

***How to Improve the Quality of Your  
Erasmus+ Mobility Project  
Application  
– a Step-by-Step Guide***

*Provided by*



atempo Betriebsgesellschaft m.b.H.  
Heinrichstraße 145  
8010 Graz, Austria  
Tel: 0043 316 / 81 47 16 - 28  
Fax: 0043 316 / 81 47 16 - 20

E-Mail: [courses@atempo.at](mailto:courses@atempo.at)

Also visit us online at [www.atempo.at](http://www.atempo.at)  
[www.facebook.com/atempo.at](https://www.facebook.com/atempo.at)

*This publication [communication] reflects the views only of the authors, and the European Commission cannot be held responsible for any use which may be made of the information contained therein.*

Following the submission of your electronic application form, your National Agency (=NA) will undertake an eligibility check of your application.

**Note: If you are working for an organisation that provides residential or day opportunity services, please point out clearly that you also provide formal or informal adult education. Be well aware of the fact that adult education for people with special educational needs often takes place within the organisations providing them with support and services and not within formal adult educational settings.**

As soon as your NA confirms that your application form meets all eligibility criteria, they will then proceed with the quality assessment of your application against the following criteria:

- relevance of the project,
- quality of the project design and implementation and
- impact and dissemination.

In order to meet those quality criteria, we give you some hints and arguments in the following table to improve your application and project design. The table below follows the structure of the official English application form. Please be aware of the fact that your national application form may vary from the one used in this guide.

	<b>Section</b>	<b>Comments, Tips and Ideas</b>
1	<b>D. European Development Plan (=EDP)</b>	<p>Your EDP should clearly demonstrate the needs of your organisation in terms of quality development and internationalization and point out which mobility and cooperation activities are designed to meet those needs. Finally, you need to explain how you intend to integrate the gained competences within your organisation.</p> <p>Here are some arguments and points to consider:</p> <ul style="list-style-type: none"> <li>• staff's digital competences are essential for quality development</li> <li>• tablets provide new, innovative and inclusive methods and instruments of teaching and learning</li> <li>• the participation of a 6 day course, alongside with preparatory work and follow-up helps to improve English skills</li> <li>• tablets are entering more and more classrooms and learning scenarios. If your organisation wants to keep up with this development, you need to gain new skills and connect with other European professionals.</li> <li>• Atempo and the other host organisations are your educational partners in mobile learning and offering the possibility to stay in touch with a special European network on future learning with iPads and tablets.</li> </ul> <p>The text to be provided here is up to 5000 characters that is quite enough to include all the necessary information. Be exhaustive, detailed and specific by using extracts from our website <a href="https://includu.com/courses-201617/">https://includu.com/courses-201617/</a>. You can also print our course outline from your selected course.</p>
	<b>Additional information concerning the European and international focus of our</b>	<p>1. The selected courses focus on a well-balanced participation from all countries across Europe.</p> <p>2. The trainer team of the courses is international and the course providing organisations as well as the main trainer have been</p>

	<b>Course Programme.</b>	<p>involved in European projects and initiatives for more than 10 years.</p> <p>3. All of our courses are based on former and current European projects like “W2ID” and “IncluEdu” (Inclusive Education with Tablets).</p> <p>4. Furthermore, each of our courses demonstrates a strong European focus in terms of subject matter. Digital and inclusive learning are important themes on the European agenda (e.g. Europe 2020, UN-Charta on the rights of people with disabilities etc.)</p> <p>5. Additionally, the course allows to share knowledge and personal experiences among all the participants coming from different countries, which is specifically encouraged by the course organizer and the trainers. This exchange will also be supported by the learning platform google-drive and the forum and chat on the IncluEdu website (<a href="https://includu.com/">https://includu.com/</a>).</p>
--	--------------------------	--

1	<b>E. Description of the Project</b> Here you need to add a maximum of three relevant topic-categories from a list.	<p>We recommend to add following topics, which are covered by our courses:</p> <ul style="list-style-type: none"> <li>• ICT-New technologies – digital competences</li> <li>• Inclusion (Equity)</li> <li>• New innovative curricula / educational methods / development of training courses</li> </ul> <p>Please also check which of the proposed topics meet the objectives, plans and strategy of your organisation best.</p>
---	--	--

2	<b>F. Participants Profile</b>	<p>As an educational organisation it is up to you to select the participants for the mobility project. However, we can provide suggestions about their profile:</p> <ul style="list-style-type: none"> <li>• Participants are in need to use up to date technology in their professional practice.</li> <li>• Selected participants are willing to take on the responsibility for passing on what they have learned.</li> <li>• The participants are related to the organisation and will bring an additional benefit to the sending organisation.</li> <li>• The content of the course is related to the applicant's professional activity and is also compatible with the objectives of the Erasmus+ Programme.</li> <li>• There is a clear match between the selected training and the applicant’s training needs in the field of adult or school education.</li> </ul> <p>At last, you should provide a clear outline of the way you are planning to select those individuals within your organisation.</p>
2	<b>F.1. Learning Outcomes</b>	<p>Our learning objectives are designed as “Do” phrases instead of “Know” phrases in order to let the participant understand what he or she will be able to do, instead of what he or she will be able to know after completing the course.</p>

	<p>Please emphasize the acquired skills through our course, that will allow you to do specific tasks better and are highly related to your professional activities as well as to school education and/or to adult education.</p> <p>Please consult our course description online for a list of specific competences and skills that will be acquired by the participants: <a href="https://includedu.com/courses-201617/">https://includedu.com/courses-201617/</a></p> <p>It is important to match those learning outcomes with your current professional activities, as well as stating the reason for the way these new skills will improve school education or adult education and how to meet the goals of your Erasmus+ mobility project.</p> <p>Again exhaustive, detailed and specific.</p>
	<p><b>Certification (F.1. Learning Outcomes)</b></p> <p>Our organization will gladly support the award of a <a href="#">Europass Mobility</a>. The Europass Mobility is an official document to record knowledge and skills acquired in our courses.</p> <p>For more detail please get in contact with your National Europass Center.</p>
3	<p><b>G. Preparation – G1. Practical Arrangements</b></p> <p>Atempo and the other organisations as a course provider and your Erasmus+ learning partner can provide comprehensive information on practical arrangements, once you have pre-registered online. You can request a course information pack, which consists of information about travel, accommodation and cultural information for the location of the training (Graz, Helsinki, Amsterdam, London or Dublin). We are also always available via e-mail (<a href="mailto:courses@atempo.at">courses@atempo.at</a>) to support you in your planning and preparatory activities. Please also pay attention to issues such as travel insurance and safety.</p>
	<p><b>G.2 Project Management</b></p> <p>atempo and the other partners of IncluEdu have carried out several successful, well-structured European courses under the Lifelong Learning Program (2007-2013) and Erasmus + Program.</p>
	<p><b>G.3 Preparation of Participants</b></p> <p>In addition to internal activities that you plan, it is necessary to emphasize the fact that the course provider, will spread important preparatory training content well in advance of the actual course start. All participants will get a questionnaire a few weeks before the course, so the course provider gets to know their needs and wishes.</p> <p>The following will be provided on the Google Drive platform the:</p> <ul style="list-style-type: none"> <li>• Suggested reading material and useful links</li> <li>• Organisational information: The course schedule and planned social events, information about accommodation and public transport and tourist information.</li> </ul> <p>This preparatory phase will allow you as teacher to get a good insight of the whole training content, to get in touch with other trainees via the platform and to come to the course with well-prepared comments and remarks to be addressed in class.</p>
	<p><b>H. Main Activities</b></p> <p>If you are planning to send staff to one of our courses, you should explain why you have chosen this course as main mobility activity. Furthermore, you can explain in detail that you are planning to establish a long-term “educational partnership” in the field of mobile</p>

		and inclusive learning with atempo as a course provider and that you want to use this mobility project to share experiences, to benefit from the network and be part of a new community in mobile learning.
	<b>Cooperation and communication with project partners (second and third field of H. Main activities)</b>	Means of communication and cooperation will be: <ul style="list-style-type: none"> <li>• e-mail</li> <li>• facebook</li> <li>• online platform “google drive”</li> </ul> Monitoring of the course: The hosting organisation provides the course participants with a visual “course diary”. Participants can use a template to reflect and document their learning process and outcomes.
	<b>H.1.Activities Details</b>	When you add one or more courses to your activity list please choose the following criteria: <ul style="list-style-type: none"> <li>• Activity type: “Staff training abroad”</li> <li>• As country of destination: “Austria, Finland, Netherlands, UK or Ireland”</li> <li>• And for duration: “6 days.”</li> </ul> For further details on this section we recommend you to contact your Erasmus+ National Agency.
5	<b>I. Follow-up - Impact</b>	There are various possible impacts to be expected. Here are some thoughts:
	<b>I.1 Impact</b>	Participants: <ul style="list-style-type: none"> <li>• Skilled to use iPads and tablets in teaching and learning / professional practice</li> <li>• Shared experiences with other professionals</li> <li>• Creating professional bonds and networks in the field of “Future learning with iPads and Tablets”</li> </ul> Organisations: <ul style="list-style-type: none"> <li>• Equipped state-of-the-art learning methods and latest technologies</li> <li>• Expertise, which helps innovation</li> <li>• Providing better and more inclusive training/education</li> </ul> Target groups (learners): The learners will benefit in many ways of those new learning devices. <ul style="list-style-type: none"> <li>• Individual learning can be strengthened</li> <li>• Multimedia-learning becomes more accessible</li> <li>• Better support for learners with disabilities in their learning process</li> </ul>
	<b>I.2.Dissemination of projects results</b>	Many possibilities, for example, after his/her participation in the course will the applicant arrange a workshop to present the results of the training and the skills acquired to colleagues from its home institution. The applicant is encouraged also by the course organisers to invite his/her colleagues to join the linked in group of the course (see above) for allowing them also to contribute and exchange views and opinions, challenges related to the topics of the course.

	<p>Furthermore, the applicant can develop a blog at WordPress for free in order to allow an open discussion and interaction with other individuals from the topic's community and accumulate further knowledge.</p> <p>The applicant in cooperation with his/her organisation will promote the results of the training on the website of the organisation.</p> <p>Another idea would be a press release by the organization in regards to the results achieved by the participation in the training.</p>
<b>I.2. Dissemination of projects results (further information)</b>	<p>Follow-up activities for sustainable dissemination of project results and for further networking.</p> <p>All our courses put a lot of emphasis on follow-up activities after the completion of the course to support the participating individuals and their organisations in the sustainable dissemination and integration of the gained skills and outcomes.</p> <p>More specifically, all participants are expected to join the Includu community to continue the Europe-wide sharing of experiences, views, challenges and solutions, as well as establishing further synergies between course participants. This could lead to further co-operation and future European projects and initiatives.</p> <p>Furthermore, the trainer team will keep in touch with the participants, spread topic specific information and news via e-mail, Includu Webpage and the Facebook page.</p>
<b>I.3. Evaluation</b>	<p>The evaluation of your project result needs to be considered carefully as it also helps you to consolidate and assess the outcomes of all the different mobility activities (e.g. course participations). It might be useful to use structured means of evaluation (quantitative as well as qualitative) like a questionnaire, short interviews or group discussions within your organisation.</p>

**WE WISH YOU GOOD LUCK WITH YOUR APPLICATION!**