



IES ALHAMILLA

# IES ALHAMILLA Erasmus Policy

The Erasmus ( ECHE ) Charter establishes the fundamental principles of all activities related to projects of European and international cooperation in the framework of the Lifelong Learning Programme to be followed by institutions offering curricula **Short Cycle Higher Education (Training Cycles Superior)** .

**IES ALHAMILLA is in possession of the Erasmus University Charter from the 2007** , which has allowed us to participate in the EUROPEAN PROGRAMME ERASMUS and LEONARDO DA VINCI PROGRAMME EUROPEAN .

Currently for the period 2014-2020 we are in possession of the Erasmus Charter for Higher Education ( CAST ) , according to the List of the Stephen Schwartz wins Richard Erasmus Charter Institutions for Higher Education under the Erasmus Programme + , 2013 call for proposals - DG EAC / S06/13 (2013 / C 85 / 07) Selection year 2014 , issued on 12.06.2013 by the Executive Agency for Education and Culture of the European Commission, with the number **246799 -LA -1-2014-1- ES - TAKE - E4AKA1 and ID code E ALMERIA 08.**

Students of Vocational Training In Intermediate Level module can perform Training at work in any country of the European Union through the European Programme LEONARDO DA VINCI [Mobility Project and Leonardo da Vinci " MOVITPRO "](#)

Students in Higher Level Training Cycles can perform module Training at work in any country of the European Union through the European Programme ERASMUS +

## Fundamental Principles of the Erasmus Charter

Any institution holding an **Erasmus Charter** undertakes to comply with the following fundamental principles :

- \* Sign interagency agreements with all institutions with which mobility actions are developed.
- \* Not to make any charge in respect of education, enrollment , examinations and access to laboratory and library Erasmus students received .
- \* Give full recognition to students for satisfactorily completed activities during their mobility.
- \* Ensure the highest quality for the organization of the mobility of students and staff.
- \* Ensure the highest quality for the organization of student placements .
- \* Keep updated, clear and easily accessible information curricular .
- \* Apply a system of credit transfer .
- \* Ensure the same services and academic treatment of Erasmus and local students.
- \* Promote the integration of Erasmus students received in the activities of the institution.
- \* Provide timely information and test scores received Erasmus students and their institutions.
- \* Facilitate and acknowledge Erasmus teaching activities .
- \* Promote and give visibility to Erasmus activities.
- \* Advertising on the institution and make easily accessible to students the Erasmus Charter and



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Erasmus Policy Statement .

\* Meet the objectives of non-discrimination set out in the Lifelong Learning Programme , and ensure equal access and opportunities for mobile participants from all backgrounds.

As the representative body of the institution, the Teachers IES Alhambilla held fifth day of November, two thousand thirteen agreed to the accession of this institution to the Fundamental Principles of the Erasmus Charter.

## Erasmus Policy Statement

### 1. Strategy High School ALHAMILLA

IES ALHAMILLA is a Secondary School Teaching Secondary Education , High School, Vocational Training and Higher . As a center of knowledge , skills and learning, promotes and encourages close and effective relations between education and business, which are two of the three sides of the ' knowledge triangle', as well as its international opening , provided with quality as a goal . Thus its role in the development of the European Higher Education joins. Its openness and commitment to quality is completed with its policy of internationalization. This commitment is reflected in the **PLAN CENTER IES ALHAMILLA** , which states as an **educational institution Purpose Promote the establishment of academic , cultural and scientific relations with national and international organizations and institutions."**

This purpose is considered a **General Purpose within the scope of teachers** who " *fosters international mobility of our students through the participation in European and international cooperation in the framework of the Lifelong Learning Programme "*

The DEPUTY , along with the Departments of Families and Professionals Coordinator / Training at Work Centre in the EU form an **organizational structure** that enhances the international dimension of the center , acting transversely with other Departments .

The institution provided its attachment to Erasmus + Project Consortium , presented by the " General Early Training and Lifelong Learning " of the Andalusian , whose main objective is the completion of the training curriculum in workplaces in a country of the European Union.

The consortium is composed of the Directorate General , as beneficiary, and schools of Andalusia possessors of the Erasmus Charter of Higher Education ( CAST ) , who voluntarily ascribe to draft a letter of commitment, and the host organizations , which are training organizations mainly of European regions belonging to the EREIVET ( [www.ereivet.net](http://www.ereivet.net) ) network.

The Consortium aims to provide a sound infrastructure through which young Andalusian vocational training students of higher vocational degree can perform the training module placements or other bodies outside the Spanish territory , allowing them to obtain the title and personal and social growth optimum , as required by the new European knowledge society , and pursue a quality job placement



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Our priorities of internationalization are addressed mainly to **Europe** . This commitment is embodied also participating in associations such as the European **EREIVET** network comprising 16 partners from 12 countries working in the area of vocational training especially to assist in mobility projects for the completion of the training module in workplaces and promote European cooperation . EREIVET up :

- Regional Education Authorities
- Networks and associations of schools in a region
- Large schools

The Lifelong Learning Programme is an opportunity for IES ALHAMILLA in its internationalization strategy , mainly through the development of Erasmus + , which will integrate existing programs in the Lifelong Learning Programme 2007-2013 (Comenius , Grundtvig, Leonardo da Vinci and Erasmus) and those specific to international higher education : Mundus , Tempus , Alfa , Edulink and bilateral programs , in addition to the Youth in Action Programme .

Our goal is to continue to promote projects and programs of European mobility for our students of Middle and Upper Cycles degree , and enhance the mobility of teachers and administrative staff and services , if any . Participation in programs and projects exchange and mobility, curriculum development , implementation of Virtual Campus ( in the near future ) and participation in European networks ( EREIVET ) will be encouraged.

Maximum visibility is given to projects of European and international cooperation in the framework of Erasmus + Program by issuing reports , organize conferences and press advertising and on our website . Also, Erasmus Policy Statement will be announced to the entire educational community, permanently showing on our website .

The IES ALHAMILLA promotes equity policy with actions related to gender equality, openly rejects racism and xenophobia , and work for the integration of disabled students and staff, and increased social and economic cohesion.

The European and international cooperation actions under the Lifelong Learning Programme funded by the subsidy received by students and faculty, assumed by the Erasmus + envelope , the Andalusian endowment and additional input from the Ministry of Education of Spain .

## **2 . Quality of academic mobility activities**

Quality is the goal set in the IES ALHAMILLA for mobility management . The organizational structure to manage the LLP is DEPUTY , with the participation of the Departments of Families and Professionals Coordinator / Training at Work Centre in the EU enhance the international dimension of the Centre, acting transversely with other departments . Within each department tutors are responsible for monitoring and evaluation of the TCW .

The Directorate General for Initial Training and Continuing Education, Ministry of Education, belonging to the Ministry of Education of the Junta de Andalucía ( CEJA ) , regulates all aspects related to mobility and cooperation projects .

The CEJA prepares the schedule for the selection of students and the Center selects those that are optimal for the Program under the tests for selection , including a language test to all



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selected students.

Teachers, tutors and students receive and serve the foreign student on arrival at IES ALHAMILLA, facilitating their integration, particularly in the housing and finding jobs for practices in our geographical area.

Procedures have been established to disseminate information: guides in English and Spanish, personalized advice and language courses.

We want to help improve the language skills of our students, teachers and administrative staff and services through specific actions helping knowledge of the customs and practice by providing information of the host countries.

Another key element is the academic recognition of studies, for which the IES ALHAMILLA undertake the necessary actions to establish the corresponding Europass Mobility Document, recognition of ECTS and Europass Supplement Technical Vocational School Title exceeding the number hours and tasks determined by the Plan Training Work Centers.

The European and international cooperation actions under the Lifelong Learning Programme funded by the subsidy received by students and faculty, assumed by the Erasmus Purse+, the Andalusian Purse and Complementary contribution of the Ministry of Education of Spain. The Center can not assume the financing of these activities, with the participant to fund their participation in the Program.

### **3 . Quality activities students TCW (Training Centers Work)**

As for academic activities, we aim to achieve the highest quality, building on previous experience in organizing placements for students. The structure in charge at IES ALHAMILLA the organization and control of the TCW (Training Centers Work)

in the European Union, shall be composed of the DEPUTY, with the participation of the Departments of the Professional Families and the Coordinator / a of Training at Work in the EU, together with the tutors responsible for monitoring and evaluation of the FCT module.

The selection of the companies follow the same procedure as the TCW (Training Centers Work) local ALHAMILLA IES students. To this end, cooperation agreements were signed with companies in the host country. In this process there will be other collaborating institutions regarding finding companies, signing agreements and Guidance.

From the Center will conduct the selection of students, assessment and academic recognition practices. Meanwhile, the DEPUTY conducted monitoring and quality control program development. Once selected students will be assigned a mentor in the IES ALHAMILLA and another in the host company. In program development activities such as information days and intensive language courses are also included.

Monitoring and recognition of the traineeship will require completing the Training Agreements - Training Agreement and Quality Commitment for the student report their job - sheet - weekly activities, labor Guardian report, the teacher or tutor with the evaluation report TCW (Training Centers Work)

module, and any other documentation required by the institutions to subsidize the program.

The quality and usefulness of the process are verified by conducting surveys on employment IES students ALHAMILLA, surveys of employers and business partners as well as through the information contained in the weekly student sheet activities, and the tutor teacher report



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thereof. The internship will be recognized as appropriate according to the regulations governing the Title .

#### **4 . Management mode .**

To make mobility projects through the new ERASMUS + program will have to choose one of two options :

A) DIRECT MOBILITY : through the submission of an application at the annual convocation of the program according to the Call for Proposals 2013 - From the European Commission Erasmus EAC/S11/13 + (2013 / C 362/ 04) through the Program key Action 1 : Mobility of people in the field of education, training and youth (jointly) . By this method each school ( IES ) has its own project to the Executive Agency of the European Commission and request the number of places depending on the internal needs of the center, without the direct intervention of the Directorate General of FP .

B) ASSIGNED TO DRAFT BOARD THE DEPARTMENT OF FP . The DGDE FPI intends to present a draft Consortium lead to centers approved ECHE letter in the call 2013 and who voluntarily ascribed to it by sending the letter of commitment .

In both cases , students will be met in advance tickets round trip and accommodation, even without having received the amount of the grant .

Beneficiaries will receive information about:

- \* Data and functions of the person responsible for the organization in the country.
- \* Contact tutor labor practices in the company .
- \* Practice firm with which the center has previously agreed a custom tailored training program and professional profile of the beneficiary .

Commitments of the beneficiary / a :

The participating students are required to comply fully with the internship and training program arranged directly with the host company consisting of 12 weeks and an average of 6-8 hours a day with two days off (subject to change depending on availability company and the training cycle ) , regardless of the minimum practical time accounts assigned to the training cycle and capable of participating students who do not participate in this European program . Practices will begin the day after arrival in the host country and end the day before the return to justify the economic game funded by the program.

The participant students agree to accept the conditions of participation in the Project , and deliver on time and documentation required for project justification , and all that be required . In case of default , the participant will forfeit the grant, and may even be No Suitable for evaluation.

Exclusion Program

The beneficiaries undertake to respect the codes of conduct and standards set by companies and host countries . Any type of antisocial behavior involve expulsion from the program .

If a student incurs a behavior that entails the removal of the program , you get the grade of " No Child " in the form of Training at Work. Also, receive the grade of " No Child " unreasonably participants who leave their positions in companies of unauthorized practice of project promoters .