Report corso di formazione una settimana in Managment dei progetti di mobilità Erasmus plus  che si è tenuto a Portsmouth nel Regno Unito a cura della società di formazione Training Vision Ltd.

Corsista: assistente Amministrativo Fabio Pappalardo

**Course Provider:**

**Training Vision** is a Training British company which is concerned with the planning and management of international mobility and dducational projects in several fields. We receive beneficiaries from all over Europe and we organise for them work placements in different vocational areas, learning outcomes assessment following the European Credit Transfer System for Vocational Education and Training (ECVET) procedure. Training Vision also organises professional visits, socio-cultural programmes and provides high qualified seminars, trainings and structured courses. Our mission is to provide quality training experiences in order to increase beneficiaries’ career prospects and personal prosperity.

**Location of the course**

**Portsmouth** a city focused on life-long learning. The city and surrounding region have a variety of 16+ colleges with a diverse range of specialisations. Portsmouth boasts as well a world-class university which continues to heavily invest in the city. Portsmouth caters for all tastes with two theatres, five cinemas, an art gallery, libraries, markets, music venues, museums, restaurants, cafes, as well as lots of tourism attractions and festivals from which local residents benefit.

The training course was mainly based on how tomanage European projects and implement the ECVET system in mobility projects.  
From the design of the expected Learning Outcomes to their validationand recognition.  
The course gave the chance to get familiar with the ECVET instruments: the Memorandum Of Understanding, the Learning Agreement, the tools for the assessment and validation of achieved learning outcomes.

**Programme of the attended course**

The objective of the training course was to provide participants with the skills to manage European mobility projects in the fields of school education and training (Erasmus+). The training course provided the participants the skills to:

* Manage the Mobility project’s activities
* Manage relations with the partnership and with the Agencies
* Monitor and evaluate the project
* Promote the exploitation and sustainability of the project
* Produce project reports
* Carry out an effective project financial management
* Organize the project material for external audits

**Day by day activities**

**Monday**

* **9:00** Welcome and introduction
* **9:30** Presentation of expected outcomes, working methods, resources  
  Work Session 1: **Managing the Mobility Project activities**  
  An Overview: the Project mobility phases
* **11:00** The communication flow with the partners  
  Tasks and responsibilities within the Project consortium
* **13:00** Lunch break
* **15:00** Workshop and Teamwork
* **16:30** Best practice exchange and map of training needs for the course
* **18:00** Wrap up - End of day 1

**Tuesday**

* **9:00** Introduction on the programme of the day
* **9:30** Work Session 2: **Evaluation and Monitoring**
* **10:00** Purpose
* **10:30** Main periods  
  Definition of monitoring, regular review, evaluation and audit  
  Key tasks and responsibilities  
  Key assessments, tools and documents  
  Quality issues and best practice
* **13:00** Lunch break
* **15:00** Workshops and Team work
* **18:00** Wrap up - End of day 2

**Wednesday**

* **9:00** Introduction on the programme of the day
* **9:30** Work Session 3: **Managing Project documents**  
  The Key documents to be managed: Project Agreement/Contract, Training  
  Agreement, LA, Handbook/Evaluation template, Skills Portfolio, Certificate, Europasses, Final Report,  
  Best Practices and procedures
* **13:00** Lunch break
* **15:00** The Golden Rule for document management
* **16:00** How to carry out an effective project financial management  
  Workshops and Team work
* **17:00** Wrap up - End of day 3

**Thursday**

* **9:00** Introduction on the programme of the day
* **9:30** Work Session 4: **Promoting the exploitation and sustainability of the project**  
  Main dissemination activities to implement before the Project end
* **10:00** Documentation for Project exploitation and sustainability
* **13:00** Lunch break
* **15:00** Workshops and Team work
* **17:00** Wrap up - End of day 4

**Friday**

* **9:00** Introduction on the programme of the day
* **9:30** Work Session 5: **Organizing the project material for external audits**
* **10:00** The audit procedure  
  Project Documents Archive
* **13:00** Lunch break
* **17:00** Workshop:  
  Simulation and practical workshop for project management in small groups  
  Evaluation and conclusion  
  Wrap up - End of day 5

**Contents  
The Programme of the training course was split up in two main parts:**

European Project Management

• Contractual procedures  
• Project Life Cycle and Organization  
• Planning of project work  
• Management of the project partnership  
• Communication and leadership  
• Monitoring the project development  
• Quality issues and best practice  
• Dissemination, exploitation and sustainability  
• Creation and delivery of project reports  
• Financial management and administrative issues  
• Auditing of European projects

**Methodology**

The approach used was highly practical, based on the expertise of the course trainers who had a lot of years’ experience in European project planning and management.  
Practical simulations have been carried out for each topic. The practical simulations were based on the use of the services, databases, and documentation made available, on-line by the national agencies.  
The objective of the practical activities was the simulation of the planning and management of European projects.