate in vocational classes in order to compare this new experience with their own practices. The objective of these activities was to improve teachers' knowledge, skills and develop their network of contacts.

### 2. 2018-2019: Blended mobility of learners (C4 – C6)

During the second year, students from partner schools were involved in "blended mobility of learners". Each partner school hosted from two to five pupils from the two other partner schools. The goal was to give them the opportunity to participate in vocational classes, to work with a multicultural team, sometimes on different equipment, to observe new work processes and methods in local companies. Each group of pupils was accompanied by one or two teachers to ensure their protection and safety as well as their effective learning experience. In total, 50 mobilities of learners and 30 mobilities of accompanying teachers were realized.

The physical mobility of learners was blended with the virtual mobility. The virtual mobility was based on the use of Information and Communication Technologies to enhance learning experience and involve more participants in the partnership CIVEEL (see chapter 3 about virtual mobility).

These activities allowed all participants to improve their language and intercultural communication skills as well as the use of collaborative computer tools.

## Templates and tools:

<p><b>1) Project management:</b></p> <ul style="list-style-type: none"><li>- Grant agreement between the coordinator and the partners</li><li>- Calendar</li><li>- Contact list</li><li>- Virtual space (common virtual storage of the project documents)</li></ul>	<p><b>2) Learning activities:</b></p> <ul style="list-style-type: none"><li>- Schools' agreement for pupils' physical mobilities</li><li>- Parental approval</li><li>- School Programme</li><li>- List of participants</li><li>- Certificate of attendance</li><li>- Evaluation sheets</li></ul>
<p><b>3) Transnational meetings:</b></p> <ul style="list-style-type: none"><li>- Work programme</li><li>- List of participants</li><li>- Certificate of attendance</li><li>- Report</li><li>- Final Workshop Questionnaire (concerning the future cooperation)</li></ul>	<p><b>4) Communication:</b></p> <ul style="list-style-type: none"><li>- Logo</li><li>- Facebook</li></ul>



# Virtual mobility

# 3



The virtual mobility is one of the basic components of the blended mobility of learners within the ERASMUS + strategic partnerships' projects. It is defined as "the use of information and communication technologies such as collaborative workspaces, livestreaming, videoconferencing, social media, etc. to complement or prolong the learning outcomes of physical mobility. It can be used to prepare, support and follow up physical mobility. It can also be organized to address people with special needs or with fewer opportunities to help them overcome the barriers to long-term physical mobility."<sup>1</sup>

In practice, this definition and its application within the CIVEEL project proved to be problematic. The CIVEEL experience shows that schools have difficulties in clearly understanding which type of activities can be considered as virtual mobility and which ones cannot. Initially all schools tended to see virtual mobility as online communication focused on the organization of the physical exchange of pupils. Additionally, the necessity to use ICT was sometimes difficult as the level of the teachers' skills and schools' technical equipment were not consistent across all partners.

The objective of regional coordinators in the CIVEEL project was not to reduce virtual mobility to online communication concerning the organization of the physical mobility of learners (travel aspects, agenda etc.) but to give it a more ambitious and educational dimension. Wherever and whenever it was possible, partner schools were encouraged to involve a larger number of pupils in virtual activities and transfer knowledge and skills gained thanks to physical mobility .

The ICT tools used by the CIVEEL's partner schools were numerous and started from Facebook and email exchanges to eTwinning platform and exchange of informative, instructional and promotional videos. Virtual mobilities were undertaken before physical mobilities in order to prepare them, e.g. chemical schools exchanged videos presenting laboratory tests (measuring viscosity on the rotary viscometer) that were afterwards done in practice during the mobility in the Czech Republic. During the mobility held in Poland, pupils from transport and logistics schools recorded videos of a job interview and shared them with partners via the eTwinning platform. After the physical mobility these visual documents served as educational support during classes in partner schools. Also pupils representing restaurant/hotel schools learned how to prepare foreign recipes within the vocational classes. The whole experience and results of their work were documented in PowerPoint presentations. Moreover, in the agriculture field, schools organized a videoconference using Skype in order to discuss and execute a task concerning milk processing as a part of the curd cheese production (an instructional video had been recorded before by the Czech partner to illustrate the task).

To sum up all the activities implemented under the virtual mobility component were aimed at ensuring fluid exchange between partners, knowing each other's specificity and field of work, improving pupils' skills and competences and supporting all the project's activities. Thus, the virtual mobilities allowed to extend the project to a wider range of learners and teachers, as well as guaranteed the sustainability of projects results.

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<sup>1</sup> [https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/2017-erasmus-plus-programme-guide-v2\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/2017-erasmus-plus-programme-guide-v2_en.pdf), p. 291.

# Recommendations and conclusion

# 4



The realization of the CIVEEL project was a challenge at very different levels to all the project partners. First of all, it is difficult to manage a big number of partners (twelve vocational schools, three regional administrations and one associate partner) from three different countries having different competences, opportunities and limitations at the administrative and financial level. These differences appear from the very beginning that is the stage of preparing the project, and need to be dealt throughout. It requires a lot of flexibility and adaptability, on the one hand, and discipline on the other one, in order to continue and implement all the activities on time and according to the project schedule. Although the general result of the cooperation between all the partners within the CIVEEL project cannot but be described as a successful and rewarding experience, it must be said that a project involving a smaller number of participants would be easier to manage and implement, especially for the potential beneficiaries of ERASMUS+ programme less experienced in the realization of similar projects.

Secondly and in connection to what has been said above, every project needs to be managed in an efficient and coherent way. To do so, the regional partners (regional administrations and associate partner) of the CIVEEL project decided to hold four transnational meetings allowing to regularly assess the implementation of activities and resolve all the problems appearing at the different stages of the project. Moreover, every month they organized a conference call in order to have an ongoing dialogue concerning the progress in short-term joint staff training events and blended mobilities of learners' preparation, realization and reporting. The conclusions from all the meetings (transnational and by phone) were transmitted to local schools involved in the project thanks to electronic communication or during local meetings organized by each regional coordinator in France, Czech Republic or Poland. This chain of communication contributed to effective implementation of all the project activities and successful management of the strategic partnership.

Furthermore, at the educational level, the CIVEEL experience showed how important a good and stable cooperation between schools and companies from the same branch is. During short-term joint staff training events and learners' mobilities, teachers and pupils had the opportunity to observe and undertake activities that developed their skills and helped them build a part of their professional path. However, it is necessary to underline that organizing training sessions in the companies, especially for young foreign students, is not always easy or even possible, depending on sectors, local regulations and in particular on the companies' policies. For this reason and in order to be able to put in place training sessions within a project it would be recommended to involve companies in the partnership as soon as at the stage of preparing the project. It would facilitate the activity implementations and guarantee the companies' involvement on a larger scale.

To sum up, the CIVEEL project allowed all the partners to undertake developing and rewarding activities that enlarged competences, knowledge and skills in an international context and environment. All the participants (pupils, teachers, administrative staff, etc.) had to face difficulties related to communication in English, administrative and financial issues connected to the realization of an ERASMUS+ project and... they dealt successfully with all the challenges gaining or enlarging their competences. Moreover, CIVEEL inspired them to think about the future and consider further cooperation in various fields and even submit a new European project. From the start it was the key objective for all three regional administrations involved in the project creation: to encourage local schools to benefit from the ERASMUS+ programme and/or other European funds in order to initiate international partnerships. We consider it as achieved and hope that these new partnerships established within the CIVEEL project will grow and bring tangible results to all the partners.

# Project management

**GRANT AGREEMENT for a:**

**Strategic Partnership for vocational education and training with multiple beneficiaries under the  
ERASMUS+ Programme**

**AGREEMENT NUMBER – 2017-1-FR01-KA202-037241**

**CONTRACT BETWEEN THE COORDINATOR AND THE PARTNER**

This contract shall govern relations between:

**Complete details of the Coordinator  
called hereafter "the Coordinator", represented by (Name), President,**

and

**[complete details of the Partner,  
called hereafter "the Partner", represented by (complete details) ],**

of the one part,

of the other part,

Which have agreed as follows:

**Article 1 – SUBJECT MATTER OF THE AGREEMENT**

1. The French National Agency has decided to award a grant for the Project entitled "Cooperation in vocational training for European labour market" (CIVEEL) under the Erasmus+ Programme Key Action 2: Strategic Partnerships. The Coordinator and the Partner commit themselves to carrying out the project as set out in the Annexes of the contract.
2. This contract shall regulate relations between the parties, and their respective rights and obligations with regard to their participation in the project "Cooperation in vocational training for European labour market" (CIVEEL) under the Agreement n° 2017-1-FR01-KA202-037241 passed between the French National Agency and the Coordinator.

**Article 2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION**

1. The Agreement shall enter into force on the date on which the last party signs.
2. The Project shall run between 01/09/2017 and 31/08/2019 both inclusive.
3. The Agreement shall end on the date of approval by the **National Agency** of the final report and at the latest on the 31/12/2019.

**Article 3 - OBLIGATION OF THE COORDINATOR**

The Coordinator shall undertake:

1. to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this contract and in its annexes, in accordance with the objectives of the project as set out in the Agreement concluded between the **National Agency** and the **Coordinator**;
2. to send to the **Partner** a copy of the **Agreement** 2017-1-FR01-KA202-037241 and its annexes, concluded with the National Agency, of the various reports and of any other official document concerning the project;
3. to notify and provide the **Partner** with any amendment made to the Agreement n° 2017-1-FR01-KA202-037241 concluded with the National Agency;

4. to define in conjunction with the **Partner** the role and rights and obligations of the two parties;
5. to comply with all the provisions of **Agreement n° 2017-1-FR01-KA202-037241** binding the **Coordinator** to the **National Agency**.

#### Article 4- OBLIGATION OF THE PARTNER

The Partner shall undertake:

1. to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this contract and in its annexes, in accordance with the objectives of the project as set out in **the Agreement n° 2017-1-FR01-KA202-037241** concluded between the **National Agency** and the **Coordinator**;
2. to comply with all the provisions of Agreement n° 2017-1-FR01-KA202-037241 binding the **Coordinator** to the **National Agency**;
3. to communicate to the **Coordinator** any information or document required by the latter that is necessary for the management of the project;
4. to accept responsibility for all information communicated to **the Coordinator**, including details of costs claimed and, where appropriate, ineligible expenses;
5. to define in conjunction with the **Coordinator** the role and rights and obligations of the two parties.

#### Article 5 - DISSEMINATION

1. **The partner shall acknowledge the grant support received under the Erasmus+ Programme** in any document disseminated or published, in any product or material produced with the grant support, and in any statement or interviews given, in accordance with the visual identity guidelines provided by the European Commission.
2. The acknowledgement shall be followed by a disclaimer stating that the content of the publication is **the sole responsibility of the publisher and that the European Commission is not liable for any use that may be made of the information**.

#### Article 6 - FINANCING THE ACTION

1. The total expenditure to be committed by the Partner for the period covered by this contract is estimated at [...] EUR.

#### Article 7 - PAYMENTS

1. **The Coordinator** commits himself to carrying out payments relating to the subject matter of this contract to **the Partner** according to the following schedule:  
1<sup>st</sup> payment: [...] EUR (from the entry into force of the agreement, 60 %)  
2<sup>nd</sup> payment : [...] EUR (after approval by the National Agency of the interim report, 20 %)  
Final payment: [...] EUR (after approval by the National Agency of the final report, 20 %)
2. All payments shall be regarded as advances pending explicit approval by the **National Agency** of the final report, the corresponding cost statement and the assessment of the quality of the results of the project.

#### Article 8 - BANK ACCOUNT

Please send a document with references of the bank account opened in the name of the Partner into which the funds allocated to the Partner will be paid.

#### Article 9 - SUBMISSION OF REPORTS AND OTHER DOCUMENTS

1. The **Partner** shall provide the **Coordinator** with any information and document required for the preparation of the interim report and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* by the **31/07/2018** at the latest.

2. The **Partner** shall provide the **Coordinator** with any information and document required for the preparation of the final report and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* by the **31/08/2019** at the latest.

#### **Article 10 - MONITORING, CHECKS AND AUDITS**

1. The Partner shall provide without delay the **Coordinator** with any information that the latter may request from him concerning the carrying out of the work programme covered by this contract.
2. The Partner shall make available to the **Coordinator** any document making it possible to check that the aforementioned work programme is being or has been carried out.

#### **Article 11 - TERMINATION OF THE AGREEMENT**

1. The **Coordinator** may decide to terminate the agreement if the **Partner** has inadequately discharged or failed to discharge any of the contractual obligations, insofar as this is not due to *force majeure*, after notification of the **Partner** by registered letter has remained without effect for one month.
2. The Partner shall immediately notify the **Coordinator**, supplying all relevant information, of any event likely to prejudice the performance of this contract.

#### **Article 12 - JURISDICTION CLAUSE**

1. Failing amicable settlement, the Courts of Strasbourg shall have sole competence to rule on any dispute between the contracting parties in respect of this contract.
2. The law applicable to this contract shall be the French law.

#### **Article 13 - SUPPLEMENTARY AGREEMENTS**

Amendments to this contract shall be made only by a written supplementary Agreement signed on behalf of each of the parties by the signatories to this contract. No oral agreement may bind the parties to this effect.

#### **Annexes**

- 1) *Time schedule and activities and as indicated in the application Form*
- 2) *Project budget relating to the activities of the Partner*

Done at Strasbourg, in two copies.

For the **Coordinator**,

For the **Partner**,

The legal representative  
(Name), President

The legal representative  
(name and function)

[signature]  
[date]

[signature]  
[date]



# Calendar 2018 - Strategic Partnership CIVEEL

January	February	March	April	May	June	July	August	September	October	November	December
1 M CZ/FR/PL	1 T PL	1 T CZ (NO)/FR	1 S PL	1 T CZ/FR/PL	1 F PL	1 S PL	1 W FR	1 S	1 M C4 in FR	1 T FR	1 S
2 T FR/PL	2 F CZ/PL	2 F CZ (NO)/FR	2 M CZ/FR/PL	2 W FR/PL	2 S	2 M PL	2 T FR	2 S	2 T C4 in FR	2 F FR	2 S
3 W FR	3 S PL	3 S CZ (NO)/FR	3 T PL	3 T FR/PL	3 S M2 in CZ	3 T PL	3 F FR	3 M	3 W C4 in FR	3 S FR	3 M
4 T FR	4 S PL	4 S CZ (NO)/FR	4 W	4 F FR/PL	4 M M2 in CZ	4 W PL	4 S FR	4 T	4 T C4 in FR	4 S C4 in FR	4 T
5 F FR	5 M PL	5 M CZ (NO)/FR	5 T	5 S FR/PL	5 T M2 in CZ	5 T CZ	5 D FR	5 W	5 F C4 in FR	5 M C4 in FR	5 W
6 S FR	6 T PL	6 T CZ (NO)/FR	6 F	6 S FR/PL	6 W M2 in CZ	6 F CZ	6 M FR	6 T	6 S C4 in FR	6 T C4 in FR	6 T
7 S FR	7 W PL	7 W CZ (NO)/FR	7 S	7 M FR/PL	7 T	7 S FR	7 T FR	7 F	7 S C5 in CZ	7 W C4 in FR	7 F
8 M	8 T PL	8 T CZ (NO)/FR	8 S	8 T CZ/FR	8 F	8 S FR	8 W FR	8 S	8 M C5 in CZ	8 T C4 in FR	8 S
9 T	9 F PL	9 F CZ (NO)/FR	9 M	9 W	9 S	9 M FR	9 T FR	9 S	9 T C5 in CZ	9 V C4 in FR	9 S
10 W	10 S PL	10 S CZ (NO)/FR	10 T	10 T	10 S	10 T FR	10 F FR	10 M	10 W C5 in CZ	10 S C4 in FR	10 M
11 T	11 S PL	11 S CZ (OP)	11 W	11 F	11 M	11 W FR	11 S FR	11 T	11 T C5 in CZ	11 S FR/PL	11 T
12 F	12 M C2 in CZ	12 M CZ (OS)	12 T	12 S	12 T	12 T FR	12 S FR	12 W	12 F C5 in CZ	12 M	12 W
13 S	13 T C2 in CZ	13 T CZ (OS)	13 F	13 S	13 W	13 F FR	13 M FR	13 T	13 S C5 in CZ	13 T	13 T
14 S	14 W C2 in CZ	14 W CZ (OS)	14 S	14 M	14 T	14 S FR	14 T FR	14 F	14 S C5 in CZ	14 W	14 F
15 M	15 T C2 in CZ	15 T CZ (OS)	15 S	15 T	15 F	15 S FR	15 W FR/PL	15 S	15 M	15 T	15 S
16 T	16 F C2 in CZ	16 F CZ (OS)	16 M C3 in PL	16 W	16 S	16 M FR	16 T FR	16 S	16 T	16 F	16 S
17 W	17 S	17 S CZ (OS)	17 T C3 in PL	17 T	17 S	17 T FR	17 F FR	17 M	17 W	17 S CZ	17 M
18 T	18 S	18 S CZ (OS)	18 W C3 in PL	18 F	18 M	18 W FR	18 S FR	18 T	18 T	18 S C5 in CZ	18 T
19 F	19 M CZ (NO)	19 M	19 T C3 in PL	19 S	19 T	19 T FR	19 S FR	19 W	19 F	19 M C5 in CZ	19 W
20 S	20 T CZ (NO)	20 T	20 F C3 in PL	20 S PL	20 W	20 F FR	20 M FR	20 T	20 S FR	20 T C5 in CZ	20 T
21 S	21 W CZ (NO)	21 W	21 S FR	21 M	21 T	21 S FR	21 T FR	21 F	21 S FR	21 W C5 in CZ	21 F
22 M	22 T CZ (NO)	22 T	22 S FR	22 T	22 F	22 S FR	22 W FR	22 S	22 M FR	22 T C5 in CZ	22 S FR
23 T	23 F CZ (NO)	23 F	23 M FR	23 W	23 S PL	23 M FR	23 T FR	23 S	23 T FR	23 F C5 in CZ	23 S FR
24 W	24 S CZ (NO)/FR	24 S	24 T FR	24 T	24 S PL	24 T FR	24 F FR	24 M	24 W FR	24 S C5 in CZ	24 M CZ/FR
25 T	25 S CZ (NO)/FR	25 S	25 W FR	25 F	25 M PL	25 W FR	25 S FR	25 T	25 T FR	25 S	25 T CZ/FR/PL
26 F	26 M CZ (NO)/FR	26 M	26 T FR	26 S	26 T PL	26 T FR	26 S FR	26 W	26 V FR	26 M	26 W CZ/FR/PL
27 S	27 T CZ (NO)/FR	27 T	27 F FR/PL	27 S	27 W PL	27 F FR	27 M FR	27 T	27 S FR	27 T	27 T FR/PL
28 S	28 W CZ (NO)/FR	28 W	28 S FR/PL	28 M	28 T PL	28 S FR	28 T FR	28 F CZ	28 S FR / CZ	28 W	28 F FR/PL
29 M PL		29 T CZ/PL	29 S FR/PL	29 T	29 F CZ	29 S FR	29 W FR	29 S	29 M FR	29 T	29 S FR/PL
30 T PL		30 F CZ/FR	30 M FR/PL	30 W	30 S PL	30 M FR	30 T FR	30 S C4 in FR	30 T FR	30 F	30 S FR/PL
31 W PL		31 S PL	31 T PL	31 T PL		31 T FR	31 F FR		31 W FR		31 M FR/PL

Day Off  
School holidays

Staff mobility  
Transnational Meeting

Agricultural sector

Hotel-Catering sector

Chemical sector

Transport

<http://calendar.drier.fr/>






## Home

### RESOURCE DOCUMENTS

⊕ nouveau document ou faire glisser des fichiers ici




✓  Nom

#### ▾ Type of documents : Contracts and agreements (3)








	Agreement_Coordinator_Partner_en_60_20_20	...
	Annex1_Time schedule_2017_en	...
	Annex2_Budget2017_EN	...

#### ▾ Type of documents : Logos (16)

#### ▾ Type of documents : Others (3)

	CIVEEL_calendar-2018_2019	...
	E+_CIVEEL_Contacts	...
	Freetools for virtual mobilities	...

#### ▾ Type of documents : Templates (7)













	CertificateofAttendance_BlendedMobilityofLearners	...
	CertificateofAttendance_StaffMobility	...
	CertificateofAttendance_TransnationalMeeting	...
	CIVEEL_Blended Mobility_ListOfParticipants	...
	CIVEEL_Evaluation sheet_learners C4-C6	...
	CIVEEL_Evaluation sheet_teachers_hosting schools C4-C6	...
	CIVEEL_Evaluation sheet_teachers_visiting schools C4-C6	...

## Documents of project meetings and activities

Filter by type of meeting / activity

[Display all](#)

### DOCUMENTS BY TYPE OF MEETING / ACTIVITY

✓		Dates of meeting / activity	End date	Nom	
<b>Meeting / Activity : Blended mobility of learners (4)</b>					
		24/03/2019	06/04/2019	Blended mobility of learners in Poland - C6	...
		08/11/2018	29/03/2019	Blended mobility of learners in Czech Republic - C5	...
		01/10/2018	09/11/2018	Blended mobility of learners in France - C4	...
				Virtual Mobility	...
<b>Meeting / Activity : Short-term joint staff training events (3)</b>					
		17/04/2018	19/04/2018	Staff mobility in Poland - C3	...
		12/02/2018	16/02/2018	Staff mobility in Czech Republic C2	...
		04/12/2017	08/12/2018	Staff mobility in France C1	...
<b>Meeting / Activity : Transnational project meetings (4)</b>					
		09/07/2019	10/07/2019	TM4 - 4th transnational meeting	...
		20/05/2019	21/05/2019	TM 3 (Poland - May 2019)	...
		04/06/2018	05/07/2018	TM2 (June 2018)	...
		19/10/2017	20/10/2018	TM 1 (October 2017)	...

Learning  
activities

2

## ERASMUS+ PARTNERSHIP

### Agreement on Partnership between Vocational Schools in the CIVEEL Project: Cooperation in Vocational Training for the European Labour Market

This Agreement was entered into by and between the undersigned:

School name, address  
represented by ....., as .....as one Party

and

School name, address  
represented by ....., as .....as the second Party

and

School name, address  
represented by ....., as .....as the third Party

Schools participating in the ERASMUS+ partnership

Regarding the European partnership ERASMUS+ No. 2017-1-FR01-KA202-037241 entitled  
“Cooperation in Vocational Training for the European Labour Market” (CIVEEL)

The Parties agree as follows:

#### Article 1: BACKGROUND

The ERASMUS+ (CIVEEL) Partnership oversees the physical mobility of pupils and teachers from partner vocational schools to the school facilities and/or companies operating in the relevant field in the partner region, as well as the virtual mobility of other pupils at these partner schools taking place before, during and after the physical mobility of pupils, suitably accompanying and supporting the implementation of this mobility.

#### Article 2: SUBJECT-MATTER

Under this European project, the schools that sign this Agreement agree to send at least two pupils from their secondary vocational schools accompanied by one teacher to take part in a 5-day (excluding travel time) internship in the partner region.

### **Article 3: OBLIGATIONS OF THE PARTIES**

**In support of the mobility between partner regions, the individual schools signing this Agreement agree:**

- To find at least two suitable volunteers from among their pupils to take part in a 5-day internship in the partner region and prepare those learners for the completion of the mobility with the support of a teacher who will accompany them to the relevant location;
- To host pupils and accompanying teachers from partner regions at their school and the companies operating in the relevant field and to organise visits to those companies for the above purpose and present their partners with a programme that satisfies their expectations to the maximum possible extent;
- To participate, together with the teachers and pupils from their own and partner schools, in virtual mobility from September 2018 to April 2019 using the electronic audio-visual tools available and suitable for this type of exchange, i.e., social media, webinars, eTwinning, video presentations etc., and to submit output (i.e., completed visual projects) to their regional coordinator;
- To participate in evaluating the outgoing mobility of their pupils and teachers by completing evaluation sheets and documents directly associated with exchanges and forwarding these to their regional coordinators upon the completion of an exchange;
- To ensure the host schools maintain and submit to their regional project coordinator the certificate of attendance of persons participating in an exchange, as well as documents and presentations, at least the programme, used for the mobilities;
- To take all measures necessary to ensure incoming and outgoing mobility, the sending school being required to arrange travel insurance for the pupils sent on exchange and also being responsible for ensuring the safety of its (not only minor) pupils by having them accompanied by a teacher at the host school, school workplaces and companies operating in the relevant field in the partner region. The host school must prepare a programme in the scope and conditions that eliminate any possible safety risk to the maximum extent possible;
- To submit the consent of the parents translated into the language of its partner in case of any medical or surgical procedure that may need to be performed on minor pupils at the relevant location;
- To indicate any difficulties encountered that may affect the planned mobility and propose a solution acceptable to both / three parties.

### **Article 4: EUROPASS MOBILITY**

The official output of any physical mobility of pupils in partner regions will be Europass Mobility provided by the Erasmus + National Agency. Host schools and host companies will both participate in its fulfilling, truthfully capturing the knowledge and abilities acquired by the individual pupils in this document, including a comparison of their knowledge and abilities before and after the mobility. This document will be officially submitted to the pupils at the end of the project.

### **Article 5: ENTRY INTO FORCE AND TERM OF AGREEMENT**

This Agreement becomes effective on the date of its signing and terminates on 31 August 2019, which is the expiry date of the contractual period of the ERASMUS+ (CIVEEL) partnership.

The partner schools will be able to assess themselves the possibility of renewing the Partnership Agreement beyond the CIVEEL Project.

**Article 6: DISPUTES**

The Parties will strive to amicably resolve all disputes arising from the interpretation or application of the individual articles hereof.

**Article 7: PERSONAL DATA PROTECTION**

During the implementation of the project, the Parties will process the personal data of pupils and teachers from partner schools in the extent (first name, last name, date of birth, address and audiovisual image of the relevant person) needed for the purposes of administration and mandatory publicity of the project.

During the processing of personal data mentioned in the previous paragraph, the Parties to this Agreement agree to proceed in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

Executed in two / three original counterparts.

On behalf of..... (school), as its authorised representative

Stamp and signature

..... ,..... (place, date)

On behalf of..... (school), as its authorised representative

Stamp and signature

..... ,..... (place, date)

On behalf of..... (school), as its authorised representative

Stamp and signature

..... ,..... (place, date)



## Statement of Legal Guardian

I, the undersigned:

Surname, Name.....

Relationship to the child

mother

father

foster parent

guardian

- consent to my child's participation in individual mobility in accordance with the conditions of the programme Erasmus+, project CIVEEL on the following dates and in the following location: from **(dates)**<sup>1</sup> in **(country)**, at the school facility named **(name and address of school)**.

### In accordance with the conditions of my child's residence in a foreign country:

Surname, Name: .....

Date of Birth ..... in .....

- I authorise the accompanying teacher to exercise the rights and duties arising from parental authority towards the aforementioned child for the duration of my child's stay in the essential scope.
- I consent to the medical examination/treatment of my child always, when his/her physical and health state will require it, if a physician considers this necessary.

In ..... on .....

.....  
Signature/s of Legal Guardian/s

<sup>1</sup> This consent also applies to the related days of travel connected to the mobility.

# Strategic Partnership Erasmus + - CIVEEL

Activity:

Date:



Day	Time	Description of the activity	Place
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

**List of participants**

Sending institution  
 Hosting institution  
 Mobility starts on  
 Mobility ends on  
 Travel days

The personal data of pupils and teachers from partner schools (first name, last name, date of birth, email address) will be processed only on the extent needed for the purposes of the project's administration.

List of learners			
Last name	First name	Date of Birth	Email address

List of accompanying teachers		
Last name	First name	Email address

Please send this list to the hosting school for information as well as to the regional coordinator of the project!

**Attestation de présence pour les personnes accompagnatrices / Certificate of attendance  
for the accompanying persons**

**MOBILITES MIXTES D'APPRENANTS  
BLENDED MOBILITY OF LEARNERS**

**Je soussigné(e) / I undersigned** .....  
**en ma qualité de / function** .....  
**représentant l'établissement/organisme (hôte) / representing the host school / organization :**  
**dénomination complète / complete name :** .....  
.....  
**adresse / address :** .....  
.....  
**ville / city:** ..... **pays / country:** .....

**certifie que les personnes suivantes / certify that the following persons :**

**Nom et Prénom / Full Name :** .....  
**Email :** ..... **Signature** .....

**Nom et Prénom / Full Name :** .....  
**Email :** ..... **Signature** .....

**représentant l'établissement/l'organisme (visiteur) / representing the visiting school / organization :**

**dénomination complète / complete name :** .....  
.....  
**adresse / address :** .....  
.....  
**ville / city :** ..... **pays / country :** .....

**étaient effectivement présentes du / were present from** ..... **au/to** .....  
**et ont participé à une mobilité mixte d'apprenants en tant qu'accompagnateurs/ attended a blended mobility of learners as  
accompanying persons.**

Fait à /place ..... , le / date.....

**Pour l'établissement/l'organisme d'accueil / the host school/organization :**

**(Signature et tampon originaux) / (original signature & stamp)**

**Attestation de présence pour les apprenants / Certificate of attendance for learners**  
**MOBILITES MIXTES D'APPRENANTS**  
**BLENDED MOBILITY OF LEARNERS**

<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....
<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....
<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....
<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....
<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....
<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....
<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....
<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....
<b>Nom et Prénom / Full Name :</b> .....	
<b>Email :</b> .....	<b>Signature</b> .....

**étaient effectivement présentes du / were present from** ..... **au/to** .....

Fait à / place ....., le / date .....

**Pour l'établissement d'accueil / the host school/organization :**

**(Signature et tampon originaux) / (original signature & stamp)**

**Strategic partnership Erasmus + - CIVEEL**  
**Activity: Short-term joint staff training event (C3)**  
**Place: Poland – Lubelskie Voivodeship**

**Date of activity: From Monday the 16<sup>th</sup> of April to Friday, the 20<sup>th</sup> of April 2018**

**EVALUATION BY HOSTING SCHOOL**

Name of the school:

Name of the staff representative:

Staff's position:

Date:                    to

Good and bad aspects of the mobility programme:

- content (list 2-3 examples)?

- duration?

In what way was it beneficial to host partner schools?

Intercultural aspects:

- In what way was it beneficial to meet people from other countries?
  
- Is there anything that the two/three countries have in common? (list 2-3 examples)

Suggestions:

- What are your ideas for the first blended mobility of VET learners in France?
  
- What project do you and your partners intend to prepare during virtual mobility? What topic have you chosen?

Please evaluate, taking all the aspects into account, the Short-term joint staff training event (C3) on the scale from 1 (Bad) to 5 (Excellent):

General impression and other suggestions:

Summary (C1-C3):

- What new have you learned in the field of vocational education?
  
- What good practices would you like to implement in your school?
  
- How could you improve cooperation between your school and companies based on experience from CIVEEL project?

**Strategic partnership Erasmus + - CIVEEL**  
**Activity: Short-term joint staff training event (C2)**

**Place:**

**Date of activity:**

**EVALUATION BY VISITING SCHOOL**

Name of the school:

Name of the staff representative:

Staff's position:

Date:                    to

Good and bad aspects of your mobility:

- content?

- duration?

About the school in Czech Republic:

- What did you learn from the school? What did you discover?
- How could you use it in your school/training curriculum?
- What do you think you can do with this partner during next activities?
- What could be difficult to implement and why?

About visit of companies:

- What did you learn from companies? What did you discover?
- How could you use it in your school/training curriculum?
- What do you think you can do with this partner during next activities?



- What could be difficult to implement and why?

Intercultural aspects:

- What did you like the most in Czech Republic?
- What did you discover about the culture of hosting country?
- Is there anything that our two/three countries have in common?

Logistical aspects:

- Was the hosting school helpful in organizing the journey and stay? In what way?
- Means of transport? (specify: Plane, Bus, Car, Train)

Itinerary?

Was it a good or a bad choice? And why?

- Accommodation? (specify: Hotel, Boarding school, Home)

Was it a good or a bad choice? And why?

Please evaluate, taking all the aspects into account, the Short-term joint staff training event (C2) on the scale from 1 (Bad) to 5 (Excellent):

Suggestions:

- What would you add to the programme of the next mobilities in Poland?

General impression and other suggestions:

**Strategic partnership Erasmus + - CIVEEL  
Activity: Blended mobility of learners (C4-6)  
Place:  
Date of activity:**

**EVALUATION BY LEARNERS**

School's name: .....

Learner's name: .....

**Communication**

What languages did you speak during the mobility?

English          French          Czech          Polish          German          Others:

What was your level of the foreign language you used during the mobility?

Before: Very good      Good          Sufficient      Insufficient      Bad

After: Very good      Good          Sufficient      Insufficient      Bad

How difficult was it to communicate with:

your peers during your stay abroad ?

Very easy      Easy          Not easy/not difficult          Difficult          Very difficult

the professionals from the companies?

Very easy      Easy          Not easy/not difficult          Difficult          Very difficult

the teachers from the hosting school?

Very easy      Easy          Not easy/not difficult          Difficult          Very difficult

**New skills**

What new skills did you gain during the mobility?

In the companies:

.....  
.....

At the school:

.....  
.....

How will they be useful for your future work or education? And why?

.....  
 .....

Mark the equipment of the hosting school: (equipment of the labs, workplaces, etc.)

Very good      Good              Sufficient      Insufficient      Bad

**Satisfaction**

Mark the stay in general:

Very good      Good              Sufficient      Insufficient      Bad

Good and bad aspects of the stay: (please write a comment)

.....  
 .....

Programme:

Very good      Good              Sufficient      Insufficient      Bad

Please write a short comment:

.....

Activities :

At schools:      Very good      Good              Sufficient      Insufficient      Bad

In companies:      Very good      Good              Sufficient      Insufficient      Bad

Cultural programme:      Very good      Good              Sufficient      Insufficient      Bad

Duration:

Very good      Good              Sufficient      Insufficient      Bad

Please write a short comment:

.....

Was the mobility as you expected?

Yes      No      Why? .....

Would you consider working abroad after this experience?

Yes      No      Why? .....



**Strategic partnership Erasmus + - CIVEEL**  
**Activity: Blended mobility of learners (C4-6)**  
**Place:**  
**Date of activity:**

**EVALUATION BY TEACHERS (HOSTING SCHOOLS)**

School's name: .....  
Teacher's name: .....

**Communication and behaviour**

How did the pupils communicate and behave during the stay in your school and in the companies?  
Please evaluate their involvement in the work, their openmindedness, interpersonal and communication skills...

.....  
.....  
.....

Did they meet any difficulties during the stay in the companies and/or in your school? Which ones? If yes, how did they solve them and how did you help?

.....  
.....  
.....

**Knowledge and new skills**

What new knowledge, skills and competencies did the pupils gain during the stay in the companies and your school? Please give 2-3 examples minimum.

In the companies:

- 1) .....
- 2)
- 3)

At school:

- 1) .....
- 2)
- 3)

**Satisfaction**

Please write a short comment about the mobility as a whole:

.....  
.....  
.....

**Perspectives for the future**

How do you imagine the possible future cooperation with the visiting partner school?

.....  
.....  
.....

**Strategic partnership Erasmus + - CIVEEL  
Activity: Blended mobility of learners (C4-6)**

**Place:**

**Date of activity:**

**EVALUATION BY TEACHERS**

School's name: .....

Teacher's name: .....

**Virtual mobilities**

Did you implement virtual mobilities before, during and/or after the physical mobilities? Did you face any difficulties?

.....  
.....  
.....

What projects, activities did you realize during the virtual mobilities?

.....  
.....  
.....

Which virtual media did you use for them? Skype, facebook, e-twinning, others...

.....  
.....  
.....

How many pupils were involved in your virtual mobilities? Only the pupils participating into the physical mobilities? Their whole classes? Other classes?

.....  
.....  
.....

Which teacher(s) was/were involved in the virtual mobilities and what was his/their role?

.....  
.....  
.....

## **Physical mobilities**

### **Communication and behaviour**

Did the pupils feel at ease communicating with the teachers, companies, their fellow pupils?

.....  
.....  
.....

Did the pupils feel at ease communicating into English and how did their ability to communicate into English improve?

.....  
.....  
.....

How did the pupils behave during the stay at schools and in the companies? Please evaluate their involvement in the work, their openmindedness, interpersonal skills...

.....  
.....  
.....

Did they meet any difficulties during the stay in the companies and/or at hosting school? Which ones? If yes, how did they solve them and how did you help?

.....  
.....  
.....

### **Knowledge and new skills**

What new knowledge, skills and competencies did the pupils gain during the stay in the companies and the hosting school? Please give 2-3 examples minimum.

In the companies:

- 1) .....
- 2)
- 3)

At school:

- 1) .....
- 2)
- 3)

How will these new knowledge, skills and competencies be useful for their future work or education?  
And why?

.....  
 .....  
 .....

Did the pupils improve their professional English and learn new vocabulary during the exchange?

Yes  No

Give at least 2-3 examples.

- 1) .....
- 2)
- 3)

**Satisfaction**

Please mark the stay in general:

Very good  Good  Sufficient  Insufficient  Bad

Good and bad aspects of the stay: (please write a comment)

.....  
 .....  
 .....

Mark the programme:

Very good  Good  Sufficient  Insufficient  Bad

...and the sharing out between activities (school, companies, cultural programme...):

Very good  Good  Sufficient  Insufficient  Bad



Please write a short comment:

.....  
.....  
.....

Mark the duration of the mobility:

Very good     Good     Sufficient     Insufficient     Bad

Please write a short comment:

.....  
.....  
.....

**Perspectives for the future**

How do you imagine the possible future cooperation with this partner?

.....  
.....  
.....

# 3

## Transnational meetings

Day	Time	Activity	Content	Venue/ Details
Monday				
Tuesday				
Wednesday				
Thursday				

Surname	First name	Organization	Signature

**Attestation de présence / Certificate of attendance**

**REUNIONS TRANSNATIONALES / TRANSNATIONAL PROJECT MEETINGS**

**Je soussigné(e) / I undersigned** .....  
**en ma qualité de / fonction** .....  
**représentant l'organisme (hôte) / representing the host organisation :**  
**dénomination complète / complete name :** .....  
.....  
**adresse / address :** .....  
.....  
**ville / city:** ..... **pays / country:** .....

**certifie que les personnes suivantes / certify that the following persons :**  
**M** .....  
**M** .....  
**M** .....  
**M** .....  
**M** .....  
**M** .....

**représentant l'organisme (visiteur) / representing the visiting organisation :**  
**dénomination complète / complete name :** .....  
.....  
**adresse / address :** .....  
.....  
**ville / city :** ..... **pays / country :** .....

**étaient effectivement présentes du / were present from** ..... **au/to** .....  
**et ont participé à une réunion transnationale / attended a transnational meeting.**

Fait à /place ....., le / date.....  
**Pour l'organisme d'accueil / the host organisation :**  
**(Signature et tampon) / (signature & stamp)**

**Strategic Partnership Erasmus +**

**Name of the project: CIVEEL**

**Activity:**

**Date:**

**Place:**

**Room:**

**REPORT**

**Participants:**

⇒ Program in attachment.

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**Discussion:**

**I. Topic 1:**

**II. Topic 2:**

**III. Topic 3:**

**IV. Topic 4:**

⇒ Presentations in attachment.

---

**Conclusions:**

**Final transnational meeting**

**Workshop: future cooperation between schools**

Context:

The strategic partnership CIVEEL will be over very soon. Today you have a last opportunity to meet your partners working in the same field as the school you are representing, and to discuss new transnational projects you would like to develop together or not.

To help you in this process, here is a questionnaire to answer, and then to restate to the whole group:

A. If there is a new project coordinated by the regional authorities, similar to CIVEEL, would you repeat the experience?  yes  no  don't know

B. What did you like, what did you dislike in the CIVEEL project?

---



---

C. Through the CIVEEL experience, did you gain the motivation to develop a transnational project?  yes  no

If yes, could you describe the outline of the project?

- Who for?  the students  the teachers  both students and teachers

- What for? \_\_\_\_\_

---

D. Is a future project possible with your CIVEEL partner(s)?  yes  no

- If yes, name the possible partnerships \_\_\_\_\_

---

- If not, please tick the reasons why :

language  distance  too many differences between the students' profiles

too many differences between the fields of education  other: \_\_\_\_\_

E. Do you know how to finance your project?  yes  no

- What are the different costs you will need to cover?

---

F. Do you consider  organizing an exchange and covering the costs by yourselves?

- applying for an Erasmus+ project?
- soliciting the local authorities for funding?
- other: \_\_\_\_\_

G. What else do you need to make your cooperation project possible?

- technical advice to officialize your partnership
- help to apply for an Erasmus project
- other \_\_\_\_\_

-----  
**Erasmus + offers many opportunities to build projects with European partners.**

- Which of the following projects would you be interested in?
  - learning mobility of VET (Vocational Education and Training) learners
  - learning mobility of teaching staff
  - school exchanges
  - strategic partnership (cooperation, peer learning, exchanges of experiences / same as CIVEEL)

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