



GENERAL INFORMATION ABOUT KBIA COURSES AND ERASMUS+

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1. About Erasmus plus KA1 applications

The Erasmus+ Programme Guide 2019 is downloadable at the European Commission's website:

<http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide>

Find your National Agency at:

http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

- Visit your national agency's website for the online application; download the KA1 application form from the website of your national agency and save it on your computer. The eForm is a pdf file that can be edited
- Open the saved form with Acrobat Reader. If it does not open, you should try to download a newer version of AcrobatReader.
- Only organisations and schools can apply for KA1, not individuals – these can be identified after the grant is approval.
- The deadline for submitting online applications is February 5, 2019, 12:00 CET Midday Brussels time
- Don't delay! It takes time to write a good application.



2. Applying for a PIC for your Erasmus+ application

A *Personal Identification Code* (PIC) is an identification number used to identify your school or organisation as an economic entity for Erasmus+ applications. The following steps must be completed before you can use the application e-form of your National Agency to apply for a grant.

A. Create a ECAS account

A person with legal responsibility from your institution must create an 'ECAS account' (ECAS = *European Commission Authentication Service*). With this account you will have access to different password protected websites of the EU. You can register for a new ECAS account here: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Complete all mandatory fields (marked with an asterix), including a valid e-mail address. You will then receive a link via email to create your password. You only have to register once for an ECAS account.

The UK national agency has also produced a video guide to getting an ECAS: <http://www.youtube.com/watch?v=1jkLGRAEaDo>

Larger organisations and governing authorities usually have a PIC, so liaison with them to make sure PICs are not duplicated.

B. Register your organization or school at the Europea Participants' Portal at <http://ec.europa.eu/research/participants/portal>

- Click on the menu item "Login" top right
- On the next page choose "External"
- Enter your ECAS username and password, and submit. You will be guided to your personal participant portal website
- Top left in the navigation menu, select 'MY AREA' then "My Organisation(s)"
- Click the button "Continue Registration" at the bottom of the website and follow next steps.

At the end of the registration process, a nine-digit PIC (Personal Identification Code) will identify your organization/school in all applications.

C. Register your organization/school with the European Commission by submitting two documents: legal entity of your organisation, and details of the bank account. You can download the templates in your language here:

Legal entity:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Financial identification: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Please complete the forms and scan these documents as PDFs to upload documents by selecting "My Organisations" from the menu, then clicking on the orange VO icon (view organisation). Select the Documents tab, then "Add a new document".



3. General advice to write a good application

European Development Plan - an organisational policy plan focusing on the quality development and internationalisation of an applicant - i.e. focusing on the future of your organisation. Some organisations may already have formulated a European Development Plan, others may find specific paragraphs in the organisation's documents national that relate to the European Development Plan. Others may need to develop their own plan since it is now a requirement by most National Agencies and also serves as a justification of your KA1 application. The European Development plan should mirror your organisation's long-term goals and needs since the application asks for "defined specific objectives of your project and to explicitly link them with the broader goals of your European Development Plan". Therefore, you need to identify the main areas for improvement (international cooperation, competences of staff and management, innovative teaching and learning methods, European Dimension and international elements in the curriculum etc.)

In your European Development Plan, you should:

- Provide an outline and describe where the organisation currently stands in terms of quality and internationalisation. Develop a rationale – why do you want to internationalise? What benefits will accrue from the project that will help you achieve internationalization? Create an experienced team with expertise in different area (example: representatives from the management, Parents Council, School Board, heads of different departments in your organisation, staff, teachers, students etc.). Conduct SWOT analysis, interviews with national/local authorities, management, staff, students and other stakeholders. Identify the needs of your organisation. Be realistic, most of the times negative outcomes initiate positive changes.
- Based on the identified needs, develop a vision, outline and describe the expected status of your organisation and set short-term and long-term goals. Develop a short-term and/or long-term plan. For organisation with no experience in formulating a European Development Plan we recommend a short-term plan. Create an experienced team with expertise in different area (example: representatives from the management, Parents Council, School Board, heads of different departments in your organisation, staff, teachers, students etc.). Conduct SWOT analysis, interviews with national/local authorities, management, staff, students and other stakeholders. Try to focus on 3-to-4 key objectives; too many objectives will overcomplicate your plan, especially if you do not have much experienced. Objectives need to be valid, realistic, measurable, and most importantly, achievable. You should not strive for aims that are high to reach no matter how desirable they sound. In the European Development Plan, for example, explain the process of dissemination of new knowledge and technologies.



- Don't opt for too many participants, for instance more than 20 participants in one course. There is always an option to ask the provider for tailored-made courses. However, a big number of participants in one course may influence the decision-making process.
- Plan to evaluate the outcomes in your European Development Plan. Both positive and negative results could be the benchmark for setting new short-term and/or long-term goals, sequentially for the further development of your short-term and/or long-term European Development Plan (PDCA – plan, do, check, act circle).
- Based on the identified needs, envision and plan how to get from where you are to where you want to be. Your organisation should set up a team of qualified European coordinators, develop high quality formats of international projects, international networks and Erasmus+ partnerships:
 - plan for international/European mobility and/or virtual projects;
 - explain in details the skills and competences and experience expected to result from the project;
 - explain how the activities and skills, competence and experience gained will contribute to reaching the objectives.

Be concrete, specific in order to clearly depict what you would like to achieve:

- Emphasise the European Dimension, in terms of experiences and good practices that can only be gained during the mobility in another country justified with strong arguments.
- Delineate the benefits of the international networking especially in terms of future projects.

Look to your National Agency for instructions and assistance Instructions

Many National Agencies arrange training events to instruct applicants for Erasmus+ funding. Many include the following issues that are reflected in the application form:

- selection of participants
- choosing the venue
- preparation for the course
- administration of the project
- taking new skills into action
- assessment
- mentoring
- sustainability of project outcomes
- dissemination

Arguments for Erasmus+ KA1 funding

- mobilities will have a major impact on students, colleagues and the entire organization or school
- new knowledge and skills will be integrated into curriculum, work organisation and all teaching, studying and learning processes of the school or operations of an organisation
- new knowledge and skills will complement future international projects and ideas



Sample statements about training

- training is relevant to the organisation's/school's vision and/or aims (address the development development plan – the needs should be justified)
- individualise which staff is going to get what kind of training; names are not required
- training in the course meets the essential quality criteria
- answers to open end questions of application form are extensive, concrete and detailed, and should focus on the essence of the question
- take nothing as self-evident; what is not mentioned in your application cannot be taken into account by the National Agency
- write clearly, in whole sentences and spell check!

Assessment of application

1. Relevance of your project, max 30 points
2. Quality of design and of implementation, max 40 points
3. Impact of the project and dissemination of results, max 30 points

Course Fees

A grant from Erasmus+ covers the necessary costs

- for course fees,
- travel costs based on lump sum related to the distance from home to the course venue (distance calculator provided by the European Commission at http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)
- daily allowances for accommodation and subsistence based on the country where the course takes place.

Most courses take place during a five-day period, with two days allocated for travel, with fees of 450EUR. Fees include preparation and post course support, tuition and training materials, administration and organisation costs and VAT. Travel (Liability) insurance coverage is required of all course participant and should should be comprehensive enough to cover commuting abroad. If coming from a community member country, the EHIC will gain access to the health services available in the cities hosting the training

4. Frequently-Asked Questions (FAQ)

1. Question about adding Knowledge Building in Action as a partner

Some national agencies insist on adding the course provider as partner.

Officially adding a partner is only needed when you apply for jobshadowing, not for attending courses of a course provider. All Erasmus+ projects, including trainings, are organised by Global Skills Network, a member of the Knowledge Building in Action Network headquartered in Barcelona, Spain, as the main course provider:

LEGAL REPRESENTATIVE:

Title	Ms.
Gender	Female
First Name	Montserrat
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Position	Director
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CONTACT PERSON:

Title	Ms.
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First Name	Sandra
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Position	Director of Strategic Partnerships and Training Instructional Design
E-mail	info@GlobalSkillsNetwork.com
Telephone	+34 676593090

Global Skills Network is a small- or medium-sized enterprise (SME), organized to facilitate learning either online or on campus at their training facilities in several European cities, including Barcelona, Lisbon, and Palermo. Experienced trainers and instructors are all experts in the topics they teach and they work as freelancers. Global Skills Network is headquartered in Barcelona, Spain, with permanent multi-lingual administrative staff. Most of our courses are in English, but others are available in a range of languages, taught by native speakers of the course's instructional language.

Full legal name of the organization: Global Skills Network, S.L.
PIC Number: 936464385
VAT Number: CIF/TAX ID B66955006
Type of organisation: SME – Hosting organization
Legal Status: Private (PR)
Commercial orientation: S.L.
Size (staff): S1
Legal Representative: Ms. Montserrat Gonzalez, Director
Contact person: Ms. Sandra Lund
Role: European Project Manager/Director of Strategic Partnerships
Address: : Apartado Correos 19029
Postcode: 08027 Barcelona
Region: Catalunya **Country:** Spain
Telephone: 0034 676.593.090
E-mail: info@GlobalSkillsNetwork.com **Website:** www.GlobalSkillsNetwork.com
Is the partner organisation a public body? No
Is the partner organisation a non-profit? No

History and activities

GLOBAL SKILLS NETWORK is a Spanish organization constituted in Barcelona with a consolidated experience in organising qualified professional, educational and work placement experiences as well as training and trade missions in Spain, with a concentration on the metropolitan area of Barcelona and satellite facilities in Granada. As a training organisation, GLOBAL SKILLS NETWORK has extensive experience in the overall organisation of transnational mobility projects.

The aims of GLOBAL SKILLS NETWORK are aligned with the general goals set by the Erasmus Plus programme: enhancing attractiveness, improving the quality and increasing the volume of mobility and co-operation between educational institutions and enterprises. Participants who successfully complete programming organised by the GLOBAL SKILLS NETWORK gain real-world work experience and are able to transfer new skills, knowledge, linguistic abilities and cultural awareness upon returning to their country of origin.



GLOBAL SKILLS NETWORK is very active in the participation of European projects with the aim of enhancing the development, transfer and implementation of innovative practices in education, training and labour market.

Since 2003, GLOBAL SKILLS NETWORK has been a strategic partner in the Lifelong Learning Programmes with countries in and candidate countries to the European Union and The European Economic Area: Bulgaria, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, The Netherlands, Norway, Poland, Portugal, Romania, Sweden, The United Kingdom and Turkey.

Global SKILLS NETWORK is a network of experts in transnational programming that leads toward innovation in the fields of education and training. Our purpose is to facilitate the participation of organizations and educational institutions taking part in Erasmus+ programming. We have been working with European Commission Lifelong Learning Programmes since 2003, previously with Leonardo da Vinci and Grundtvig and now with Erasmus+ in Professionals in Vocational Education and Training (VETPRO) and other projects that aim to support transnational mobility of persons responsible for vocational training, primary and secondary education, and human resources.

GLOBAL SKILLS NETWORK collaborates with a wide network of local companies, developed over many years by creating personal and professional relationships with representatives at the highest levels of management and governance, and is actively involved in EU projects that compile innovative experiences and good practices on active participation of SMEs as host partners in mobility projects.

Thanks also to a solid network of international partners and an on-going process of transnational experiences exchange, Global Skills Network is able to provide work placement experiences with a relevant impact on the learning process, by applying standardized methods such as implementation of The European Credit system for Vocational Education and Training (ECVET) and a common approach to plan and deliver successful training on the job preparing for work experiences.

While our strength is in organising, monitoring and certifying work experience placements, GLOBAL SKILLS NETWORK also offers a unique hybrid training programme consisting of pre-mobility training delivered via asynchronous online systems and tools. This is particularly valuable for teacher training and the professional development of trainers in business, government and higher education, as participants can begin to gain a thorough understanding of the topics at the center of the mobility experience prior to leaving their country of origin. In- country training during the mobility component of such a project is delivered through didactic teaching methodologies in seminar-format training workshops, complemented with professional visits. For the most part, English is the language of training, although with prior arrangements, training can be conducted in other languages. Other hybrid projects include actual work experience through placements coupled with professional visits, which give participants an opportunity to see how other companies in their industry organise the workplace and engage in activities relevant to their field or sector. These are usually shorter- term projects.



Finally, GLOBAL SKILLS NETWORK offers professional exchanges and trade mission projects for participants to access best practice in a particular sector, meet their colleagues in the field and return to their country with improved skills, knowledge and a network of contacts.

Although we are headquartered in Barcelona where the dual official languages of Catalan and Spanish are spoken, our specialty is in organising, monitoring and certifying lifelong learning programming in English. Barcelona is an excellent destination for people of ages to enjoy. Situated directly on the Mediterranean Sea, Barcelona as a cosmopolitan city is full of cultural venues like museums, theatres and cinemas, extensive nightlife and leisurely activities, and a wide range of sports. The city is a blend of modern and medieval, progress and traditionalism, all while remaining typically Mediterranean. The diverse range of commerce and industry present in this region of Spain make it an excellent place for work, study, rest, play and inter- cultural exchange. Barcelona is recognised as a global city because of its importance in technology, finance, commerce, media, entertainment, the arts and international trade.