

# Erasmus+ KA1 Learning Mobility of Individuals Staff Training

Call 2019 – Submission deadline: 12<sup>st</sup> February 2019 (12.00 CET)

## Agreement between Sending Organisation and Receiving Organisation

### ■ Structured course

[Title of the course that you apply for]

[Planned number of participants]

☺ **yes**, we would like to send participants to the Erasmus+ KA1 staff trainings

☺ **yes**, we will participate in the training and would like to include Skills International GmbH as experienced project partner in the project.

### ■ Receiving organisation

Skills International GmbH from Austria has co-ordinated 5 Erasmus+ projects and has won an Erasmus+ Award Nomination for one of their Erasmus+ KA1 projects.

#### **Skills International GmbH**

Oberfahrenbach 59, 8452 Grossklein, Austria

Website: [www.skills-int.com](http://www.skills-int.com)

PIC: **997663916**



### ■ Legal representative of the receiving organisation

**Mag. Andrea Fenz**

Phone: +43 6645359598 Email: [fenz@skills-int.com](mailto:fenz@skills-int.com)

Website: [www.skills-int.com](http://www.skills-int.com)

### ■ Target group

**Schools, Adult Education Institutions and Higher Education Institutions** may apply for funding to participate in our staff trainings in Austria and other countries which are held as Erasmus+ Key Action 1 courses. The trainings are recommended for the following:

- Teachers, school leaders, other school education staff
- Adult education staff and trainers
- Higher Education Institution (HEI) non-teaching and teaching staff

### ■ Duration of the course and participation

5 days with 40 hours of training is required in this structured course. More days can be agreed. The minimum number of participants is *[number]*.

### ■ Aims and Objectives of the structured course

- To train staff of the *sending organisation* to enhance their skills in *[Title of the Course]*
- To extend the collaboration network of the sending organisation.
- To improve the English language skills of the staff of the sending organisation.
- To ensure a better recognition of competences gained through the learning periods abroad by applying ECVET and European Qualifications Framework (EQF) principles.

### ■ Roles and Responsibilities

The working language is English.

In the KA1 project there is a division of roles and responsibilities.

## Preparation of participants

Mentoring, support and preparatory meetings with participants before and after the training are the responsibility of the sender.

- Mentoring during the staff training is the responsibility of the receiving organisation.
- Pedagogical, cultural, linguistic preparation is the responsibility of the sending organisation.
- The receiving organisation will send a travel kit about the venue prior to the staff training.

## Practical Arrangements

- Travel, accommodation, insurance, safety and protection, social security and visa are the responsibility of the sending organisation
- travel on the spot is the responsibility of participant and would be reimbursed by sender
- collecting parental consent is the responsibility of the sending organisation
- health and safety audits, medical checks are the responsibility of the sending organisation

- venue rental is free.
- Europass CV and other Europass document organisation are responsibility of sender.
- Skills International reserves the right to join different dates if a minimum number of participants cannot be reached for a training course. This will be agreed with the sending organisation well ahead in time so that the travel can be planned accordingly.

## ■ Fees

- course fees are **450 Euro** for the staff training and need to be transferred in advance. If the venue is in Austria, 20% VAT does apply.
- A minimum number of participants per course will be agreed.
- Drinks and food would be provided against payment of the expenditure. If special diet is required cost might change. Evening meals and meals on day of arrival and departure are responsibility of participants.
- Cost outside of the classroom must be borne by the participant and by the sending organisation.
- Certificates of Attendance are free of cost.
- An early bird booking special fee may be agreed.

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For the Applicant Organisation: *[Your organization]*

Signature and stamp of a legal representative of the Sending Organisation

Organisation

Address

Name

Position

Date

Place

For the Receiving Organisation:

Signature and stamp of a legal representative of the Receiving Organisation

Organisation Skills International GmbH

Address Oberfahrenbach 59, 8452 Grossklein, Austria

Name Mag. Andrea Maria Fenz

Position Director

Date

Place Grossklein

