

## **STUDY VISITS FOR EDUCATION AND VOCATIONAL TRAINING SPECIALISTS**

### **PROGRAMME ANNOUNCEMENT FOR STUDY VISITS IN 2008 – 09 ACADEMIC YEAR**

Applicants should also refer to the Lifelong Learning Programme guide for applicants ([http://ec.europa.eu/education/programmes/llp/index\\_en.html](http://ec.europa.eu/education/programmes/llp/index_en.html)).

#### **GENERAL FRAMEWORK**

1. On 5 November 2006, the European Parliament and the Council adopted their Decision 1720/2006/EC, establishing the Lifelong Learning Programme (LLP)<sup>1</sup>. Study visits for education and vocational training specialists are one of the key actions of the transversal programme, the objective of which is to support policy development and cooperation at European level in lifelong learning. It is addressed to those who exercise certain responsibility for the development of education and vocational training policies at local, regional or national levels.
2. The study visits programme priorities follow the priorities of education and training policy including those identified at European level and by participating countries. Special attention is given to linking them to the objectives of the Education and training 2010 work programme (Lisbon objectives).
3. Continuing efforts will be made to link study visits with other actions of the Lifelong Learning Programme.
4. The programme provides a forum for discussion, exchange and mutual learning on themes of common interest at EU level and serves the following objectives:
  - enabling those exercising important responsibilities at local, regional or national levels to understand better specific aspects of education and vocational training policies and themes of common interest in other countries;
  - continuing exchange of advice, ideas and information between all those participating in the programme, including both visitors and hosts;
  - enriching the flow of information between participating countries and at European level, including policy-makers.

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<sup>1</sup> OJ L 327, 24.11.2006, p. 45.

5. The programme is open to nationals or permanent residents of 27 EU Member States, EFTA countries (Iceland, Liechtenstein, Norway) and candidate countries (Turkey).
6. To date, some 40 000 education and vocational training specialists have taken part in the study visits programme. In 2007/08, Arion awarded some 2200 individual mobility grants, while in 2007, 842 participants took part in Cedefop study visits. During the first half of 2008, a pilot phase has been implemented to prepare the consolidated programme of study visits.
7. This call applies to the study visits that will take place from September 2008 until June 2009.

## **THEMES**

8. The themes for the study visits have been drawn up based on the basis of the priorities identified by the Lifelong Learning Programme Committee and indicated in the call for proposals for LLP 2008-10 and existing themes that have been revised taking into account latest developments in education and training at e EU level.
9. It is the Commission's view that study visits can support follow-up of the Lisbon objectives for 2010 and more precisely work on the 13 objectives adopted by the Barcelona European Council in 2002. Exchanges of experience and peer learning of good practice are central tools in this follow-up and also the main strengths of study visits. It goes without saying that the 'Objectives report' will mark European cooperation in education and training up to 2010.
10. For the purpose of this call, themes are organised in the following framework.

### EDUCATION SYSTEMS AND THEIR VALUES

- Presentation of national systems of education and vocational training (structure, methods) (Theme 1).
- Certification and assessment of pupils (Theme 2).
- Measures to prevent school failure and early school leaving (Theme 8).
- New pedagogical methods to improve literacy skills (Theme 3).
- Quality assurance in education and vocational training (Theme 20).
- Strengthening intercultural education and its contribution to social integration (European year 2008) (Theme 33).
- 2009 European year of creativity (Theme 35).

### ACTORS OF EDUCATION: PUPILS, TEACHERS AND PARENTS

- Equal opportunities for all in education and training, including gender equality (Theme 6), integration of disadvantaged pupils and students (Theme 5) and education and vocational training for migrants and minorities (Theme 7).
- The teaching profession, challenges for teachers and trainers (Theme 10).

- The role of parents and their participation in school life (Theme 11).
- School management (Theme 15).
- The pupils (Theme 17).
- Violence and protection of children (Theme 19).
- Monitoring and evaluation of education and training (Theme 23).

### SCHOOL AND ITS ENVIRONMENT

- The school (Theme 16).
- European dimension in education (Theme 9).
- The curriculum (Theme 25).
- Health education (Theme 13).
- Environmental education (Theme 14).
- Information and communication technologies in education and training (Theme 4).
- Making science education more attractive (Theme 36).

### VOCATIONAL EDUCATION AND TRAINING

- Attractiveness of vocational training (Theme 26).
- Role of higher education in vocational training (Theme 28).
- Recognition of formal, non-formal and informal learning (Theme 29).
- Role of social partners (Theme 32).
- Needs of the low-skilled (Theme 34).
- Integrating groups with particular difficulties into the labour market (Theme 30).

### ADULT EDUCATION

- Increasing adult participation in education and training (Theme 18).

### LANGUAGE TEACHING AND LEARNING

- Language teaching and learning (Theme 41).
- Content and language integrated learning (CLIL) (Theme 12).
- Early language learning (Theme 37).
- Vocationally-oriented language learning (Theme 38).

### LINKING EDUCATION AND VET

- Developing entrepreneurship among young people and adults (Theme 31).
- Lifelong guidance and counselling (Theme 27).
- Implementation of European instruments (EQF, Europass) (Theme 39).
- Active citizenship through education and training (Theme 40).

## **PARTICIPANTS**

11. National agencies should address this call to those responsible for education and vocational training in their countries as well as to representatives of the social partners (employers' organisations and trade unions).
12. Participants should represent all parts of the education and training system (general, vocational and technical education and training) and should be able to act as 'multipliers' of the knowledge gained. They should be persons who exercise responsibility at local, regional or national levels and whose expertise can be used to increase the awareness of others about policy and practice in other participating countries and contribute to policy innovation and exchange.
13. The profile of participants should correspond to one of the following: representatives of local, regional and national authorities; directors of education and vocational training establishments, guidance centres or validation or accreditation centres; heads of departments; head teachers and teacher trainers; educational and vocational training inspectors; representatives of education and training networks and associations; pedagogical or guidance advisers; representatives of educational services, labour offices or guidance centres; human resource managers; company training managers; representatives of chambers of commerce/industry/crafts; representatives of employers' organisations and representatives of trade unions; owners or managers of small and medium-sized enterprises; researchers.
14. National agencies should ensure that proposed candidates are able to communicate in at least one Community language other than their own. They should have a good command of the working language of the study visit to participate actively in discussions.
15. Participants should also represent different geographical regions and parts of countries.
16. Grants will be distributed among Member States and participating countries, following a decision of the Lifelong Learning Programme Committee. A list of participating countries and distribution of grants is attached.

## **COORDINATION OF STUDY VISITS - CONTACTS**

17. As from 1 January 2008, Cedefop coordinates, on behalf of the Commission, study visits for education and vocational training specialists and policy-makers from 2008 to 2013.
18. Contact information:  
Study visits  
Cedefop  
(*European Centre for the Development of Vocational Training*)  
Europe 123, GR-57001 Thessaloniki (Pylea)  
Greece

Postal address:  
PO Box 22427, Finikas  
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Team Phone: (30-2310) 490 154  
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Contact person in the European Commission:

Guido Boel  
Directorate General for Education and Culture  
MADO 13/25  
Wetstraat 200  
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19. The full list of contact persons responsible for the study visits programme in national agencies is available online at: <http://studyvisits.cedefop.europa.eu> .

### **STUDY VISITS CATALOGUE SEPTEMBER 2008 – JUNE 2009**

20. The catalogue will be available by the end of February 2008 and will include the study visits that will take place from September 2008 to June 2009. Descriptions of the visits on education, vocational education and training and lifelong learning have been submitted by the National agencies of participating countries specifically for this catalogue.
21. Study visits will examine themes from:
- a general education perspective (in the catalogue - the general education type),
  - a vocational education and training perspective (the VET type),
  - a comprehensive lifelong learning perspective (the mixed type).

### **MANAGEMENT INFORMATION SYSTEM**

22. Cedefop website (<http://studyvisits.cedefop.europa.eu/>) will provide all relevant and updated information regarding study visits.
23. Cedefop provides an interactive management information system to support several management activities, such as online application for participants, selection and reporting tools for national agencies and others. It will also ensure the system is compatible with LLP tools.

24. Participants, organisers and contact persons in national agencies will have access to the system to get or insert relevant information regarding their study visits.
25. Data protection regulations will be respected (Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000).

## **APPLYING FOR STUDY VISITS**

26. Applicants wishing to participate in a study visit should complete the application form online at Cedefop's website. The online application will be available at: <http://studyvisits.cedefop.europa.eu> starting **1 March 2008**. Instructions for filling out the application form will be provided with the form online.
27. After submitting their online application, applicants should print the completed application form, sign it and send it to their respective national agency.
28. On submitting their application, applicants will receive by e-mail a username and password that they need to keep to modify data in the application form before the deadline and, in case they are selected, to access the group details afterwards.
29. National agencies should explicitly state all relevant requirements in national announcements and on their websites. This specifically refers to:
  - deadlines for submitting online application;
  - deadlines for submitting signed paper copies of the applications;
  - the need to submit applications also in the language of the country;
  - additional documents needed for the national selection, etc.

## **SELECTION OF PARTICIPANTS AND COMPOSITION OF GROUPS**

30. The selection procedure is defined by each participating country, considering the agreed procedures and criteria for selecting participants for the Lifelong Learning Programme. The national agencies should make the selection criteria explicit in national announcements and on their websites. The general guidelines for selection are provided in the administrative and financial provisions of the call for proposals.
31. Applications should be submitted online and also in writing (signed) to national agencies by the deadline given by national agencies but no later than **30 April 2008**. *Only applications submitted online are eligible.*
32. National agencies should complete their selection, enter the selection results into the management information system and send the lists of approved and waiting list applicants to Cedefop by e-mail by **6 June 2008**. National agencies should also send signed lists of approved and waiting list applicants to Cedefop by regular mail).
33. Based on the results of national selection, Cedefop will compose the groups. Cedefop will invite some representatives of national agencies to participate in the matching meeting. The following parameters (by order of priority) will be considered when composing the groups:

- the theme of the study visit,
  - participants' linguistic abilities,
  - the country to be visited,
  - the period of the study visit.
34. Cedefop will ensure that groups are balanced in terms of professional background, different roles in education and vocational training, geographical diversity and gender.
  35. When groups are composed, Cedefop will inform the national agencies of the results. The National agencies will then inform the approved applicants of their allocation during the matching. By the deadline indicated by Cedefop, national agencies should confirm the availability of the applicants for the assigned visits or inform Cedefop about requests to search for alternative allocation.
  36. After the deadline, matching results will be considered final. National agencies will then inform all applicants of the results of the selection and send formal invitation letters to nominated participants.

## **PREPARING FOR STUDY VISITS**

37. Participating countries should organise information and coordination meetings for their participants.
38. Organisers should send details of the programme and precise information on places to be visited to participants in good time but not later than four weeks before the visit.
39. Prior to visits, Cedefop will make background documentation available on the theme of the study visit. Participants should use it to prepare for their visit. Cedefop will also provide a handbook for organisers.
40. Participants are asked to bring a selection of documents illustrating how their country deals with the theme of the visit for other members of their group and host organisations.
41. Upon arrival of participants in the host country, the host organisation will explain the programme in detail and provide general information on the education or vocational training system of the host country.

## **REPORTS**

42. During the visit, participants of each group should prepare an end-of-visit report covering all the main aspects of the study visit and organisational aspects which will be used for continuous monitoring of study visits. This report should be written in the working language of the study visit.
43. All participants are expected to contribute to preparing the report (by taking notes, drafting summaries, etc). However, a *rapporteur* should be appointed at the start

of each study visit. The hosting service in charge of the study visit will call for candidates on the first day and the rapporteur will be appointed on the same day. Based on exchanges of views and the group's assessment at the end of the study visit, rapporteurs will be asked to draw up a report. Rapporteurs will be eligible to participate in seminars, which Cedefop will organise on various themes.

## **FINANCIAL ARRANGEMENTS**

44. Grants will be paid in accordance with the arrangements notified by national agencies. The average grant will be EUR1 407 for a five-day study visit. This amount may vary, depending on travel expenditure, the duration of the study visit and the cost of living in the visited country.
45. National agencies will sign grant agreements with approved applicants after their allocation to a study visit is confirmed by Cedefop.

## **MISCELLANEOUS**

46. Neither the Commission nor Cedefop provide any form of insurance for study visits. National agencies are therefore urged to advise participants to make their own arrangements. Participants are responsible for their own accident/health insurance during their study visit abroad. Organisers may refuse participants who do not declare having insurance cover or who, at the time of the visit, cannot furnish proof of such cover.
47. Where a grant is awarded to a named individual, it may not be shared between the participant and other individuals. Grant-holders are requested not to take members of their families with them as no special administrative arrangements can be made on their behalf and contact with participants from other countries might be impeded.

<p>More information regarding the related issues will be available at Cedefop website in due time. Please regularly consult <a href="http://studyvisits.cedefop.europa.eu/">http://studyvisits.cedefop.europa.eu/</a></p>
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