

## ERASMUS + WORK PROGRAMME FOR VET STAFF MOBILITY

M2-Vienna, AT, 29-30/09/15

### I. DETAILS ON THE PARTICIPANT

Name of the participant:

Field of vocational education:

Sending institution (name, address):

Contact person (name, function, e-mail, tel):

### II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Receiving organisation (name address): BEST Institute, Dörfelstraße 6-8, 1120 Vienna , AUSTRIA

Contact Person (name, function, e-mail, tel): Helmut Kronika, Managing Director,  
Helmut.Kronika@best.at, +43 1 585 50 50

Planned dates of start and end of the mobility period: 28-30/09/15

Detailed programme of the training period:

- Review & Discuss Project Application & Action Plan
- Familiarisation with ABA International body & Qualification Quality Assurance Procedures
- Management plan, dissemination plan, GANNT chart task distribution to partners
- Health Check, Quality Check, RR & PPR Project Coordinator reviews
- Evaluation appraisal, pre-impact assessment & indicators task distribution to partners
- Nomination of external evaluators & chairpersons for QTC working groups
- Discuss reporting requirements for Interim Report & potential partner contributions (template, mobility tools etc)
- Trainer/Assessor CPD action plans template to be developed
- E-videos link to data warehouse (e-Hub) task distribution to partners
- Confirmation of C5,6,7 & International Conference event dates/locations for 2016
- Prepare agenda for C4 UK train the assessor meeting in December 2015
- SC skype conference schedule 2016 to plan

Monitoring arrangements:

- Self-evaluation questionnaires
- Pre-Post revision, feedback sessions
- Ongoing discussion and development of SC skype communication

Foreseen use of outcomes, evaluation:

- Updated Project Action Plan, Management & Dissemination Plans
- Partner understanding of qualification quality assurance procedures
- Revision of project application & allocation of partner work package tasks
- Planning & preparation for next training event
- Scheduling of 2016 events
- Communication schedule between steering committee partners established
- Interim Report discussion & preparation
- Selection of Project Evaluators & Evaluation tasks
- Discussions on increased development of e-Hub & Data warehouse material

### III. COMMITMENT OF THE PARTIES INVOLVED

**By signing this document, the participant, the sending institution and the receiving organisation confirm that they will implement the work-programme as described above.**

#### THE PARTICIPANT

Participant's signature

..... Date: .....

#### THE SENDING INSTITUTION

We confirm to implement the proposed work programme.

Coordinator's signature

..... Date: .....

#### THE RECEIVING ORGANISATION

We confirm to implement the proposed work programme.

Coordinator's signature

..... Date: .....