

Application

Programme	Erasmus+
Action Type	KA122-ADU - Short-term projects for mobility of learners and staff in adult education
Call	2023
Round	Round 1

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Context

Welcome to the application form for a short-term Key Action 1 project in Adult Education

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

Field of application	Adult Education			
Project title	CPIACCOGLIENTE			
Project title in English	WELCOMING-CPIA			
Project start date (dd/mm/yyyy)	Project duration	Project end date (dd/mm/yyyy)	National Agency of the applicant organisation	Language used to fill in the form
01/09/2023	6	29/02/2024	IT02 - Agenzia Nazionale Erasmus+ - INDIRE	Italian

For further details about the available Erasmus+ National Agencies, please consult the following page [List of National Agencies](#).

Applicant organisation

OID	Legal name	Country	Region	City	Website
E10037059	Centro Provinciale per l'Istruzione degli Adulti - CPIA di Padova	Italy	Veneto	Padova	www.cpiapadova.edu.it

Hosting organisations

OID	Legal name	Country	Region	City	Website
E10075887	C.E.P.A. Bernal Díaz del Castillo	Spain	Castilla y León	Medina del Campo	www.cepamedinadelcampo.centros.educa.jcyl.es
E10108298	Skeppsholmens folkhögskola	Sweden	Stockholms län	Stockholm	www.skeppsholmensfolkhogskola.se

Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Applicant - Centro Provinciale per l'Istruzione degli Adulti - CPIA di Padova (E10037059 - IT)

Organisation ID	Legal name	Country
E10037059	Centro Provinciale per l'Istruzione degli Adulti - CPIA di Padova	Italy

Applicant Organisation details : Centro Provinciale per l'Istruzione degli Adulti - CPIA di Padova

Legal name	Centro Provinciale per l'Istruzione degli Adulti - CPIA di Padova
Country	Italy
Region	Veneto
City	Padova
Website	www.cpiapadova.edu.it

Hosting Organisations

Please describe your plans in terms of potential destination countries and hosting organisations.

- What kind of hosting organisations do you plan to cooperate with?

Il CEPA “Bernal Díaz del Castillo” è un’istituzione spagnola che equivale al CPIA dal momento che il suo scopo principale è quello di rispondere ai bisogni educativi degli adulti in modo che questi possano acquisire o completare le competenze per il loro sviluppo individuale o collettivo consentendo loro di ottenere una preparazione professionale o personale per partecipare attivamente nella società. Gli obiettivi del CEPA sono: elevare il livello di istruzione della popolazione adulta con particolare attenzione alle fasce svantaggiate e garantire una istruzione di base. La Skeppsholmen folkhighschool of Stockholm è una scuola della seconda opportunità per l’educazione degli adulti che offre un percorso di scuola secondaria superiore corrispondente al curriculum degli studi nazionale, ma anche un percorso di due anni con un programma speciale: costruzione di barche e musica.

- Have you already had contacts or previous cooperation with any potential hosting partners?

Durante lo scorso anno scolastico il CPIA di Padova ha accolto in job shadowing due docenti del CEPA “Bernal Díaz del Castillo”, i quali hanno partecipato alle lezioni in classe per osservare le modalità didattiche messe in atto dai docenti del CPIA e poterle confrontare con quelle del loro istituto. Durante quest’anno scolastico il CPIA accoglierà una classe di studenti della Skeppsholmen folkhighschool of Stockholm, che visiterà il nostro Centro e, con i nostri studenti, svolgerà attività artistiche, di scambio di esperienze e di visita ad alcuni musei della città (Museo di geografia e Orto Botanico di Padova).

- If you have not yet identified all of your hosting partners, please explain how you plan to find suitable hosting organisations for the mobilities you propose to organise.

Le due istituzioni con cui il CPIA di Padova intende collaborare sono il CEPA “Bernal Díaz del Castillo” (SPAGNA) e la Skeppsholmen folkhighschool of Stockholm (SVEZIA).

The hosting partner organisations are organisations who will host the participants in your activities. To edit the details of a hosting organisation use the options button on the right side of the table. You can use an Organisation ID to fill in all the information instantly, or you can provide the needed information manually.

Please note that you do not need to provide a list of hosting organisations here - this section is included for information, in case you wish to provide more context for your application. During project implementation you can change your mind and you can freely decide which hosting partners you want to work with. For applicants in adult education: To find hosting partners, we recommend that you use the [Partner search tool](#) available online at the Electronic Platform for Adult Learning in Europe (EPALE).

Organisation ID	Legal name	Country
E10075887	C.E.P.A. Bernal Díaz del Castillo	Spain
E10108298	Skeppsholmens folkhögskola	Sweden

- My organisation plans to work with other supporting organisations that are not going to host our participants, but are going to help with the implementation of activities.

Hosting Organisation Details : C.E.P.A. Bernal Díaz del Castillo

In case the organisation has an Organisation ID, you can introduce the Organisation ID in the appropriate field and the organisation's data will be loaded automatically. If the organisation does not have an Organisation ID, you can fill in the needed information manually.

Legal name	C.E.P.A. Bernal Díaz del Castillo
Country	Spain
Region	Castilla y León
City	Medina del Campo
Website	www.cepamedinadelcampo.centros.educa.jcyl.es
Is the organisation a public body ?	Yes
Is the organisation a non-profit ?	Yes

Hosting Organisation Details : Skeppsholmens folkhögskola

In case the organisation has an Organisation ID, you can introduce the Organisation ID in the appropriate field and the organisation's data will be loaded automatically. If the organisation does not have an Organisation ID , you can fill in the needed information manually.

Legal name	Skeppsholmens folkhögskola
Country	Sweden
Region	Stockholms län
City	Stockholm
Website	www.skeppsholmensfolkhogskola.se
Is the organisation a public body ?	No
Is the organisation a non-profit ?	Yes

Background

In this section you should answer the question: "Who are you as an organisation?"

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section 'Context'. It can be adult education, vocational education and training, or school education.

The following information is completed based on the information linked to your organisation identification number (OID):

Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes

Please choose the organisation type that best describes your organisation.

Type of Organisation	National Public body
Does your organisation provide any formal or informal learning programmes relevant for this application?	Yes

Please briefly present your organisation.

i. What are your organisation's main activities? What kind of learning programmes is your organisation offering? If your organisation is providing more than one educational programme, please specify which of those programmes belong to the field of this application.

Il CPIA (Centro Provinciale per l'Educazione degli Adulti) di Padova è un ente pubblico per la scolarizzazione degli adulti nato nel 2015 dalla riorganizzazione dell'ex CTP (Centro Territoriale per l'Apprendimento Permanente).

Il CPIA di Padova è composto da dieci sedi situate nella provincia di Padova e comprende anche un settore speciale operante nel locale carcere.

Secondo la normativa (D.P.R. 263 del 2012), il CPIA offre i seguenti corsi istituzionali per adulti:

- Corsi di alfabetizzazione e apprendimento della lingua italiana per cittadini stranieri (AALI);
- Corso di primo livello finalizzato al conseguimento del titolo finale della scuola secondaria di primo grado e al conseguimento del certificato che attesta la competenza di base relativa alla scuola dell'obbligo;
- Corsi di secondo livello finalizzati al conseguimento del diploma di scuola superiore (corsi serali), organizzati dalle scuole superiori che hanno un programma di rete con i CPIA, grazie alla normativa vigente.

ii. What profiles and ages of learners do you work with?

Al CPIA di Padova sono iscritti:

- adulti, italiani e stranieri, che hanno compiuto il sedicesimo anno di età (in particolari situazioni anche ai quindicenni grazie ad un protocollo stipulato con la Regione Veneto), che non hanno assolto l'obbligo scolastico o che non sono in possesso del titolo di studio conclusivo del primo ciclo;
- adulti che intendono ottenere un diploma di istruzione secondaria superiore.

iii. How many years of experience does your organisation have implementing these learning programmes?

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What is the size of your organisation in terms of number of learners and staff? If your organisation is working in more than one field of education and training, please only include learners and staff in the field of this application.

Number of learners	1065
Number of teaching staff	60
Number of non-teaching staff	25

Past Participation

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects

Newcomer organisation	Yes
Less experienced organisation	Yes
First time applicant	Yes

Project objectives

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples.

Gli obiettivi di miglioramento e sviluppo proposti dal Piano Annuale per l'Inclusione del CPIA di Padova prevedono di:

- implementare e aggiornare la mappatura delle persone accolte nelle sedi del CPIA di Padova rientranti nelle due categorie dei NEET (Not in Education, Employment or Training) e dei Minori Stranieri Non Accompagnati (MSNA)
- avviare un sistema di monitoraggio dell'accoglienza, dell'orientamento e della personalizzazione dell'offerta formativa
- curare la narrazione di un campione significativo del follow up degli alunni (appartenenti alle due categorie menzionate sopra) accolti almeno negli ultimi tre anni scolastici e la raccolta di buone pratiche
- avviare la strutturazione di alcuni strumenti, come un'intervista biografica di accoglienza per la predisposizione di un dossier dettagliato dello studente, un modulo per l'orientamento e l'accompagnamento alla continuità dell'apprendimento.

Please define the objectives your organisation wants to achieve by implementing this Key Action 1 mobility project. Your objectives should be concrete, realistic, and should represent a real benefit for your organisation and its learners.

Objective 1

Title

What do you want to achieve?

Confrontare gli strumenti di accoglienza ed accompagnamento degli studenti (soprattutto MSNA e NEET) messi in atto dalle scuole ospitanti.

Explanation

How is this objective linked with the needs and challenges you have described in the previous question?

Lo scambio di buone pratiche con il CEPA "Bernal Díaz del Castillo" e la Skeppsholmen folkhighschool of Stockholm permetteranno ai docenti del CPIA di Padova di migliorare la loro competenza in tema di accoglienza degli studenti e di avere una visione europea in ambito di inclusione.

Measuring success

How are you going to evaluate if the objective has been reached?

Riuscire a creare un protocollo di accoglienza ed accompagnamento nato dal confronto con le buone pratiche messe in atto dagli istituti in cui verrà realizzato il job shadowing.

What topics are you going to work on in your project?

Democracy and inclusive democratic participation

Activities

Please choose the types of activities you would like to implement in your project and complete the details for the activities you have chosen, please open each type of activities from the table below by clicking on their name.

In this table and in the specific summary tables below you can see the overview of the information you have provided.

Before completing this table, make absolutely sure that you are familiar with descriptions and rules of each activity type as presented in the Erasmus+ Programme Guide. It is best to complete the table with the Programme Guide open.

Pay particular attention to types of activities reserved for staff and for learners. Staff are teachers, trainers and other persons working in adult education. Adult learners are persons who are being taught.

Secondly, please note the important differences between group and individual activities for learners. Individual mobility format requires an individual learning programme, evaluation and recognition of learning outcomes for each participant. In group activities, a single joint learning programme is defined for the whole group and individual evaluation is not required. For a complete description of the requirements and comparison of funding rules, please refer to the Programme Guide.

Activity type	Number of participants	Average duration for participants (in days)	Number of accompanying persons	Average duration for accompanying persons (in days)	Total Grant (EUR)
Job-shadowing	10	5	0	0	19 685,00
Total	10		0		19 685,00

Summary of participant profiles

This summary table shows the overview of participant profiles in the different activities you have requested, as well as number of participants taking part in Blended mobility activities and travelling with sustainable means of transport.

Activity type	Number of participants	Out of that:			
		Participants in blended mobility	Sustainable means of transport (green travel)	Non-teaching staff	Participants with fewer opportunities
Job-shadowing	10			0	0
Total	10			0	0

Job-shadowing

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)
JOBSH01	C.E.P.A. Bernal Díaz del Castillo (E10075887 - ES)	Spain	5	5	0	0
JOBSH02	Skeppsholmens folkhögskola (E10108298 - SE)	Sweden	5	5	0	0
Total			10	10	0	0

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Participants with fewer opportunities	Blended mobility	Sustainable means of transport (green travel)	Non-teaching staff
JOBSH01	C.E.P.A. Bernal Díaz del Castillo (E10075887 - ES)	Spain	5	0	<input type="checkbox"/>	<input type="checkbox"/>	0
JOBSH02	Skeppsholmens folkhögskola (E10108298 - SE)	Sweden	5	0	<input type="checkbox"/>	<input type="checkbox"/>	0
Total			10	0			0

Description (Job-shadowing)

Please describe your plans for Job-shadowing. If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

I docenti che parteciparono al progetto si confronteranno con i loro colleghi degli istituti ospitanti realmente all'accoglienza e all'orientamento degli studenti, avranno quindi degli incontri con i docenti spagnoli e svedesi orientatori, inoltre parteciperanno ad alcune lezioni in classe per osservare quale peso abbia la collaborazione tra i pari relativamente all'inclusione.

What benefits are the planned activities going to bring to the involved participants?

i. Please briefly describe the expected learning outcomes: what are the participants going to learn?

Chi partecipa al progetto deve ampliare la propria visione, rendendola più europea, riguardo al tema dell'inclusione.

ii. How are you going to evaluate the learning outcomes after the activities have taken place?

I docenti al rientro dovranno preparare una relazione che evidenzii quali strumenti di accoglienza ed orientamento hanno osservato presso gli istituti visitati e in quale modo questi strumenti possono essere acquisiti anche dal CPIA di Padova allo scopo di migliorare i protocolli di inclusione

iii. How are the learning outcomes going to be recognised?

I docenti partecipanti dovranno esporre all'intero collegio la relazione che prepareranno sul tema dell'inclusione per sensibilizzare tutto il corpo docente in modo che tutti possano beneficiare dell'esperienza acquisita dal gruppo che avrà sperimentato la mobilità per il job shadowing.

To which project objectives will the planned activities contribute?

Objective 1 : Confrontare gli strumenti di accoglienza ed accompagnamento degli studenti (soprattutto MSNA e NEET) messi in atto dalle scuole ospitanti.

How exactly are the activities going to contribute to the project objectives listed above?

Il colloquio con i docenti orientatori delle scuole ospitanti permetterà anche ai docenti in visita di ampliare le loro conoscenze sull'inclusione.

How are you going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

I docenti che verranno selezionati per partecipare al progetto saranno coloro che faranno parte del Gruppo di Lavoro per l'Inclusione durante l'anno scolastico 2023/2024.

ii. Why did you choose this method of selecting participants?

Il progetto mira a far migliorare le competenze dei docenti che si dedicano all'accoglienza e all'orientamento degli studenti e quindi questi sono i più interessati al progetto.

Budget

Budget summary

Activity type	Organisational support (EUR)	Individual support (EUR)	Travel (EUR)	Course fees (EUR)	Linguistic support (EUR)	Preparatory visits (EUR)	Inclusion support (EUR)	Total (EUR)
Job-shadowing	3 500,00	10 710,00	3 175,00	Not applicable	Not applicable	2 300,00	0,00	19 685,00
Total	3 500,00	10 710,00	3 175,00			2 300,00	0,00	19 685,00

Details

Activity type	Individual support for participants (EUR)	Standard travel (EUR)	Inclusion support for participants (EUR)	Inclusion support for organisations (EUR)
Job-shadowing	10 710,00	3 175,00	0,00	0,00
Total	10 710,00	3 175,00	0,00	0,00

Organisational Support

Organisational support covers various costs directly linked to the implementation of mobility activities and not covered by other cost categories..

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to their tasks and expenses.

Mobility flow ID	Activity type	Hosting organisation	Destination country	Number of participants	Number of accompanying persons	Organisational support base rate (EUR)	Organisational support grant (EUR)
JOBSH01	Job-shadowing	C.E.P.A. Bernal Díaz del Castillo (E10075887 - ES)	Spain	5	0	350,00	1 750,00
JOBSH02	Job-shadowing	Skeppsholmens folkhögskola (E10108298 - SE)	Sweden	5	0	350,00	1 750,00
Total				10	0	700,00	3 500,00

Travel

Travel grant covers the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

Mobility flow ID	Activity type	Exceptional costs for expensive travel	Hosting organisation	Destination country	Number of participants	Number of accompanying persons	Sustainable means of transport (green travel)	Travel Distance	Travel unit cost (EUR)	Travel grant (EUR)
JOBSH01	Job-shadowing	<input type="checkbox"/>	C.E.P.A. Bernal Díaz del Castillo (E10075887 - ES)	Spain	5	0	<input type="checkbox"/>	500 - 1999 km	275,00	1 375,00
JOBSH02	Job-shadowing	<input type="checkbox"/>	Skeppsholmens folkhögskola (E10108298 - SE)	Sweden	5	0	<input type="checkbox"/>	2000 - 2999 km	360,00	1 800,00
Total					10	0				3 175,00

Individual Support

Individual support covers costs of subsistence for participants and accompanying persons during the activity. Please note that in order for calculations to be completed, you need to specify your National Agency in section Context and you need to choose the destination country in section Activities.

Individual support can also cover subsistence costs for travel time before and after the activity. For more details, please refer to the Programme Guide.

Mobility flow ID	Activity type	Hosting organisation	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)	Travel days	Individual support base rate for participants (EUR)	Individual support base rate for accompanying persons (EUR)	Individual support grant for participants (EUR)	Individual support grant for accompanying persons (EUR)	Total individual support grant (EUR)
JOBSH01	Job-shadowing	C.E.P.A. Bernal Diaz del Castillo (E10075887 - ES)	Spain	5	5	0	0	2	144,00	0,00	5 040,00	0,00	5 040,00
JOBSH02	Job-shadowing	Skeppsholmens folkhögskola (E10108298 - SE)	Sweden	5	5	0	0	2	162,00	0,00	5 670,00	0,00	5 670,00
Total				10	10	0	0	4			10 710,00	0,00	10 710,00

Preparatory Visits

You can set up a preparatory visit to your hosting partner before the mobility takes place.

However, please keep in mind the relevant provisions of the Programme Guide: preparatory visits must have a clear reasoning and must serve to improve inclusiveness, scope and quality of mobility activities. For example, preparatory visits can be organised to better prepare mobility of participants with fewer opportunities, to start working with a new partner organisation, or to prepare longer mobility activities.

You can receive funding for a maximum of three persons per preparatory visit.

Mobility flow ID	Activity type	Hosting organisation	Destination country	Number of participants in preparatory visits	Preparatory visit unit cost (EUR)	Preparatory visits grant (EUR)
JOBSH01	Job-shadowing	C.E.P.A. Bernal Díaz del Castillo (E10075887 - ES)	Spain	2	575,00	1 150,00
JOBSH02	Job-shadowing	Skeppsholmens folkhögskola (E10108298 - SE)	Sweden	2	575,00	1 150,00
Total				4		2 300,00

Inclusion Support

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to cover administrative and other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunities and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the standard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistence costs should be requested through Inclusion Support.

Mobility Flow ID	Activity type	Hosting organisation	Destination country	Number of participants in the mobility flow	Number of participants with fewer opportunities	Inclusion support for organisations (EUR)	Inclusion support for participants (EUR)
JOBSH01	Job-shadowing	C.E.P.A. Bernal Díaz del Castillo (E10075887 - ES)	Spain	5	0	0,00	0,00
JOBSH02	Job-shadowing	Skeppsholmens folkhögskola (E10108298 - SE)	Sweden	5	0	0,00	0,00
Total				10	0	0,00	0,00

Exceptional costs

Exceptional costs may be claimed for costs linked to entry requirements for specific countries (including visas, residence permits, vaccinations, and medical certificates) and financial guarantee (if such a guarantee is requested by the National Agency).

Cost type	Mobility Flow ID	Activity Type	Number of participants in the mobility flow	Number of persons supported with this cost item	Description and justification of expenses (EUR)	Eligible costs (EUR)	Support Rate (%)	Eligible amount
Total								

The National Agency has requested a financial guarantee.

Quality Standards

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives. In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

The Erasmus quality standards are part of the Erasmus+ call for Key Action 1 projects. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

Please carefully read the Erasmus quality standards presented below and confirm your agreement.

I. Basic principles

- **Inclusion and diversity:** the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

- **Environmental sustainability and responsibility:** the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.
- **Digital education – including virtual cooperation, virtual mobility and blended mobility:** the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.
- **Active participation in the network of Erasmus organisations:** one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

II. Good management of mobility activities

- **Core tasks - keeping ownership of the activities:** the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

- **Supporting organisations, transparency and responsibility:** in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.

If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.

Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.

- **Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.
- **Integrating results of mobility activities in the organisation:** beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.
- **Developing capacity:** beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.
- **Regular updates:** beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.
- **Gathering and using participants' feedback:** beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.

III. Providing quality and support to the participants

- **Practical arrangements:** the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisation will remain ultimately responsible for verifying their provision and quality.
- **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.
- **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.
- **Preparation:** participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organisation (and the hosting families, where relevant).
- **Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.
- **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.
- **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
- **Definition of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.
- **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be

systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.

- **Recognition of learning outcomes:** formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

IV. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.
- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.
- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.

Subscribing to Erasmus Quality Standards

To apply for a Key Action 1 mobility project, your organisation must subscribe to the quality standards described above and accept to be evaluated based on those standards. Please read the following statements carefully and confirm your agreement:

- I have read and understood the above quality standards
- I understand and agree that these quality standards will be used as part of the criteria for evaluation of my project at final report stage

Follow-up

How are you going to ensure that your mobility activities are implemented in accordance with the Erasmus quality standards?

i. What will your organisation do to contribute to the basic principles defined by the quality standards?

Il CPIA di Padova ha elaborato per il 2022/2023 il Piano Annuale per l'Inclusione, cioè un documento che a partire dall'analisi di contesto dei bisogni educativi/formativi della scuola propone e coordina le azioni e le modalità organizzative dell'istituto che si intendono attivare per fornire delle risposte adeguate in tema di inclusione, come, ad esempio: percorsi didattici/educativi personalizzati/individualizzati; presenza di figure di sostegno e/o di riferimento; strategie di recupero/potenziamento in piccolo gruppo, per gruppi di livello in orario scolastico e/o extra-scolastico; progetti mirati per specifiche esigenze, anche con il concorso di operatori esterni; azioni di supporto in collaborazione con strutture e soggetti del territorio; azioni di monitoraggio e di autovalutazione finalizzate al miglioramento; aggiornamento e formazione degli insegnanti. Questi obiettivi sono in linea con una delle priorità del programma Erasmus+ che è proprio l'inclusione e la diversità.

ii. Who will be responsible for selection of participants, their preparation, and support during the activity?

Il responsabile per la selezione dei partecipanti, la loro preparazione e il supporto durante l'attività sarà il docente referente per i progetti europei del CPIA di Padova, il quale deve sostenere l'apertura del CPIA di Padova ad una dimensione europea allo scopo di elevare la qualità dell'offerta formativa.

iii. Who will be responsible for definition, evaluation and recognition of learning outcomes?

Il responsabile per la definizione, valutazione e riconoscimento dei risultati sarà il docente referente per i progetti europei del CPIA di Padova, il quale deve coordinare le attività previste dai progetti a cui partecipa il CPIA di Padova e mantenere i rapporti con gli altri partner partecipanti al programma Erasmus+.

iv. Who will be responsible for ensuring that standards on good management of mobility activities are being respected?

Il responsabile per garantire il rispetto delle norme sulla buona gestione delle attività di mobilità sarà il docente referente per i progetti europei del CPIA di Padova, il quale deve redigere le candidature del CPIA di Padova relative ai progetti del programma Erasmus+ e sottoporle al Collegio dei docenti.

What will you do to integrate the results of implemented mobility activities in your organisation's regular work?

La partecipazione al progetto è riservata ai docenti del CPIA di Padova che faranno parte del Gruppo di Lavoro sull'Inclusione e quindi le conoscenze che questi acquisiranno durante le mobilità saranno utili per la realizzazione del Piano di Annuale per l'Inclusione.

What will your organisation do to share the results of its activities and knowledge about the Programme?

i. To share results within your organisation

I docenti che parteciperanno al progetto, attraverso il Gruppo di Lavoro sull'Inclusione, elaboreranno un Piano Annuale per l'Inclusione che terrà conto dei confronti con le altre realtà europee e che verrà presentato al Collegio Docenti per la approvazione. In occasione della votazione del Piano Annuale per l'Inclusione al Collegio verranno presentati anche i risultati dell'attività svolta durante il progetto.

ii. To share results with other organisations and the public

Il CPIA di Padova aderisce ad un rete, chiamata "FareRete", nata per fare una mappatura dell'offerta formativa del territorio e leggerne i bisogni, coordinare la programmazione di corsi e laboratori, promuovere azioni per favorire l'accesso dei cittadini stranieri ai percorsi formativi formali e non formali, effettuare attività di formazione comuni per docenti ed operatori. "FareRete" si è dotata anche dello strumento di un sito web e una pagina Facebook gestiti dal CPIA di Padova. I risultati del progetto verranno condivisi anche con le altre associazioni ed enti appartenenti a "FareRete" e saranno diffusi nei social media in uso alla rete.

iii. To publicly acknowledge European Union funding

Il sito del CPIA di Padova ha una sezione dedicata ai progetti a cui il CPIA ha partecipato nell'ambito del programma ERASMUS+. La partecipazione al progetto verrà accuratamente descritta in quella sezione del sito web.

Project Summary

Please provide short answers to the following questions to summarise the information you have provided in the rest of the application form.

Please use full sentences and clear language. In case your project is accepted, the summary you provided will be made public by the European Commission and the National Agencies.

i. Background: Why did you apply for this project?

Un buon numero di utenti del CPIA (Centro Provinciale per l'Istruzione degli Adulti) di Padova si trova in una situazione di svantaggio socio-economico, linguistico e/o culturale: tra gli iscritti al CPIA molti sono migranti, richiedenti asilo e rifugiati, diverse sono anche le persone provenienti da percorsi migratori e ormai inserite nella popolazione stanziale che desiderano entrare nel sistema formale di istruzione. Il CPIA si rivolge anche ad adolescenti che non sono in possesso del titolo di studio conclusivo del primo

ciclo di istruzione e ad adolescenti che rientrano nel sistema di istruzione dietro sollecitazione degli operatori sociali (dropout), oltre che a persone in custodia presso la casa circondariale. Il progetto permette di migliorare il sistema di inclusione del CPIA per questi studenti svantaggiati allo scopo di garantire loro un successo formativo.

Please provide a translation in English.

A great number of students of the CPIA (Provincial Center for Adult Education) of Padua is in a situation of socio-economic, linguistic and/or cultural disadvantage: among the students enrolled in the CPIA many are migrants, asylum seekers and refugees, there are also several people from migratory paths and now part of the sedentary population who wish to enter the formal education system. The CPIA is also aimed at adolescents who do not have the final qualification of the first cycle of education and adolescents who re-enter the education system at the request of social workers (dropout), as well as people in prison custody. The project makes it possible to improve the inclusion system of the CPIA for these disadvantaged students in order to ensure their educational success.

ii. Objectives: What do you want to achieve by implementing the project

Scopo del progetto è quello di conoscere i risultati ottenuti dalle scuole ospitanti riguardo all'accoglienza soprattutto dei NEET (Not in Education, Employment or Training) e dei MSNA (Minori Stranieri non Accompagnati), ma in generale di tutti gli studenti svantaggiati per arrivare a redigere un vademecum che contenga le proposte per migliorare le pratiche di accoglienza presso il CPIA di Padova. Durante l'attività di job shadowing i docenti coinvolti nel progetto possono confrontarsi con i loro colleghi ospitanti, incontrare gli studenti inseriti nelle scuole e, parlando con loro, conoscere quali sono state le difficoltà nel trovare una scuola che permettesse il rientro in formazione nel caso dei NEET o che li accogliesse per la prima volta nel caso dei MSNA.

Please provide a translation in English.

The aim of the project is to know the results obtained by the host schools regarding the reception, especially of NEETs (Not in Education, Employment or Training) and Unaccompanied Foreign Minors), but in general of all disadvantaged students in order to draw up a handbook containing proposals to improve reception practices at the Padua CPIA. During the job shadowing activity, the teachers involved in the project can discuss with their host colleagues, meet the students enrolled in the schools and, by talking to them, learn about the difficulties in finding a school that would allow them to return to training in the case of NEETs or welcoming them for the first time in the case of Unaccompanied Foreign Minors.

iii. Implementation: What activities are you going to implement?

Le attività da implementare durante il progetto sono lo scambio di buone pratiche tra docenti del CPIA e docenti orientatori delle istituzioni ospitanti, il confronto sui protocolli di accoglienza messi in atto dalle varie scuole coinvolte nel progetto, l'osservazione di colloqui di accoglienza o orientamento tra docenti orientatori e studenti, la presenza in classe e l'osservazione di lezioni per verificare quando contribuisce l'aiuto tra pari al benessere degli studenti.

Please provide a translation in English.

The activities to be implemented during the project are the exchange of good practices between teachers of the CPIA and guidance teachers of the host institutions, the comparison of the reception protocols put in place by the various schools involved in the project, the observation of welcome or guidance interviews between mentoring teachers and students, class attendance and observation of lessons to see if peer support contributes to student well-being.

iv. Results: What results do you expect your project to have?

L'obiettivo del progetto è quello di formare un gruppo di docenti che possa dedicarsi all'inclusione con competenza e con apertura di vedute derivante da un confronto tra le pratiche messe in atto in altri istituti europei.

Please provide a translation in English.

The aim of the project is to form a group of teachers who can dedicate themselves to inclusion with competence and with an open-mindedness deriving from a comparison between the practices implemented in other European institutes.

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

File Name	File Size (kB)
DOH -Dichiarazione d'onore CPIA Padova.pdf	436
Total Size (kB)	436

Other Documents

If needed, please attach any other relevant documents (a maximum of 9 documents). Please use clear file names.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#).

File Name	File Size (kB)
OTH -Piano Triennale Offerta Formativa 2022-25 CPIA PADOVA.pdf	2 734
Total Size (kB)	2 734
Total Size (kB)	3 171

Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfills the eligibility criteria listed in the [Programme Guide](#).
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: IT02 - Agenzia Nazionale Erasmus+ - INDIRE

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) (for more details, see the Programme Guide - "Information for applicants").

Protection of Personal Data

Please read our privacy statement to understand how we process and protect [your personal data](#)

Submission History

Version	Submission time (Brussels time)	Submission ID	Submission status
1	23/02/2023 11:59:46	1426260	Submitted