

Invitation for a Grundtvig training course

“Learning by doing: methodology and tools for leading groups in learning process”

Reference number: IT-2010-603-002

Dates: 9 – 15 October 2010 (including travel days)

Venezia Mestre - Italy



CONTEXT and OBJECTIVES

Non formal education methodologies is one of the approach that can be used in any group of persons (both teenagers and adults) that are facing a learning process. It can be used in training, schools, workshops, laboratories and leisure time but often it is not used in an effective way and the learning aspects are not as strong as they could be. The objectives of the training are:

- 1) to clarify and discover the meaning of non formal education and of learning by doing
- 2) to learn how to use the tools of experience learning
- 3) to learn how to transfer every activity in a learning process for the participants
- 4) to learn how to create a training agenda in order to fulfill the macro-objectives set by a training project
- 5) to be able to assess a quality criterias in a learning process

LANGUAGE AND TARGET

The training course will be in English and it is addressed to teachers/trainers/educators working in the following fields:

- Adult education provider
- Second chance or remedial education
- Adult education for disabled persons
- Higher education institution offering outreach courses for adults
- Organisations working with migrant groups/ethnic minorities
- Centres for guidance, counselling or accreditation
- Other sectors of adult education

AGENDA of the TRAINING COURSE

	Morning session	Afternoon Session
09/10	Arrival	Arrival Introduction to the training
10/10	Rules, Fears and Expectation Getting to know each other and ice-breaking Team building activities	Introduction to Non Formal Education (NFE) and experience learning The role of the facilitator Daily evaluation
11/10	What is NFE and difference with Formal Education and Informal Education The learning aspects of experience learning	The need analyses of learners as starting point of any learning process Daily evaluation
12/10	Tools of experience learning: what are the tools, where to find them and how to use them properly	Function of the Debriefing in activities and techniques for leading a debriefing efficiently Daily evaluation
13/10	SIMULATION DAY: planning and realizing an experience learning activity	SIMULATION DAY: planning and realizing an experience learning activity Group evaluation of the simulation
14/10	Quality in a learning process: what and how to measure The NFE in the programme financed by the European Commission	My learning outputs: how can I use what I've learnt in my professional life Final Evaluation
15/10	Last Reflection Departure	Departure

MORE DETAILS ON THE PROJECT

Participants will be accommodated in a nice residence located only 10 minutes by bus from Venice. Participants will be in double/triple rooms

You can find more details on the project on the following web page of the European Commission (in the Comenius/Grundtvig Training Database:

<http://ec.europa.eu/education/trainingdatabase/search.cfm?fuseaction=R>

HOW TO APPLY

You have to apply to your LLP National Agency for a Grundtvig grant to cover completely the cost of the training course. Keep in mind that the deadline to apply to your NA is 30/04/2010!

How to become the participant of the course step by step:

- Send us an email that you would like to participate in the course.
- We will send you by e-mail the application and, if your profile fits to this training course, we will send you a confirming pre-registration letter. Print and keep it, because you will need to enclose it to your application for a Grundtvig grant to National Agency.
- Visit the website of your Grundtvig Agency and read the necessary documents to apply to the action “Grundtvig In-Training” – Consult them for further information!
- Fill in the application form you will find it on the website of your National Agency and enclose the confirmation of pre-registration and any other documents required by your National Agency. In the budget part, remember to include: * €550,00 as course fee; * €420,00 for accommodation (inclusive of all meals) *the travel cost from your country to the airport of Venice Marco Polo.

Please remember to check with your NA any requirements, limits etc they have established for this action!

- If you successfully get a Grundtvig grant you should contact us, as soon as it is possible, to confirm your participation to the training
- After that, we will formally register you as a participant of the course and send you all needed logistic information.

Do not hesitate to contact us for useful tips and help to fulfil your application!!

CONTACTS

Format – Formazione Tecnica S.c.a.r.l

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Tel/Fax: 0039.041.5350276

Contact person: Giulia Mastropirro

www.formazionetecnica.it

CONTACTS OF NA

Austria

Österreichischer Austauschdienst – Nationalagentur Lebenslanges Lernen

Schreyvogelgasse 2 A-1010 Wien

Tel : (43) 1 534 08-0 - Fax : (43) 1 534 08-20

E-mail: lebenslanges-lernen@oad.at

Website: <http://www.lebenslanges-lernen.at>

Belgium/ Flemish Community

EPOS vzw National Agency for Lifelong Learning

Koning Albert II-laan 15 B-1015 Brussel - Tel : +32 (0)2/553.98.67 - Fax : +32 (0)2/553.98.80

E-mail: info@epos-vlaanderen.be

Website <http://www.epos-vlaanderen.be/>

Belgium/ French Community

Agence francophone pour l'éducation et la formation tout au long de la vie

Chaussée de Charleroi 111 B - 1060 Bruxelles

Tél : (32) 2 542 62 78 - Fax : (32) 2 542 62 93

E-mail: aef@aef-europe.be

Website: www.aef-europe.be

Belgium/ German speaking Community

Agentur für Europäische Bildungsprogramme VoG

Gospert 1 B-4700 Eupen - Tel : (32) 87 596300 - Fax : (32) 87 556474

E-mail: edgar.hungs@dgov.be - Website: <http://www.dglive.be/agentur>

Bulgaria

Human Resource Development Centre (HRDC)

15, Graf Ignatiev Street, 3th floor BG-1000 Sofia - Tel : (359) 2 91 550 10 - Fax : (359) 2 91 550 49

E-mail: hrdc@hrdc.bg - Website: <http://www.hrdc.bg>

Cyprus

Foundation for the management of European Lifelong Learning Programmes

Prodromou and Demetracopoulou, 2 CY-1090 Nicosia - Tel (357) 22800893 - Fax (357) 22800941

Website: <http://www.llp.org.cy/>

Czech Republic

National Agency for European Educational Programmes - Centre for International Services

Senovazne namesti 24 CZ-116 27 Praha 1 (Contact: Na Pořiči 4, CZ-110 00 Praha 1)

Tel.: (420) 221 850 100 - Fax: (420) 234 621 144

E-mail: info@naep.cz - Website: <http://www.naep.cz/>

Denmark

Cirius - Agency for information about education and training in Denmark

Fiolstraede 44 DK-1171 Copenhagen K - Tel : (45) 33.95.70.00 - Fax : (45) 33.95.70.01

E-mail: cirius@ciriusmail.dk - Website: <http://www.ciriusonline.dk/>

Estonia

Centre for Educational Programmes, Archimedes Foundation

Koidula 13A EE-10125 Tallinn - Tel : (372) 696 24 10 - Fax : (372) 696 24 26

E-mail: hkk@archimedes.ee - Website: <http://www.archimedes.ee/hkk>

Finland

Centre for International Mobility (CIMO)

Säästöpankinranta 2A (POB 343) FI-00531 Helsinki - Tel. : (358) 207 868 500 - Fax : (358) 207 868 601

Website: <http://www.cimo.fi> and <http://www.leonardodavinci.fi/>



FORMAT – FORMAZIONE TECNICA S.C.A.R.L
Accredited Training Center by the Regione Veneto



France

Agence Europe Education Formation France

25, Quai des Chartrons F - 33080 Bordeaux - Tel : (33) 5 56 00 94 00 - Fax : (33) 5 56 00 94 80

E-mail: contact@2e2f.fr - Website: <http://www.europe-education-formation.fr>

Germany

Nationale Agentur Bildung für Europa (Leonardo da Vinci, Grundtvig)

Robert-Schuman-Platz, 3 D-53175 Bonn - Tel : (49) 228 107 1676 - Fax : (49) 228 107 2964

E-mail: na@bibb.de - Website: <http://www.na-bibb.de>

Greece

Greek State Scholarship's Foundation I.K.Y.

1, Makri & D. Areopagitou St, GR-11742 Athens

Website: <http://www.iky.gr>

Hungary

Tempus Public Foundation

Lónyay utca 31 - H-1093 Budapest postal address : POB 508 - H-1438 Budapest

Tel. : (36) 1 237 13 00 - Fax : (36) 1 239 13 29

E-mail: gabriella.kemeny@tpf.hu

Websites: <http://www.tka.hu> and <http://www.tpf.hu> and <http://www.studyinhungary.hu>

Iceland

Landskrifstofa Menntaáætlunar Evrópusambandsins

Dunhaga 5 IS- 107 Reykjavik - Tel. : (354) 525 43 11 – Fax : (354) 525 58 50

E-mail: lme@hi.is - Website: <http://www.lme.is>

Ireland

Léargas the Exchange Bureau (Comenius, Leonardo da Vinci, Grundtvig, Study visits)

189, Parnell Street, IE- Dublin 1 - Tel. : (353) 1 8731411 - Fax. : (353) 1 8731316

E-mail: lifelonglearmin@leargas.ie

Websites: <http://www.leargas.ie> and <http://www.llp.ie>

Italy

Agenzia Scuola - AS (Comenius, Erasmus, Grundtvig, Visite di Studio)

Via Magliabechi 1 I - 50122 FIRENZE - Tel. : (39) 055 238 03 48 - Fax. : (39) 055 238 03 43

E-mail: agenziallp@indire.it - Website: <http://www.programmallp.it>

Latvia

Akadēmisko programmu agentūra – APA (Comenius, Erasmus, Grundtvig, Study visits)

Blaumana iela 28 LV-1011 Riga - Tel. : (371) 728 01 38 - Fax. : (371) 728 01 08

E-mail: apa@apa.lv

Website: <http://www.apa.lv>

Liechtenstein

Agentur für Internationale Bildungsangelegenheiten

Postplatz 2, Postfach 22 LI-9494 Schaan - Tel. : (423) 236 7220 - Fax. : (423) 236 7224

E-mail: leonardo@llv.li - Website: www.aiba.llv.li

Lithuania

Education Exchanges Support Foundation

Gelezinio Vilko str.12 LT-01112 Vilnius

Tel : (370) 5 261 0592 / 5 249 7134 - Fax : (370) 5 249 7137 / 7141

E-mail: info@smpf.lt - Website: <http://www.smpf.lt>

Luxembourg

Agence nationale pour le programme européen d'éducation et de formation tout au long de la vie

ANEFORÉ a.s.b.l. 16, boulevard Royal L-2449 Luxembourg

Tel. (352) 247 852 84 - Fax (352) 247 852 93

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Malta

European Union Programmes Agency – EUPA

36, Old Mint Street MT-Valletta VLT 1514

Tel : (356) 25586132 - Fax : (356) 25586139

E-mail: llp.eupa@gov.mt - Website <http://www.llp.eupa.org.mt/>

Netherlands

National Agency For Lifelong learning

Kortenaerkade 11 NL-2518 AX 's-Gravenhage - Tel : (31) 704 260 251 (31) 704 260 259

Website: www.na-lll.nl

Norway

Norwegian Centre for International Cooperation in Higher Education

Senter for Internasjonalisering av høyere utdanning - SIU

Vaskerelven 39 (POBox 7800 - N-5014 Bergen) N-5020 Bergen

Tel : (47) 55 30 88 00 - Fax : (47) 55 30 88 01

E-mail: siu@siu.no - Website <http://www.siu.no/llp>

Poland

Foundation for the Development of Education System

ul. Mokotowska 43 PL-00-551 Warsaw - Tel : (48) 22 622 3712 - Fax : (48) 22 622 3710

E-mail: kontakt@frse.org.pl - Website: <http://www.frse.org.pl>

Portugal

Agencia Nacional do Programma "Aprendizagem ao Longo da Vida"

Av. Infante Santo, n° 2 - piso 4 PT-1350-178 Lisboa - Tel : (351) 21 3944760 - Fax : (351) 21 3944737

E-mail: agencianacional@proalv.pt - Website <http://www.proalv.pt>

Romania

National Agency for Community Programmes in the Field of Education and Vocational Training

133, Calea Serban Voda, 3rd Floor, 4th District RO-040205 Bucharest

Tel : (402) 1.201.07.00 - Fax : (402) 13113500

E-mail: agentie@anpcdefp.ro - Website: <http://www.anpcdefp.ro>

Slovakia

SAAIC - National Agency of the Lifelong Learning Programme

Staré grunty 52 SK-842 44 Bratislava - Tel : (421) 2 654 289 11 - Fax : (421) 2 654 244 83

E-mail: llp@saic.sk - Website: <http://www.saic.sk/llp>

Slovenia

CMEPIUS - Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes

Ob železnici 16 SI-1000 Ljubljana - Tel : (386) 1 5864.251 - Fax : (386) 1 5864.231

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Spain

Organismo Autónomo Programas Educativos Europeos (OAPEE)

Paseo del Prado, 28 - 1ª planta 28014 Madrid - Tel : (34) 91 506.56.85 - Fax : (34) 91 506.56.89

E-mail: oapee@oapee.es - Website: <http://www.oapee.es>

Sweden

Internationella programkontoret för utbildningsområdet

Kungsbroplan 3A, 2 tr (Box 220 07) SE-104 22 Stockholm - Tel : (46) 8 453 72 00 - Fax : (46) 8 453 72 01

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Turkey

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UK National Agency ECOTEC (Leonardo da Vinci, Grundtvig, Study visits)

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E-mail: llp@ecotec.com - Website : <http://www.leonardo.org.uk>

Republic of Croatia

Agencija za mobilnost i programe EU (Agency for Mobility and EU Programmes)

Gajeva 22 10 000 Zagreb - Tel : +385 1 5005 635 - Fax : +385 1 5005 699

E-mail: info@mobilnost.hr - Website : www.mobilnost.hr

The former Yugoslav Republic of Macedonia

National Agency for European Educational Programmes and Mobility

Национална Агенција за Европски образовни програми и мобилност

Porta Bunjakovec, A2-1 MK –1000 Skopje - Tel: (389) 2 3109 045 - Fax: (389) 2 3109 043

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