



# Erasmus+

## **Erasmus Policy statement (EPS)**

CIFP Mendizabala LHII is a Vocational Training public education school that offers a wide variety of training cycles of Medium and Higher Vocational Training, aimed at young people who want to access as quickly as possible the labor market or at those who wish to continue their studies at University.

At the same time, in cooperation with partner institutions and companies, we offer Training for Employment courses for unemployed and working people who want to improve their professional qualifications.

We develop the Workplace Training module (FCT) and the Dual Training Program, as well as various Projects for the Promotion of Creativity, Innovation and Entrepreneurial Culture in close collaboration with companies.

We also participate in the Urratsbat Program for Business Creation and we are holders of the Erasmus + ECHE Higher Education Charter since 2014.

Our educational center follows the strategic line of internationalization set out in the V Basque Plan for vocational training in the Basque Country, approved by the Basque Government of our Autonomous Community. In this sense, we actively collaborate with Ikaslan –the Basque Association of Public Vocational Training Schools– and with Tknika, which is the Basque center for vocational training research. All together, we try to boost employment, competitiveness, social cohesion and economic development in our community. At the same time, we endeavor every day to assure that Vocational Training in the Basque Country is a reference at European level.

In the current economic context, the Higher Vocational Training is linked to research and innovation, and it must play a fundamental role in providing the qualified human capital that our society needs. In this way, it is possible to respond to the new needs that Europe's current economy requires, in its efforts to achieve employment, economic growth and prosperity.

By signing the Erasmus Charter for Higher Education 2021-2027, our institution confirms that we support European modernization and the internationalization agenda in Higher Education. In line with the Bologna process which seeks promoting the European dimension of educational institutions, we assume our participation in the program as part of our own strategy for modernization and internationalization. The mobility of students together with

teaching and non-teaching staff, as well as the participation in European and international cooperation projects, contributes decisively to improve the quality of Higher Education programs and the educational, professional and personal experience that the student can acquire.

The school is committed to contributing to the modernization of the European Union and the internationalization of higher education through the following actions:

- Increasing the levels of educational achievement to provide the higher graduates and researchers that Europe needs.
- Improving the quality and relevance of higher education. Implementing the High-Performance Learning model.
- Strengthening quality through mobility and cross-border cooperation.
- Linking higher education, research and quality of employment to regional development. We also seek promoting Dual Training and an entrepreneurial culture of business creation.
- Improving management processes and funding.

The organization of mobility programs helps people to increase their professional, social and intercultural level, as well as their competences and employability. This is the keystone of the internationalization and modernization of education and the main tool for the development of the European Higher Education Area. In order to achieve successful, cost-effective, sustainable and high-quality results, it is necessary to organize clearly defined activities –before, during and after mobility– within the framework of an institutional mobility culture involving the whole academic community.

Thanks to prior inter-institutional agreements –signed between institutions which are holders of the Erasmus Charter for Higher Education– it is possible to establish the roles and responsibilities of the different parties, as well as their commitment to common quality criteria in the selection, preparation, hosting and integration of mobility participants.

In accordance with the principles of the Erasmus Charter, our Vocational Training School will work to achieve the objectives set out in the Charter when participating in one or more of the following activities:

- Key Action 1: Mobility of People Mobility of students and teaching/non-teaching staff (in Europe and/or from/to third countries).
- Key Action 2: Cooperation for Innovation and Exchange of Good Practices Strategic alliances and knowledge partnerships with EU/non-EU countries, as well as the development of projects with third countries.

CIFP Mendizabala LHII makes mobility and cooperation the central elements of its institutional policy and, to that effect:

- Develops cooperation with EU or non-EU partners within the framework of a clear strategy for internationalization;

- Promotes and supports student and staff mobility and develops even further non-discrimination policies;
- Supports awareness raising on challenges related to the environment and climate change in all sectors;
- Designs a clear policy for the development of integrated, transnational teaching activities (courses, modules or joint study programs together with double or multiple grades);
- Recognizes the importance of providing visibility to the results achieved by staff members participating in individual mobility or in cooperation projects with strategic partners;
- Works on the creation of international networks and projects, which in addition to improving the prestige of the school, also provides opportunities to share experiences and strengthen spaces for cooperation between European institutions;
- Promotes the establishment of agreements and the organization of exchanges of good practices and the design of cooperation projects for innovation in the European sphere;
- It takes into account the results of the mobilities carried out to date and, therefore, commits itself to continue improving its international collaborations.

This school is committed to fully respecting the principles of non-discrimination set out in the Erasmus program and to ensuring equal access and opportunities for participants in mobilities, regardless of their personal characteristics.

In order to ensure that the impact of our school's participation in the Erasmus Program is satisfactory and that successful mobility for all parties can be achieved, based on the inter-institutional agreements, the following organizational and implementation criteria are taken into account:

- To publish and periodically update the CIFP Mendizabala LHII Educational Offer on the web page beforehand as well as specifying in which language the modules or courses are taught, so that it is transparent to all parties and so that it allows students to make the right decisions before the mobility periods.
- Prior study of the compatibility of the two institutions (school or company) and establishment of the number of exchanges and the duration of the stay.
- Academic, linguistic and attitudinal accreditation that participants are well prepared for mobility.
- 120 hours of English reinforcement courses, especially for those students who intend to carry out the mobility. As a result, the acquisition of the necessary level of linguistic competence (B1) will be assured.
- Implementation of the study contract (for studies, internships and/or a combination of both), as this is one of the important foundations on which the success of student mobility is based.
- Promotion of participation in the implementation of Innovation and Good Practice Projects under the KA2 action, with different European countries.

- The school of origin ensures the follow-up of the activities carried out during the training period. This follow-up is carried out simultaneously, through the school's FCT Tutor and the company's trainer.
- The participants in the mobilities hold a Civil Liability and an Accident Insurance provided by the Basque Government, as well as the European Health Insurance Card, which covers any contingency that may occur during the mobility. It is compulsory to have these insurances.
- Recognition of the mobility period in European and non-European countries is guaranteed for all participating members.
- The participants fill in a final evaluation report of the mobility.

Within the strategy for the modernization and internationalization of our Educational Center, and within the framework of the previous inter-institutional agreements –signed between institutions that are holders of the Erasmus Charter for Higher Education– the Learning Agreement-Student Mobility for Traineeships is carried out and must be signed by the three parties involved: the student, the home institution and the host institution, company or organization. It must contain the tasks to be carried out at the workplace and it must be signed before the mobility takes place. This Work Plan must be approved by all parties: the two institutions and the participant. During the whole mobility process, participants are advised and supported by the European Projects Coordinator, the Workplace Training module (FCT) Manager, the Workplace Training module (FCT) Tutor of CIFP Mendizabala LHII and the Instructor of the host company. They are also advised by the teachers of the language department, which allows an interaction between the participating countries. One of the key objectives of the Bologna Declaration is the ECTS credit system that allows the recognition of study periods abroad, thus increasing the quality and volume of students' mobility in Europe. ECTS credits are now becoming a system of recognition of studies that can be applied at institutional, regional, national and European level. Once the CIFP Mendizabala LHII has received the training certificate, it guarantees the recognition of the mobility period in terms of credits awarded (ECTS or compatible system), in accordance with the conditions stipulated in the institutional recognition framework, as stated in the School's Educational Project. It also ensures the inclusion of studies or mobility practices carried out in a satisfactory manner in the final record of the students' achievements (European Diploma Supplement or equivalent). The Workplace Training (FCT) module completed means 22 ECTS credits and a Higher Vocational Training course means 120 ECTS credits. Europass is a system of five documents that helps presenting skills and qualifications in a simple and easily understandable way throughout Europe: the Europass Curriculum Vitae and the Europass Language Passport can be completed online. The other three documents (Europass Mobility, Certificate Supplement –which describes the knowledge and skills acquired by holders of vocational education and training certificates– and Diploma Supplement –which describes the knowledge and skills acquired by holders of higher education degrees) are issued by the competent and corresponding administration. Students participating in the mobility should complete their Europass CV, the Cover Letter and a Portfolio of the work undertaken, in English or in the language of the host country. It must be in digital format to be submitted to the companies or institutions where the mobility takes place. At the end of the SMP placement, the company or organization will issue a certificate stating whether the student has successfully completed the mobility. Finally,

the document called Learning Agreement-Student Mobility for Traineeships will be signed. The Department of Education of the Basque Government, requests a certificate from the school for the STT training projects in which the teachers are involved and which officially recognizes and accredits them as teacher training hours. Every year, CIFP Mendizabala LHII actively participates in the different meetings and activities organized by the National Agency SEPIE, the Basque association of public vocational training schools Ikaolan and the Basque research center for vocational training Tknika. We also usually participate in international meetings on vocational training held in our community and in some European countries. At the beginning of each academic year, informative meetings are usually organized to raise awareness of the Erasmus+ program within students and staff. An assessment is also made concerning the mobilities that have been carried out. With the aim of achieving the objectives related to the Erasmus+ actions, a series of objectives to be developed in the next years are indicated below:

Year 2021:

- To inform about the European Student Card initiative and encourage its use.
- To update the Internationalization section on our school's website.
- To strengthen the internationalization working group. To organize language reinforcement courses.

Year 2022:

- To establish new international contacts and consolidate existing ones.
- To increase the number of staff mobilities for training (STT).
- To participate as a partner in a KA2 project
- To organize language reinforcement courses.

Year 2023:

- To implement a new multilingual cycle.
- To increase the number of students' mobility placements (SMT).
- To organize language reinforcement courses.

Year 2024:

- To establish new international contacts and consolidate the existing ones.
- To enable the Dual Training of our students in European countries.
- To organize language reinforcement courses.

Year 2025:

- To present a KA2 project.
- To organize language reinforcement courses.

Year 2026:

- To establish new international contacts and consolidate the existing ones.
- To organize language reinforcement courses.