



# **Plus Employability**

**KA1 Youthworker Mobility project**

**within the Erasmus+ Youth programme framework**

## **Project summary**

The "+ Employability" project is a KA1 mobility of youth workers under the Erasmus+ program, revolving around a Training course and a Follow-up seminar which focuses on enhanced competencies of youthworkers working with youth in the field of employability and personal development.

+ Employability aims to cultivate and enhance competencies of youthworkers in their work linked to employability, preferably in the context of Erasmus+ programme. The project has the following objectives:

- to improve competencies of participants in using Erasmus+ as a tool for increasing employability
- to improve knowledge of participants in the use of NFE approaches and methods to enhance transversal skills for young people's employability
- to improve competences of trainees in designing and implementing educational activities focusing on increase of cognitive skills for increasing employability
- to strengthen skills of participants in conducting projects involving young people with fewer opportunities and multicultural groups;
- to share good practices among partner organizations and improve the quality of youth work in the field of employability

During the 10 days of activities, structured in 2 international meetings 20 youth workers, youth leaders, public body representatives and project managers from various countries will contribute in the realization of new NFE material, methods, approaches, focused on youth empowerment and development of employability skills on young people which will be collected during the training course and shared online afterwards.

All the activities will be based on active participation and non formal education methods such as focus group, brainstorming, simulation, role games with the aim to facilitate group dynamics, learning and sharing of best practices. Participants will contribute in the creation of adapted NFE material, methods, approaches, focused on youth empowerment and development of employability.

The implementation period of this project is 01.01.2019 – 31.10.2019.

<b>Partner organizations' tasks</b>		
	<i>Task</i>	<i>Notes</i>
<b>PREPARATION</b>	<b>Selection of participants</b>	Please select participants as soon as possible following the indications in profile of participants. Selection is to be concluded until and of March 2019.
	<b>Support in preparation of participants</b>	<ul style="list-style-type: none"> <li>*Finding and/or purchasing best travel solution;</li> <li>*Creation/Selection/Update of materials representative for the organization;</li> <li>*During <b>April-May</b> period, our trainers will begin an online pre-training immersion module. This will consist in a series of emails, online material (video, short study workshop), research on a local level and within the organization. This preparation period is highly relevant as it will constitute the basis for the TC activities.</li> </ul>
	<b>Visibility action</b>	During the month of March, the coordinator will release a press release about the project. Partners will be kindly asked to translate and promote the project using their own website or other online/physical means of communication with local stakeholders.
<b>MOBILITY</b>	<b>The participants are the main actors of this phase.</b>	
<b>A1 Training Course</b>	<b>13-19 May 2019</b> Within this TC, participants, with support from the trainers, will get to the point of developing a curricula to set up educational activities for youth focused on raising employability. During the	

	<p>TC, teamwork will create a method (an educational game/boardgame/workshop/NFE tool/learning activity curricula etc) to be used and developed within each partner organization.</p>	
<p><b>A2 Follow up seminar</b></p>	<p><b>3-5 July or 10-12 July 2019 (still needs to be confirmed)</b> In the two months following the TC, trainees, with online support from the trainers, will implement learning activities in their organization and test out the curricula and the educational game. The main objective of the seminar is for participants to confront their practical experiences in using the curricula and the educational game and improve them in order to be more effective and transnationally available. During the 3 day meeting participants will share amongst themselves their experience in detail and analyse together aspects related to the educational material and how to improve it.</p> <p>NB. For the follow up seminar, we strongly encourage to have the same two participants from the TC because of relevance. In some cases, if not possible, we need at least 1 of the former trainees and the second one has to be from the staff/team who worked on the implementation of the method.</p>	
<p><b>FOLLOW UP</b></p>	<p><b>Collaboration</b></p>	<p>Partners should communicate with the coordinator about activities implemented after the mobilities have taken place.</p>
	<p><b>Evaluation</b></p>	<p>Partners will be kindly asked to send in a final report describing the impact the project has had on their work. There will be a guiding material sent beforehand</p>
	<p><b>Dissemination</b></p>	<p>Partners will be asked to contribute in the dissemination of the project results.</p> <p>Upon concluding all phases of the project we'll create a digital booklet and a descriptive video, which will contain a short summary of the project, tools and methods used during the meetings and, what is most important the employability raising learning curricula and/or the educational game with instructions. The results will be promoted on partners' websites and ours as well. The results will also be a contribution to the Salto online toolbox. Partners will work on translating the material into their own languages, thus broadening the potential number of beneficiaries.</p>

		For dissemination, the targeted groups are other organizations related to youth, refugee and NEET sectors, local administration and private social enterprises, but also actors who are directly interested in working with Erasmus+.
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## MOBILITY

The Training Course A1 activity will be hosted in Bergen, Norway. The meeting lasts 7 days from the 13<sup>th</sup> of May to 19<sup>th</sup> of May 2019. For this activity, once participants are selected, you can purchase tickets.

The Follow up Seminar A2 activity will be held in Sabbioneta, Italy. The meeting will last 3 days 3-5 July or 10 to 12 July 2019. !For this we are still waiting for confirmation of hotel availability. We will update you as soon as possible on it.

### A1. Training Course in Norway

#### Arrival and departure

Participants are expected before dinner on the 12<sup>th</sup> of May 2019 and to depart on the morning of the 20<sup>th</sup> of May 2019.

Although spending an extra day, max 2 can be allowed with prior notice and with proper reason, please note that the organizers will not provide any additional accommodation outside the dates of the training course and all incurred costs are the responsibility of the participants themselves.

### **Accommodation, meals and activity spaces**

We have already booked the Klosterhagen Hotel in Bergen <https://klosterhagenhotell.no/en/> Strangehagen 2, 5011 Bergen. The hotel is actually one of 25 hotels in Norway who has received TripAdvisor's Travellers Choice 2019 for "Best Service"!

Travelling to Bergen is simple, as we have our own international airport. From the airport participants can use the Light Rail Bybanen, which has the last stop fairly close to the hotel - about 5 minutes walk. Please check the hotel's website for further information and interesting places in the vicinity.

Most meals will be at the hotel's restaurant. We will add a bit of diversity as some meals will be in the cafeteria of our office building, maybe take away lunch when we are out in town, self catering. In the later phase, when participants will be selected, we will open the platform for the participants registration form and ask relevant questions about dietary needs etc.

The better part of the activities will be hosted in the training room of the hotel. Some workshops may be hosted off site, about 500m away in a larger conference room, some in our office headquarters. Depending on weather, we will have some workshops, visits, meetings outdoor.

### **Travelling**

Bergen has its own international airport which we recommend to use, seeing how other airports are 4-7 hours away from us. There are many international flights in and out of Bergen. Please buy your travel solutions as soon as possible because flight tickets are not as cheap as we'd wish and as time passes, prices rise. ! If in difficulty, please ask us for assistance in finding the best travel option.

Please find your travel allocation in the table below. We will reimburse eligible costs up to that limit. Any travel cost beyond that limit is the responsibility of the participants/sending organization.

<b>Organization</b>	<b>Country</b>	<b>Budget per person €</b>
Sender for arbeidslivsforberedelse, ALF as	Norway	0
Associazione Sabbeen Group	Italy	275
Cyprus Youth Clubs Organisation	Cyprus	530
LOLIVERS AMKE	Greece	360
ASOCIATIA DE TINERET ONIX	Romania	360
Young Folks LV	Latvia	275
Associação Spin para o Intercâmbio, Formação e Cooperação entre os Povos	Portugal	360
ACT FOR GRANTS C.I.C.	United Kingdom	275
MITTETULUNDUSUHING VITATIIM	Estonia	275

The reimbursements will be done by bank transfer towards the partner organization's account **only** upon receiving all original travel documents (invoices, receipts, boarding passes, train/bus tickets) with clear details, dates, sums and names. Reimbursement of travel costs will only be done upon full attendance of the activities and presentation of the original travel tickets with boarding passes, receipts and invoices.

Take into consideration that taxi journeys are not eligible except under very special circumstances.

Any tickets purchased in a currency other than EUR, will then be converted and calculated according to the exchange rate of the month when the ticket/s were purchased, as stated in the official European Commission web-site at <http://ec.europa.eu/budget/inforeuro/>

## **A2. Follow up seminar in Italy**

### **Accommodation and meals**

The place where you will be accommodated is:

#### **Albergo Giulia Gonzaga**

Via Vespasiano Gonzaga, 65, Sabbioneta 46018

0039 0375 528 169

<http://www.albergogiuliagonzaga.net/>

You will be accommodated in rooms of 2/3 participants of same sex. Bathroom and toilets are available in each room. Bed linens and towels are provided by the hotel. The hotel also provides free wi-fi, A/C in each room.

Meals will be provided three times a day plus eventual coffee breaks. Please let us know in advance if you have special needs (vegetarian, no pork meat, allergies, etc.). For this you will receive soon a link to an online registration form.

Some of our meals will be at the <http://www.ristoduciale.it> which is right across the street from the hotel. But you'll also enjoy meals in other places (pizza in the park, BBQ at a private swimming pool, etc).

### **Transport to and from venue**

The nearest train station is 7 minutes away by car CASALMAGGIORE, from where we'll pick you up. Important to know about trains in Italy: before getting on any train you have to convalidate you tickets at some small yellow or green machines. Without convalidation the ticket is null and the controllers can fine you.

**Please do not forget to keep originals of all invoices, tickets, boarding passes, etc. since we will need them for reimbursement. Missing documents mean impossibility of reimbursement.**

You can use the following airports:

**Milano Malpensa or Linate:** From these airports you'll have train/bus connections to Milano Centrale FS train station. In Milano Centrale, get ticket for Casalmaggiore. Pay attention to train numbers and tracks, as tracks can sometimes be changed on short notice. Most trains have only one change at Parma. If you go beyond Parma, then something is wrong.

**If you have departures from Milano, please make sure you don't book planes that leave before lunchtime. Travelling from Sabbioneta to Milano in the morning is a bit difficult as there aren't connections early in the morning.**

**Milano Bergamo (Orio al Serio)** Here you have a special ATB bus, that takes you to Bergamo FS train station. From there buy ticket to Casalmaggiore via Brescia, it is the cheapest one. At Brescia you'll change train for Parma (Casalmaggiore is the 13<sup>th</sup> stop). Sometimes you have another route which requires 2 changes.

If you have departures from Bergamo, please make sure you don't book planes that leave before lunchtime. Travelling from Sabbioneta to Bergamo in the morning is a bit difficult as there aren't connections early in the morning.

**Bologna "G. Marconi" airport** As you go out of the airport you will find the special aerobus which takes you to Bologna FS train station (6 euro). Once in Bologna FS train station, take a train to Casalmaggiore. Certain change at Parma.

For more information on trains, schedules and prices go to [www.trenitalia.it](http://www.trenitalia.it) It also has a EN version.

Please find your travel allocation in the table below. We will reimburse eligible costs up to that limit. Any travel cost beyond that limit is the responsibility of the participants/sending organization.

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ASOCIATIA DE TINERET ONIX	Romania	275
Young Folks LV	Latvia	275
Associação Spin para o Intercâmbio, Formação e Cooperação entre os Povos	Portugal	275
ACT FOR GRANTS C.I.C.	United Kingdom	275
MITTETULUNDUSUHING VITATIIM	Estonia	275

### **Health/Travel insurance**

The coordinator do not provide any travel/health insurance for the participants. If needed, the participants are requested to purchase individual travel/health insurance for their stay in Norway and Italy.

In any case, participants should have their European Health Card, which should entitle them at least for basic medical services if needed.

### **PARTICIPANT'S PROFILE**

- Organization leaders
- Project leaders

- Other professionals working for or with young people

Each partner will send two (2) participants with the above described roles. Some selected participants may be invited to participate in one 1-on-1 skype interview or phone conversation in order to prepare the activity better.

Please take into account that we are looking only for partners who **DIRECTLY** work with young people in non-formal education (no project travellers, not organizations that find participants via facebook, not schools).

At least 1 participant, has to be able to represent and speak for their respective organization, preferably having had coordinated/ been part of coordination team in at least 1 youth project. It is of vital importance to already be working in employability sector or that their respective organization has strong motivation to work in the sector. The second participant can be entry-level from within the same organization.

## Communication and contacts

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