



ERASMUS POLICY STATEMENT (EPS)

Taking part in the Erasmus Programme would give our center the opportunity to achieve different objectives. Firstly, we would like our staff and students acquire an European dimension that enable them the possibility to obtain their personal and professional future in other countries. We also want to boost the language competences of all our staff members so that they can see the language learning as an opportunity, not as a barrier. Another objective is increasing our academic offer in terms of modernisation by implementing new technological tools through the contact with other centres and companies beyond our borders. Moreover, we would like our students, teachers and non-teaching staff to become more independent, committed, plural, educated and tolerant people through the experiences gained in the further mobilities we have in mind. Finally, another objective is to ensure that, in the activities we intend to do, no one is discriminated against by offering them the same opportunities, especially for those who are in more disadvantaged positions.

At this new stage we would like to carry on Erasmus students mobilities as well as teachers mobilities for teaching and training.

As we have been doing for the last years, we would like to grant 7 or 10 students who are studying their second courses of higher Vocational Training an Erasmus mobility each year. Before starting their higher courses, students will be informed about the possibility of performing their internships abroad through open days and educational campaigns and talks arranged at our center. We also inform them that those internships could be performed during and after they finish the course. Through the student first year of Vocational Training courses they would also be provided with informative sessions to encourage them to perform their internships outside Spain. Those who are interested will be asked to register at the end of the course. With the information of the candidates registered we will proceed with the selection tests at the beginning of the second year, taking into account the academic qualifications, language level, attitude and a report from the students' teachers who have taught them previously. The selection will be transparent and open to all students who are willing to apply for the mobility. The non selected students shall be immediately included on a waiting list ranked according to their total marks obtained. If any student who has not been selected intends to carry out the mobility, will be able to perform a zero- grant mobility with the previous authorization of the department.

In the case that some of the companies we normally work with don't match with the student profile, we will proceed to search the organization that best fit their needs. We would employ the services of an intermediary agency if it was needed.

We will help students search accommodation and provide them information about their destination country. Before starting the mobility, they will receive linguistic support through English conversation lessons with a native teacher in the center. Students are also given access to the OLS platform.

Our center will inform them about all the documentation required (Passport, European health card, bank cards and transport) and provide them an international insurance policy covering civil liability, accidents and health during their stay. The school, the host company and the student must sign the Learning Agreement. The student and the school will also sign the grant agreement which is required prior to the payment of the most part of the grant. Every student will be given a folder with all the contractual documentation. Once they are in their destination



place we shall keep in close contact with every student by whatsapp, telephone or email, paying special attention to any problems which might arise. In addition, students will have a tutor in the company who will guide them in the performance of their work practice. When they finish their internship, they will take all the relevant documentation to the school, carry out the OLS exam and fill out the Erasmus form. After this they will received the last payment of the grant. The school would officially recognize and validate the ECTS credit and the Europass mobility document.

Those students who finish their Vocational Training cycle can also apply for a mobility for recent graduates. The students who were in the waiting list will have priority. If the vacancies are not filled with the waitlisted students, we will launch a call and a selection with the same procedures referred to in the previous section. The management of these internships will be the same as the other mobility. The difference between them is that with the recent graduates mobility the students won't have their credits validated. However, they will be offered a diploma and the Europass mobility document.

If we are awarded the Erasmus Charter we would like to give the opportunity to at least one or two teachers in each course of performing a mobility for teaching and training. We will advise them of this opportunity at the very beginning of the course by providing information regarding the companies and centres available. We will also encourage them to contact those or other entities to discuss the tasks to be carried out. In the second half of the course, we will proceed with the registration of the teachers who are interested and they shall indicate their specific proposal. After that we will shortlist the candidates taking into account the project viability, and what it offers to our centre, if they have already benefited from a similar grant before, their linguistic level and seniority. The school will be in charge of signing the agreement by the three parties and also the agreement with the teacher. We will also provide an insurance for them. In the case of a training mobility, we will prioritise the dates within the holidays period without interfering in the center daily activity.

All these activities we have mentioned above will greatly contribute to achieve the objectives of our institutional strategy. We will become visible at all levels. At a national level through the recognition gained in the participation in European projects, as well as, at an international level, opening our professional market to Europe. Besides this we will achieve the improvement of our teachers and students linguistic level when dealing with international companies, which at the same time will bring in new tolos and ideas.

On the other hand, our educational system will benefit those students who are interested in the internationalization and, particularly, those who are in vulnerable situations. Finally, with this experience we will achieve that an important part of our students finish their educational stage ready to face challenges that might arise abroad.

In our center we have an Erasmus department consisting of a coordinator and a language teacher who, together with the support from the Head of Studies and the Managing Director, will be in charge of achieving a large scale impact by participating in the Erasmus Project.

Our objective is to reach a wider participation from our students and teachers every year. We hope to increase the number of participants whilst at the same time improving the quality of the programme. In order to ensure a wider participation we are going to do as follows:

- To boost participation by advertising our activities in our school website and through social media. We will be tracking the number of followers, visits and likes as an indicator.



- To provide informational opportunities through our own activities held in the school (at the beginning of the academic year, class graduations and open day) and posters on display at strategic points throughout the center.
- To give informative sessions in which we will sometimes have the contribution of former participants. The number of participants will be logged as an indicator.

The better the quality of the project is, the better publicity we will have for it. That is the reason why we want our teachers, students and host companies will be satisfied with the Project management. In order to do so:

- We will examine the online form of the participants as well as send them our own forms to see in which ways we can improve and which their level of employability is, among other things.
- We will validate the collaboration of our partner companies, discarding those which don't comply with our quality criteria.
- We will join the Project Erasmus without Paper (EWP) to ease exchanging data and the management of the documentation among all the parties (school, students and companies).
- We will gather information from all our participants experiences to give the new trainees useful information.

The timetable of actions held every year in order to achieve our targets will be the following:

- September: Information about the programme during the opening ceremony of the course aimed at the students of first and second years. Information in faculty meetings about the possibility of performing a teacher mobility for teaching or training, in which teachers expose their previous experiences. Selection tests of second year students.
- October: Selection of second year students and publishing to social media and the website.
- November- December: Searching for companies to allocate the internships. Informative talks in every first year students classrooms and estimate of people interested in doing a mobility the following year. Informative sessions for teachers during faculty meetings.
- January-March: Formalizing all the required documentation and assisting students with accommodation. Meeting between outgoing students with former scholarship students.
- March-May: Students internships. Continuous monitoring of their performance and their respective companies with a focus on problema detection during internships. Information about the Erasmus programme during the Open day and Europe Day.
- May: Erasmus gathering to provide information to teachers and students interested.
Review of the basis of the Erasmus project aimed at teachers and students and its publishing to the website.
Registration of teachers and students interested in the programme.
Survey aimed at incoming students and recipient companies about the mobility performance.
- June: Delivery of diplomas to our Erasmus students during the end of the academic year ceremony. Selection of teachers and publishing to social media and the website.
- July-August: Teachers mobilities. Survey aimed at the center once the mobility is finished.