

ERASMUS POLICY STATEMENT (EPS)

Erasmus activities included in our EPS

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

Erasmus Policy statement (EPS): our strategy

All the objectives of our participation stem from the School Development Project written by our school's Management Board, which includes, among others, the following items:

1. Inclusion.
 2. ICT School.
 3. Environment protection.
 4. Quality education.
 5. Internationalization.
 6. Employability of students enrolled in Vocational Training.
 7. Quality In-business Internships.
1. Promoting and supporting participation of both students and staff who may be vulnerable to exclusion and marginalization, providing a positive answer to personal diversity and individual differences. Use of principles of no discrimination, equality of access and opportunities for all participants of all origins.
 2. Our school has Vocational Training courses on Trade and Marketing, Administration and Management, and Computing and Communications. The use of different Information and Communication Technologies (ICT), the many resources provided by the Internet, as well as the adoption of learning-specific didactic materials are all elements of great methodological importance that imply a constant technological adaptation. Moreover, due to the large number of teachers and students that make up the learning community, ICTs may also expedite organizational, management and communication tasks. Applied to information digitalization, ICTs help reduce paper usage thus being environment-friendly.

Being an ICT School implies the purpose of contributing to innovation and modernization, encouraging the use of new technologies at all levels in the school. It is of great interest to us learning which technologies other European partners use in order to contribute to the development of this project.
 3. Climate awareness and adoption of environmental protection measures are fundamental for us. Direct study and observation of actions taken in other European countries are of great importance; some of these, due to tradition or location, may be more advanced than us.
 4. In collaboration with local authorities, our School Development Project includes activities that stimulate an integral education for our students: Movimiento contra la Intolerancia (Movement Against Intolerance), for conflict resolution; City Hall, awareness of sexual, family and gender diversity; Shared Schoolroom Program (Programa Aula Compartida), based on cooperative learning of basic skills and social abilities.

Quality education also requires motivational didactic tools that cater for the special needs of the students, some of which are under risk of social exclusion.

In this regard we support innovative methodologies that are adapted to the modern student. We want to share enriching experiences with our European partners.
 5. Mobilities already carried out have reinforced our European identity, having demonstrated the importance of our school's internationalization. It is for this reason that we want to maintain and broaden our collaborations with partner schools and companies from different European countries through new Erasmus+ projects.
 6. Nowadays Vocational Training provides the job market with qualified human resources needed by the European economy, in order to achieve higher employability and economic growth. It is thus necessary to understand the formative necessities, professional competences and transversal skills required by companies in different countries, and to train our students accordingly.
 7. Last but not least, enabling our students to carry out their traineeship in European companies offers them huge advantages both at a professional and personal level. It also allows us to promote a European feeling in them, as well as contributing to opening new horizons for themselves.

We already have a long track of European projects (Leonardo, ECHE 2008-2014 y 2014-2020 Charters, KA102 Projects, one KA202, coordination and participation in several KA229) that have helped us grow as a school. Our accumulated experience has allowed us to develop an improvement and internationalization plan that we intend to continue broadening.

All the proposed objectives are fundamental for the improvement of our organization. The results of the staff mobilities so far have proved fruitful, and have reaffirmed us in the idea of the importance of providing our school with a higher international dimension through collaborations with other associated countries, meetings with education professionals, development of projects advocating cooperation with associations having an impact on modernization, promotion of innovation in methodologies and competences, and the exchange of experiences, ideas, and contacts for possible future collaborations. We have worked, and intend to continue doing so, with the objective of finding new partners in different countries that can provide us with fresh perspectives and good practices, allowing our students to carry out quality traineeships in European companies, as well as maintaining the existing relationships with our previous partners.

We want to take part in staff training mobilities and student internship mobilities.

Staff training mobilities will take place in homologous schools and in companies located in different European countries that can provide us with new perspectives and good practices.

In homologous schools our study will be based on:

- The strategic methodologies regarding attention to students with fewer opportunities, special needs, disadvantaged students, students with problems, or students from different cultures with varied languages, religions and ideologies, that can help us develop new didactic proposals to encourage and promote equalitarian participation from all students, with the objective of improving both academically, personally and professionally.
- Use of Information and Communication Technologies (ICTs) both for teaching and management tasks. Observing how new technologies are used as a pedagogical tool, as well as a means to publicize European projects, and towards the application of digitalization in management and organization.
- Actions taken to encourage environment protection. Knowing the measures applied in order to protect the environment and the actions carried out to raise awareness regarding the need to use sustainable media and reducing our ecological footprint.
- Employed didactic methods, innovative and motivational learning techniques that allow training improvement with a view to innovating and increasing the quality of teaching and being able to develop strategies with greater impact and good teaching practices.
- Knowing new teaching methodologies In order to adapt ourselves to new student profiles from the 21st Century in a global, technological and interconnected system subject to fast changes that unites the diverse markets, societies and cultures round the world.
- Establishing a constant communication and cooperation to achieve a common strategy with high-quality learning results. Exchanging experiences and establishing contacts for future collaborations. Creating contacts with homologous partners in new countries and, through them, getting in touch with companies where our students could carry out their mobilities.
- Getting to know the business ecosystem in the partner's region related to the Vocational Training Cycles we teach. Managing and organizing student traineeships in companies. Knowing how traineeships are organized, and the cross-functional skills required by the companies in order to attain the best training for our students.
- Improving our school's modernization and internationalization competence.
- Improving our students' opportunities for professional development, as well as their proficiency in the use of a foreign language.

In companies our study will be based on:

- Knowing the working methods companies use, as well as the professional competences and cross-functional skills they need, in order to adapt ourselves to their requirements: proactive, motivated workers, proficient in the use of foreign languages, and in possession of skills that are not acquired in a classroom.
- Introducing the profiles of our students and requesting their collaborations with our Erasmus+ student traineeship mobilities.
- Consolidate liaisons with companies that have hosted our students previously.
- Widening our scope to new countries and new companies. We consider this to be extremely important, regarding students' multiculturalism and employability.
- Assessment of previous programmes will allow us to offer better quality Erasmus+ traineeships to our students.

Information gathered during mobilities will be reflected on reports written by the participant staff. These reports will be studied and improvement proposal will be drawn from them. These proposals will be adopted by our school as soon as possible. Depending on the nature of these changes, these may be introduced immediately or in the following years.

It will also be of vital importance to verify that the measures put in place are meeting the planned objectives. To do this, the results obtained after applying the measures will be compared with the achievement of the objectives, and these results will be measured both in a quantitative and a qualitative way.

During staff mobilities, in addition to scheduled tasks, ideas are always collected that the management team can apply at organization, planning and management levels in our school, relationships with partners are strengthened, and experiences, ideas and contacts for future collaborations and student traineeship mobilities are exchanged.

Student traineeship mobilities with the objective of increasing the opportunities and competitiveness of our students for their subsequent employment.

Through our experience in student traineeship mobility in previous projects, we have been able to verify that carrying out their internship in other countries provides added value to student training, with the benefits of internationalization: development of European values, exchange of experiences, intercultural knowledge for better integration, improvement of language skills and social skills, personal development, greater maturity, self-esteem and autonomy, knowledge of the business market in other countries, professional development, skills, knowledge, abilities and attitudes that will enhance their employability and will facilitate their transition to the national and European business market in a multicultural society.

The staff and management team of our school, concerned with internationalization, the strengthening of the European identity, attention to diversity, the acquisition of new teaching methodologies and new work skills, the development of abilities and competences and the modernization of our organization, after experience with previous KA103 projects, is integrating the results of staff mobilities in a very positive way and sees a continuity of work necessary to better achieve our objectives and to consolidate relationships with partners. This prompts us to apply for the new Erasmus Charter for Higher Education in order to continue participating in the Erasmus + Program.

The Erasmus + Program will have a significant impact on improving the training of our staff with a view to innovating and increasing the quality of teaching with the skills acquired through the exchange of experiences with countries that have been studying innovative methodologies, employing information technologies, and training in transversal skills for some time, in order to provide students with professional skills more in line with current needs, which will allow them to carry out quality traineeships and be able to more easily join the job market.

The program will allow the application of inclusive approaches that have given good results in other partner countries, and new initiatives to train staff, helping them to spread common values and offer inclusive and quality education to all students regardless of their personal, economic, social or cultural characteristics.

The program will also have an impact on the teachers' capacities to be aware of and instil in students the need to take care of our environment, it will disseminate what has been observed in the already carried out mobilities, and it will put into practice the actions learned from our European partners that have proven to be efficient in other countries, adapting them to the characteristics of our area. This will lead to greater awareness of both the participating staff and the entire educational community of our school: they will transmit it to their family environment, and they can thus become ambassadors in the fight against climate change and produce a significant improvement in reducing our ecological footprint.

The program will get a better perception and appreciation of Higher Level Vocational Training, by increasing the motivation of the students, making them understand that at the end of their studies they can get a job, even in a foreign country. The social environment of our school, aware of this Program, will become reinforced, which will result in a higher expectation and a decrease in the percentage of Higher Education drop-out.

The program will also allow us to enhance the School Project with updated contents, an improvement in the quality of the education offered, a reduction of the ecological footprint of our school, a greater digitization level, a sustainable use of resources in all possible areas -not only in the classroom-, and an increase in participation at all levels in our school. It will enable the creation of a more modern, dynamic, committed and professional environment within our organization.

Each year the sensitivity for the Erasmus+ Program increases, as well as requests from students, and the number of staff involved and motivated to participate in this and other Erasmus+ projects (we have KA102 and KA101 projects, we have coordinated a KA202 and we are currently collaborating in two KA229 projects). Our European projects have already become an important characteristic of our school's program and training offer, and in its projection towards our close social environment.

The program will also improve the external image of our school through awareness activities and will contribute to the acquisition by everyone of a knowledge and understanding of other cultures, and above all a strengthening of the ties that unite us as Europeans.

The Program will also have an impact on the reduction of the unemployment rate of students since it allows them to establish a first contact with a real company, and in many cases it awakens in them the need to continue studying up to university level in Spain or in the host country. It will enable them to improve their foreign language skills and adaptability to new circumstances, increase their sense of initiative, employability and career prospects, their CV, their capabilities, and gain knowledge and access to a broader job market across Europe.

We intend to provide our school with a greater international dimension through collaboration with other associated countries, developing projects that promote cooperation and partnerships with an impact on modernization, promoting innovation, and the exchange of experiences and skills. We want to find new partners in new countries that can provide us with new perspectives and good practices and give continuity to relationships with homologous partners and host companies from previous projects. That will enable us to develop strategies with greater impact in the future and get new host companies for our students where they can carry out their traineeship mobility and develop activities related to the objectives of the Vocational Training taken, in order to complete their training and acquire skills, knowledge, abilities and attitudes that allow them to improve their personal development and employability.

International collaboration at the level of environmental protection, training, employment and student exchange will be promoted, establishing the basis for constant and continuous communication and cooperation over time between all participating organizations and others that may use it later, which will last even after the end of the project.

We receive all the homologous institutions from Spain and other European countries that request a visit to our school, both to observe the applied results on-site and to carry out staff mobilities. We also collaborate looking for host companies for European student mobilities in Spain, since we have a catalogue of companies where our students take the FCT module (internship), and who are interested in hosting students from other countries.

Creating loyalty and a database of companies from other European countries willing to collaborate in welcoming our students will facilitate and strengthen the employability of our young people.

Student and staff mobility will be promoted and supported, especially for people with fewer opportunities, disadvantaged, who may present difficulties, be it for family, economic, social, cultural or any other reasons.

All participants will be supported before, during and after their mobilities. In the case of needing a visa, we will request information from the embassy, we will facilitate the procedures and it will be paid out of the organizational support item.

We will ensure that students are aware of their rights and obligations, as defined in the Erasmus Student Charter.

Travel arrangements and accommodation for our participating students will be managed with the support of our school's Erasmus+ team and with the advice of the partner in the destination country. In several host cities contacts for accommodation have been made.

In the case of incoming students, hosted by our companies, we will find accommodation, monitor their progress and work to achieve their job insertion.

We have contracted an insurance for the participants. It includes medical assistance, civil liability (covering damages caused by the student during their stay), accidents (covering harm to the student) and multi-travel assistance (including, among others, compensation and repatriation in the event of death). In addition, all participants will carry a European Health Card.

The Erasmus+ Coordinator coordinates the Program activities and maintains contacts with host companies and homologous partners. She carries out her task together with the management team, the members of our school's Erasmus+ team, the Multidisciplinary Mobility Committee and the tutors of the students who carry out mobilities.

During the mobility the student's Instructor at the hosting company and the student's tutor at our school will maintain regular contacts in English via phone, WhatsApp or email.

The tutors and Erasmus+ Coordinator will be in continuous communication, mainly via WhatsApp, with the participants for better support, control and problem solving if necessary.

Coordination and communication with participants and partners in the different phases of the project will be continuous by email, WhatsApp, Skype, videoconference, chat and telephone.

* Mechanisms to measure reach:

For student mobility:

- Mobility satisfaction surveys, including a comments and suggestions section so that in addition to evaluating it quantitatively, we can have feedback and, from the suggestions, improve future mobilities.
- Survey of the impact of mobility on the student's future employment, one year after their mobility. Its results will be quantitative and the main parameters will be:
 - Whether the student is working, whether their job is related to their studies, whether the job position is abroad, and whether their mobility was useful in order to join the job market.
 - Whether the students have undertaken other higher studies.
- A talk by participating students to transmit their experience to applicants of the following year.

For Staff mobility:

- In addition to the online EU Questionnaire, staff members will complete a satisfaction questionnaire where objectives will be addressed: those that have been completed and those that may reflect the deficiencies, as well as suggestions for improvement.
- Preparation of an improvement plan, use of ICT, recommendations for teachers according to observations from the participant staff and what we consider important for the improvement of our teaching and job in general. The result obtained in the first course of this plan's application will be studied.

The impact on the participating staff can be measured by observing the changes made in their teaching tasks, but above all by measuring the impact on their students.

We will also establish protocols to reduce our ecological footprint that will be widely circulated.

The application of measures is short-term, but the achievement of objectives will be verified in the long term by studying the evolution of student recruitment, percentage of students who continue their studies, number of visits received from European schools, evolution of the amount of garbage generated and recycled, the demand for paper, and the decrease in the use of the car.

Schedule of activities for student and staff mobility.

- June:
 - The teaching staff will receive information and publicity about our school's Erasmus+ projects during an official meeting, in order to motivate them to participate in the next term.
 - Information and publicity of our Erasmus+ projects will be provided to our Vocational Training students who finish their 1st year and promote to 2nd year.
 - Information on participation conditions and selection criteria.
- July:
 - Information and publicity of Erasmus+ projects will be provided to new students who have enrolled in Vocational Training.
- September:
 - Publication in the school website of information on the staff mobilities for training and on the student internship mobilities: number of mobilities, participation conditions, selection criteria, deadlines...
 - Information and dissemination of our school's Erasmus+ projects to the teaching staff, in the first meeting at the start of the term, especially to inform and motivate new teachers.
 - Information and dissemination to students starting their 2nd year, potential mobility participants, including a talk with students participating in mobilities during the previous terms, where they will talk about their experiences.
 - Those interested in participating in the Erasmus+ program, must complete and deliver the documents required for the "Application for participation".
 - Erasmus+ team meetings (throughout the term).
- October:

In order to know the motivation and the profile of the applicants, as well as their family, social and economic situation, and thus be able to detect and support those with special needs, disadvantaged, fewer opportunities...

 - Meeting with staff requesting participation.
 - Mobility Committee meetings.
 - Meeting with tutors and with the Career Counselling Department.
 - Meeting with students.
 - First interviews.
 - Meeting with families, if necessary.
 - Monitoring of academic development and necessary support.
- November:
 - Language level test.
 - Rest of the selection process (interviews, tutor reports, qualifications...).
 - Nomination of students admitted to participate in the mobilities.
 - Contact with partner organizations for the preparation of staff mobilities.

- December and January:
 - Contact with host companies from previous courses where students can carry out their mobility.
 - Contact with new host companies obtained by the institute's Erasmus+ team, facilitated by our counterpart partners in other countries or by students.
 - Student allocations to companies.
 - Visa application, if necessary.
 - Mobility preparation meetings.
- February
 - Signing of Agreement Mobility and Grant Agreement.
 - Insurance payment.
 - First deposit of the assigned scholarship.
- March, April and May:
 - Realization of mobility.
 - Mobility monitoring and participant support.
- June (for the participants in the mobilities):
 - Delivery of relevant documentation.
 - Final survey.
 - Document management.
 - Second deposit of the assigned scholarship.
 - Staff training mobility report writing.