



## IPC Erasmus+ Factsheet – helping you and your school to apply for EU funds to join in-service teacher training courses with IPC Exeter from 2014 - 2020

### The Erasmus+ Programme Guide

The European Commission is currently updating its Erasmus+ information and a new website is due to be launched on 16 January. However, the Erasmus+ programme guide is now available and the English version of this document can be found at the following website:

[http://www.erasmusplus.org.uk/sites/default/files/erasmus-plus-programme-guide\\_en.pdf](http://www.erasmusplus.org.uk/sites/default/files/erasmus-plus-programme-guide_en.pdf) .

The document is also available in your own language from your National Agency: their contact details can be found by visiting [http://ec.europa.eu/education/lifelong-learning-programme/national\\_en.htm](http://ec.europa.eu/education/lifelong-learning-programme/national_en.htm) .

Teachers wishing to participate in IPC training courses during the next two years should read the Programme Guide, with particular attention to the following sections (page numbers refer to the English version of the guide and may be different for versions written in other languages):

- General information about Erasmus+ (pages 9 to 23)
- Actions in education and training (pages 25-27)
- Key Action 1, the Learning Mobility of Individuals, either Mobility Projects for School Education Staff (pages 55-59) or Mobility Projects for Adult Education Staff (pages 61-66).
- Information for applicants (pages 191 to 203)
- Specific Rules and information relating to mobility activities: Mobility project for School Educations Staff (pages 221 to 223) or Mobility project for Adult Education Staff (pages 225 – 226)

Potential Erasmus+ applicants should be particularly aware of the following:

- Applications from individuals will no longer be accepted; applications must come from educational establishments (referred to as ‘schools’ here, although any recognised educational establishment can apply).
- Before beginning the application process for the first time, schools must register in the Registration Portal. This procedure only needs to be done once. Depending on the amount of funding requested, schools may have to provide documentation to prove their financial viability when they register.
- There will be one deadline for Key Action 1 funding applications, at 1200 Brussels time on Monday, 17 March and the results of these applications should be announced four months later, i.e. in Mid-July. Applications will be considered for projects commencing on 1 July or afterwards and running for up to 1 or 2 years.

- It is no longer necessary for teachers to pre-register with us when their school is applying for funding to attend our courses, although IPC must be named in the application form and it will be very helpful if we can please be informed about such applications.
- Online application forms are not yet available: they are expected to appear in the middle of this month. However, draft forms are available for inspection as follows: [http://ec.europa.eu/programmes/erasmus-plus/documents/form/school\\_education\\_staff\\_mobility\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/form/school_education_staff_mobility_en.pdf) for Primary and Secondary Teachers and [http://ec.europa.eu/programmes/erasmus-plus/documents/form/adult\\_education\\_staff\\_mobility\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/form/adult_education_staff_mobility_en.pdf) for trainers in adult education.
- The emphasis of Erasmus+ is on projects coordinated to meet schools' strategic needs, rather than on the professional development of individuals, therefore schools will be allowed to apply for sufficient funding to send several of their staff (either individually, in small groups or as one large group) on various training courses across Europe within the period of time (up to one or two years) defined in the application.

## IPC and Erasmus+

Erasmus+ has affected IPC in several important ways, as follows:

- No IPC courses running in May or June this year will be supported by Erasmus+. If you have an alternative form of funding and are interested in participating in a May or June course please contact us.
- Because funding will be considered for projects beginning on 1 July (a Tuesday) we have had to alter the start dates of our courses running from July to the end of this year. Our first summer courses will start on (arrival day) Sunday 6<sup>th</sup> July. You will find our course lists for 2014 and 2015 attached to this e-mail.
- In addition to our published list of scheduled courses it may be possible for your school (or several schools in collaboration) to send a group of teachers to IPC for a 'closed course', designed specifically to meet your needs. Please contact the IPC Director, Mr Ben Thorne ([bthorne@ipcexeter.co.uk](mailto:bthorne@ipcexeter.co.uk)) or the IPC Courses Coordinator, Ms Julie Allen ([jallen@ipcexeter.co.uk](mailto:jallen@ipcexeter.co.uk)) if you are interested in doing this.
- The timetable for application results is not yet clear. We very much hope that applicants will be eligible to participate in our summer 2014 courses. If you are applying for a summer course please let us know so that we are prepared for your participation.

## Funding Levels – How Much Money Can You Apply For?

There is theoretically no limit on the amount of money schools may apply for under Erasmus Plus. Your school's application will be judged by your National Agency in terms of the quality of your European Development Plan and the way your plans for teacher training with IPC in the UK support that plan.

The amounts of money that your school can apply for are as follows for each individual training course;

### Travel

The amount of funding available for travel costs varies according to the distance travelled, as follows:

For travel distances between 100 and 499 KM: 180 EUR per participant

For travel distances between 500 and 1999 KM: 275 EUR per participant

For travel distances between 2000 and 2999 KM: 360 EUR per participant

For travel distances between 3000 and 3999 KM: 530 EUR per participant

Applicants should check distances using a reputable distance calculator when making their application

Examples: Exeter to Paris Charles de Gaulle 468 km, Exeter to Vienna Schwechat 1470 km, Exeter to Ankara Esenboga 3040 km. (all distances calculated using [www.webflyer.com/travel/mileage\\_calculator](http://www.webflyer.com/travel/mileage_calculator) )

Course Fee: 70 EUR per day (for a 2 week IPC training course the total course fee is 700 Euro so this matches the allowable budget)

Subsistence: 80 to 160 EUR per day (the exact amount will be defined by your National Agency: please contact them for details) - covers your accommodation and course related travel here in Exeter.

Payment to your school: 350 EUR for the first 100 teachers this is a new budget which supports schools who are sending teachers on training courses abroad – recognising the cost to a school in administration and potential inconvenience when a teacher is travelling abroad in term time.

Full details of the funding rules are available on page 58 (for Primary and Secondary teachers) and 65 (for trainers of adults) of the English version of the Erasmus+ guide

### **Erasmus+ applications – how to apply for courses with IPC Exeter**

Detailed information about Erasmus+ applications may be found on pages 191 to 203 of the Programme Guide; however the procedure may be summarised as follows:

- Talk to your colleagues and your head teacher about Erasmus+
- Consider which IPC courses you would like to send your staff on. Discuss directly with IPC if you would like a closed, tailored training course for you and your colleagues
- Decide to make an application
- Check the relevant draft online application form from the website quoted above and plan your application, ready for when the official online forms become available
- Work out your European Development Plan: summaries to assist you with your European Development Plan are available for each of our courses at <http://www.ipcexeter.co.uk/teacher-training/ipc-courses/>
- Complete your application and return it before 1200 Brussels time on March 17th 2014
- Inform the IPC Enrolments Officer of your application [enrol@ipcexeter.co.uk](mailto:enrol@ipcexeter.co.uk)
- Please keep IPC up to date with developments – what courses have you applied for? How many people do you intend to send? Was your funding application successful?

We hope this information is useful to you. If you have any questions relating to our courses we will be pleased to help. We will do our best to answer questions about Erasmus+ but if these are technical questions about your application we recommend that you contact your National Agency in the first instance.

*We would also ask you kindly to share any information about Erasmus+ which you think may be useful or relevant to us.*

Many thanks and best wishes from Exeter

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