**TCA Contact seminar**

*“Making adult education more visible in Erasmus+ programme”*

*Zagreb, May 2017 – 02 June 2017*

***Application form***

*The purpose of this international seminar is to enable connection among adult education organisations from different countries, dealing with different groups of adults with fewer opportunities. This seminar will be an opportunity to find European partners with similar interests and develop project ideas for new Erasmus+ Mobility Projects (KA1) in the field of adult education.*

*Learning mobility for adult education staff (Key activity 1) aims at raising the competences and skills of adult education staff in order to increase the quality of teaching and learning in all forms. Adult education organisations should use learning mobility of their staff strategically and with the aim to internationalise and raise the capacity of their organisations.*

*The seminar should encourage the planning of Learning Mobility of Individuals among adult education organisations that deal with the following groups of adults with fewer opportunities:*

* *Educational difficulties****: early school-leavers; low qualified adults;***
* *Economic obstacles:* ***people with a low standard of living, low income, dependence on social welfare system; people in debt or with financial problems;***
* *Cultural differences:* ***immigrants, refugees or descendants from immigrant or refugee families; people belonging to a national or ethnic minority; people with linguistic adaptation and cultural inclusion difficulties;***
* *Social obstacles:* ***(ex-)offenders.***

*The emphasis will be laid on planning the following activities:*

*- teaching/training assignments: this activity allows adult education staff to teach or provide training at partner organisations abroad;
- job shadowing: provides an opportunity for adult education staff to spend time abroad and learn from colleagues at relevant organisations active in the adult education field.*

Please fill in the application form in English.

Before completing this section, please make sure that the personal data below is correct! Please double-check your email address, as it will be used for further communication regarding the seminar (selection results, practical information about the event, etc.).

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| ***Applicant person*** |
| Your name (first name, last name) |  |
| Gender: |  |
| E-mail: |  |
| Your position at the institution: |  |

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| ***Home organisation*** |
| Name of your home organisation: |  |
| Address: |  |
| Country:  |  |
| Type of organisation: |  |
| Legal representative: |  |

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| ***Applicant organisation/person*** |
| Please describe briefly the scope of interest of your home organisation, its strategic goals, target groups, type of organisation, size, etc. As well, provide a short overview of your (applicant person’s) duties and responsibilities.  |
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| Please specify your home organisation’s target group/s and classify them (by choosing one of the following categories):*1. Educational difficulties****: early school-leavers; low qualified adults*** *2. Economic obstacles:* ***people with a low standard of living, low income, dependence on social welfare system; people in debt or with financial problems;*** *3. Cultural differences:* ***immigrants, refugees or descendants from immigrant or refugee families; people belonging to a national or ethnic minority; people with linguistic adaptation and cultural inclusion difficulties;****4. Social obstacles:* ***(ex-)offenders***  |
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| Describe the existing knowledge, know-how and practice of your organisation relevant to the topic of the seminar.  |
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| Which skills, expertise and responsibilities relevant to the adult education sector and to the topic of the seminar do you have as an applicant person? |
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Experience with European projects: YES NO

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| If yes, please describe briefly your home organisation’s and your (applicant person’s) previous experience in European projects (type of projects, target group, objectives and activities). |
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Have you (applicant person or applicant organisation) ever implemented an international mobility project within LLP/Youth in Action, Erasmus+ Programme?

YES NO

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| If yes, please indicate the project number(s): |
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The applicant organisation implemented a project within E+ AE and that project was an example of “good practise”.

YES [ ]  NO [ ]

That project may be presented at the event.

YES [ ]  NO [ ]

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| ***Motivation*** *This section will help us understand your motivation for applying to this contact seminar. Together with other information you have provided in this application form, it will be used for the final selection of participants, so please be clear and concise.* |

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| Identify the educational needs of your target groups (adult learners) and your organisation that are relevant to the topic of this seminar. Which problems or gaps in adult education, relevant to Key Activity 1 and this seminar, do you want to address? |
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| Describe your general motivation and specific objectives relevant for applying to this contact seminar.(Guiding questions: Why is it important for you as an applicant person and for your applicant organisation to participate in this contact seminar? What is the desired impact on the applicant person and applicant organisation? Be sure to describe the motivation and impact for both applicant person and applicant organisation.) |
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| Please describe shortly the KA1 Mobility project idea that you would like to develop during the contact seminar. Which type of activity (teaching/training assignments, or job shadowing) would you like to plan with other participants at the seminar and why?(Guiding questions: Identify the cooperation ideas that could be developed within Erasmus+ programme in KA1 project. Project ideas should be relevant to the objectives of Erasmus+ programme, KA1 and the topic of the seminar).Please read carefully the Erasmus+ Programme Guide – information on the mobility projects in KA1 (pp. 30-34) and mobility projects in adult education (pp. 71-77, 278-279). |
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***Important note***

Your application must have the consent of the legal representative of your organisation.

Do you have the consent of the legal representative of your organisation to apply to this contact seminar?

* Yes
* No

If I am to be selected for the training activity, I declare that I will participate in the whole activity. Otherwise I can be invoiced with the individual cost of the activity.

***Declarations***

Please note that, if you decide to apply to this activity, the following conditions will come into effect:

* I commit myself to participate in the whole process of this activity, including any preparation needed prior to it and the active participation in the activity itself.
* I am aware that obtaining health and full travel insurance is my own responsibility and at my own expense.
* I agree.