

## ERASMUS POLICY STATEMENT

After starting with the mobility of our students in the school year (2019-2020), our main objective is to strengthen the options of mobility, promote the mobility of our staff and get involved in different transnational teaching activities. In the short to medium term we would like to participate in international cooperation projects. The participation of María Inmaculada Bilbao confers us the following advantages:

- There is an improvement in the quality of our educational offering, an improvement for vocational training, that will draw the attention of students.
- There is an improvement in job prospects for our students. In a globalized world, the chances of getting a job increase after experiencing a traineeship abroad.
- It allows us to get in contact with companies from different countries, broadening our network of enterprises and organisations.
- It allows our development and modernisation, making us aware of the latest technological and pedagogical advances.

After participating in Erasmus+, the impact on our students would be:

- Improvement in the level of their linguistic skills.
- Improvement in their professional skills.
- Improvement in their Transversal competences (responsibility and personal autonomy, motivation, their ability to overcome difficulties and social skills)
- Growing awareness of their European citizenship.

As we have mentioned before, without any previous experience, María Inmaculada Bilbao started during the school year 19-20 with the international mobility of our students. Our actions are aimed to boost internationalization as one of the strategic guidelines to develop in the forthcoming three years. To meet this goal, our International Department has been created. Along with the management team, this department has a responsibility to lead these actions, which will contribute to the upgrading of our educational offer, focussing on our students who frequently come from deprived environments. Furthermore, our institution has just started working with HETEL, a network of VET, with a long experience in international mobility and cooperation projects. Furthermore, we belong to FPempresa, a non-profit organisation that includes vocational schools from all over Spain.

The indicators connected with internationalization in our Strategic Plan are:

- Number of students involved in Internationalization projects.
- Number of staff members involved in Internationalization projects.

### As for mobility projects:

**There is an information stage.** At the end of the school-year before mobility, the International Department coordinator, together with the principal, visit the different groups in order to explain the advantages and possibilities of taking part in the Erasmus + Mobility Project. At the beginning of the school-year, this possibility is explained in depth to all the teachers involved in the selection of the candidates. In the same way, a new informative meeting about the programme and the application process is organised. In that meeting, the application procedure is explained in detail and we make sure the students are aware of their rights and obligations as defined in the Erasmus Student Charter. As a complement, one or more participants from previous years attend these sessions to share their experience and the impact of mobility on their personal and professional development.

**Selection:** All the **students** interested in taking part in the program fill out an application form where the selection criteria are explained. They express their motivation for participating in the program and their favourite countries for mobility. Criteria for selection include: Transversal competences (responsibility and personal autonomy, motivation, their ability to overcome difficulties and social skills); academic results and linguistic competence. These criteria are taken into account by the tutor and teachers of the applicant students. The situation of those with fewer opportunities is particularly valued. In addition, options of financial support for those who could need it are sought.

As for the **preparation** of the participants, we offer a 20-hour course including language and intercultural training.

Furthermore, we support in:

- The documentation required and its management.
- Assistance in processing the European Health insurance Card.
- Accident, health and civil liability insurance.
- Information about the host company or training centre.
- OLS
- Logistic support for travel and accommodation.
- Participants will sign the Erasmus + Participant Commitment in which the behaviour patterns that they have to develop during the mobility are described.

The **Training Agreement**, signed prior to the beginning of the mobility, explains the tasks and learning achievements that the participant will carry out at the host company or training centre. The agreement also describes how the mobility period will be monitored, tutored and evaluated.

### **During the mobility**

Monitoring is jointly carried out by the International Department Coordinator and the tutor of their Work Based Learning (WBL) module. Students are monitored via e-mail, phone, Skype, Facetime, Meet. They contact their WBL tutor to inform them about their tasks and work. Together with this, students update their internship notebook, allowing the host tutor to evaluate the quality of learning. This notebook will be sent to their WBL tutor, halfway through the mobility.

As described in the Training Agreement, contact with the host organization is ongoing with at least three meetings during the training/internship period. The contacts include an Initial Evaluation (within the first two weeks) and an Intermediate Evaluation, when the tutors at the host company fill out the Annex to Training Agreement.

### **Once finished the mobility**

The host tutors complete the same annex with a Final Evaluation of the tasks and learning outcomes achieved during the 13 weeks of the internship. Moreover, they carry out a final evaluation of their interest in working, timeliness, initiative, teamwork, and communicative skills. These evaluations come with their Traineeship Certificate from the Receiving Organisation/Enterprise, which supports the place, the period, the work program and the professional skills developed during the mobility and the evaluation by the host company. When they get a positive evaluation, students pass their WBL(Work Based Learning) module, being recognised for the **22 credits** earned to obtain their final degree.