

## Erasmus Policy Statement

The **international strategy** of CIP Tafalla is described in the **2019-2023 Strategic Plan** of the institution, approved by the Social Council and the Board of Directors.

In the training area, our school offers Intermediate Grade Vocational Training cycles (Welding and Boiling, Mechanics, Attention to People with Special Needs, Administrative Management, Electric Applications and Hairdressing), Advanced Grade Vocational Training cycles (Infant Education, Robotics, Mechanic Design Programming, and Administration and Finance), a Basic Vocational Training programme and a Special Grade for students with special needs.

The internationalization area of the school has an **Internationalization Plan** that describes its strategy, its objectives and its indicators for the coming years, which indicates a commitment to the international activity that the school wishes to carry out. It includes the following **operational objectives** aligned with the strategic objectives of the Strategic Plan mentioned above:

### **1.- Promote the mobility of students and teachers, as well as their training before the mobility.**

The students' internships will aim at completing their practical training in companies and in most cases, they will have the recognition of ECTS that correspond to the compulsory module of internships in Spanish companies.

The teachers' internships may have two approaches:

a. Cooperation with other Higher Education institutions to address educational aspects that may enrich methodologies and good practices in the school of origin.

b. Carrying out internships in companies that are directly linked to the professional fields of the teacher.

1.1- Participate in the Erasmus + Programme as part of the Consortium of the Department of Education of Navarre for the management of 3-month internships.

1.2- Manage our own Erasmus + project (KA103) directly with SEPIE for the students of Advanced Grade in Infant Education (bilingual), as we have been doing annually since 2016.

1.3- Participate in the Erasmus + Programme as part of the Consortium of the Department of Education of Navarre for the management of 2-week training periods.

1.4- Promote language training - especially in English - of students, teachers and parents through the collaboration with the EOIDNA (Official School of Languages of Navarra) and the Ministry of Education *That's English!* programme.

1.5- Promote the use of the e-Twinning tool in teachers, considering institutional training both the participation in projects of this type and the eTwinning training course organized by INTEF or PNTE. Attend conferences and events in which you can contact companies, educational centres and other national and foreign institutions. In 2019 CIP Tafalla received the European eTwinning School Label recognition.

1.6- Establish contacts between students and teachers at our school and other European schools through e-Twinning and other partner search platforms, to create stable and lasting bonds of trust in order to work on a KA2 project. Take as an example the KA2 project "Approaching Europe and its Job Opportunities - AEJO" carried out as a coordinating centre from 2015 to 2017 (<http://www.aejoerasmus.eu>).

1.7- Keep the cooperation agreement with the Lycée Aïzpurdi from Hendaye and carry out a one-week mobility of students of Intermediate Grade in Hairdressing, by means of the PyreneFP project (Poctefa programme).

**2.- Improve the attention given to students and teachers who want to participate in European programmes,** by including the Europass CV and the cover letter in the curriculum of the English modules in order to ease the application of an Erasmus + grant, and disseminating all the information related the deadlines, documents and previous experiences of Erasmus+ calls.

**3.- Improve the information given to families on the international activity of the school.**

**4.- Promote the reception of foreign teachers and students,** in particular the students and teachers from the French partner school Lycée Odilon Redon from Pauillac, who have been doing internships in companies in Tafalla and the nearby villages every year uninterruptedly since 2015, and the Hairdressing students and teachers from the Lycée Aïzpurdi (Hendaye), who have carried out a one-week mobility in Tafalla since 2017. The teacher in charge of Internationalization, the one in charge of External Activities and the tutors of Training in Work Centers work in coordination in the search for accommodation, companies, organization of the welcome, attention and the good reception of foreign teachers and students.

In short, the **main activities** that are intended to be carried out regarding mobilities are:

1.- Internships in foreign companies for graduated students so that they can carry out training practices complementary to their Higher Vocational Training studies and with Europass certification.

2.- Students' internships in foreign companies that can validate their compulsory Training in Work Centers (FCT) and that can be certified with the corresponding ECTS credits. Furthermore, these internships will be certified through Europass Mobility.

3.- Teachers' internships in companies or Higher Education schools to provide greater knowledge about methodologies and systems that are developed in other countries in different professional areas.

These are some of the **specific goals** that the school intends to achieve every academic year and that are reflected in the Internationalization Plan:

- Get at least one teacher mobility and 30 student mobilities.
- Obtain 10 mobility grants for the Advanced Grade in Infant Education, through our own KA103 project.
- Achieve a two-week mobility for a group of about 15 students of Intermediate Grade (5 students of Machining, 5 of Welding and 5 of Administrative Management) to Italy, Germany, Malta, France, etc.
- Organize an annual French course and keep collaborating with the Official School of Languages of Navarra and That's English! programme) to ease the learning of English for anyone who is interested in the educational community.
- Carry out awareness-raising campaigns about the need to be a European citizen and the benefits of an internship abroad for the development of skills.
- Collaborate with other schools in the organization of a KA2 project. We are currently awaiting the approval of the German National Agency to participate in a KA2 project coordinated by a German school that could last two years (2020-2022).

The Internationalization staff at school performs a series of **tasks** that guarantee the quality of the objectives of the Erasmus+ programme:

- Dissemination and promotion of the Erasmus+ call.
- Selection of participants with criteria that guarantee transparency and equality of opportunities.
- Organization of the stays with foreign partners taking into account the students' professional profile and the professional skills they need to develop. In this aspect the training programme will appear in the Training Agreement that guarantees the obtention of ECTS credits and their assessment at the host institution.
- Establishment of measures that ease language training among participants.
- Promotion of the European Student Card Initiative.
- Provide information and practical guidance for the trip and stay in the host country.
- Follow up the internships to assess the Training Module in Work Centers.
- Validation of the stays with the credits agreed in the Training Agreement, as well as the emission of the Annex to the Supplement of the Europass Diploma, and the certification through Europass Mobility.