



Transnational Project Management

For Vocational Education and Training Professionals

Mobility Initiative

DESCRIPTION OF THE MOBILITY INITIATIVE

<p>Objectives</p>	<p>The Mobility Initiative aims to provide participants with the skills to enable them to effectively manage a European project.</p> <p>This includes: management of contractual procedures with the European Commission; organization and detailed planning of the project work; management of the project partnership; monitoring the project development and evaluating its outcomes; creation and delivery of project reports; project administration and financial management.</p>
<p>Methodology</p>	<p>The course and Mobility Initiatives will be organized in a one week period. That is 5 days and 6 nights.</p> <p>The course lasts 20 hours.</p> <p>The methodology that will be used for the classroom based training will be based on the constant integration of theory and practice. The training contents will be provided in classroom using power point presentations. The training contents will be integrated with the analysis of case studies. Practical exercises will be carried out working in groups, they will focus on the simulation of managing a European project. The classroom based course will be held in a multimedia laboratory where each participant will have access to a PC so as to carry out the practical activities (e.g. developing project management material etc.)</p> <p>The Mobility Initiatives will last 15 hours. The visits will be organized at Training Organizations and Public Schools who have experience in working in European cooperation projects.</p>

<p>Expected Results</p>	<p>The individuals who carry out the Mobility Initiative will acquire the skills to enable them to effectively manage a European project.</p> <p>This includes: management of contractual procedures with the European Commission; organization and detailed planning of the project work; management of the project partnership; monitoring the project development and evaluating its outcomes; creation and delivery of project reports; project administration and financial management.</p> <p>All participants will receive a certificate of attendance with details on the specific training contents developed as well as the skills acquired.</p>
<p>Role of Pixel as Host Organization</p>	<p>Pixel organize the mobility initiative at local level.</p> <p>Pixel is in charge of the implementation of the programme, of the liaising with local bodies, of the preparation of the visits, of the tutoring during the visits, of the language assistance, of the monitoring and supervision etc.</p> <p>A representative of Pixel will be accompanying the group during each visit to the local bodies, providing practical assistance in the reaching the institutions to be visited, giving assistance during the visit, making all the necessary reciprocal introductions, moderating the visit and providing linguistic support.</p>
<p>Evaluation and Certification</p>	<p>Each participant in the Mobility Initiative, at the end of the mobility period, is asked to fill in an evaluation form focusing on all aspects of their mobility experience in Italy. The evaluation forms are collected by Pixel and they are used to create an evaluation Report on the experience. The results of the evaluation are used for the planning of further mobility initiatives that will be based on the strengths of the experiences concluded and will overcome the weaknesses.</p> <p>Each participant involved in the Mobility Initiative receive a the Europass Mobility document to record the competences and experiences acquired during the initiative itself. The document is produced in cooperation between Pixel and the promoting institution. Also, every participant receives a Certificate of Participation in the mobility initiative that provides all the relevant information on the activities carried out during the mobility initiative.</p>



THE HOST ORGANIZATION

GENERAL DESCRIPTION

Pixel promotes internationalization and European Cooperation in the fields of Education, Training and Culture. Pixel was established in Florence (Italy) in 1999.

The main activity of Pixel is the planning and management of European projects. Pixel has been and is involved in over 70 European projects.

Pixel has significant experience in the following areas:

- Direct submission as promoter or coordinator of European Projects. 70 projects were successfully carried out to date. Some of the European programmes that funded the projects in which Pixel was and is involved are: Socrates ODL; Socrates Minerva, Socrates Grundtvig, Socrates Lingua, eLearning, Leonardo da Vinci, Lifelong Learning (Sub Programmes: Comenius, Erasmus, Leonardo da Vinci, Grundtvig and Transversal Programme).
- Consultancy, support and advice for planning and managing transnational projects for European Universities and public bodies. This activity results in the participation in European projects either as partner or subcontractor in charge of the project quality.
- In Service Training and Assistance addressed to Public Authorities, Universities, Schools, Training Institution, Cultural Associations in the field of European cooperation.
- Direct submission as promoter or coordinator of Projects funded by the European Social Fund. 40 projects carried out to date.
- Organization of international Mobility Initiatives, mobility and exchanges
- Organization of international conferences in the field of education and training

Pixel has developed cooperative agreements and partnerships throughout Europe with over 400 institutions. Pixel's European partners are: ministries, universities, schools, regions, provinces, municipalities, training institutions, research centres, cultural institutions, schools, hospitals etc. in 30 different European countries.

Pixel is engaged in a constant improvement in the quality of training and consulting services performed. Pixel obtained quality certification according to UNI EN ISO 9001:2000. Pixel is accredited as a training agency in the Ministry of Education. Pixel is accredited as a training agency in the region of Tuscany.

More information on the expertise of Pixel can be found at: <http://www.pixel-online.net> and at <http://euoplan.pixel-online.org/>

STAFF EXPERIENCE AND EXPERTISE

The Mobility Initiative, at Pixel, is organized by:

- Dr. Elisabetta Delle Donne has over 15 years of experience in the planning and management of international education and training events. She is in charge of the creation of the programme for the group of participants, of the identification of the trainers and experts who deliver the practical course, who are chosen among the network of about 100 experts who continuously cooperate with Pixel.

- Dr. Andrea Peraldo has over 9 years experience in the planning and management of international education and training events. He is in charge of accompanying the group during each visit to the institutions, giving assistance in the use of Public transports, moderating the visit and giving linguistic assistantship when necessary

PIXEL - Via Luigi Lanzi 12 - I-50134 Firenze - Tel +39-055-48.97.00 - Fax +39-055-462.88.73
<http://www.pixel-online.net> - e-mail : staff@pixel-online.net



Certificazione di Qualità in
in conformità alla norma
UNI EN ISO 9001:2000.

Certified Quality System
in compliance with the standard
UNI EN ISO 9001:2000.



Accreditamento presso il
Ministero della Pubblica Istruzione
con Decreto del 25/07/2006

Accredited by the Italian
Ministry of Education with the
Legislative Act of 25/07/2006



Accreditamento presso la
Regione Toscana con
Decreto n. 1722 del 25/03/2003

Accredited by the Tuscany County
Council with Legislative Act n.
1722 of 25/03/2003

THE MOBILITY INITIATIVE PROGRAMME

Time		Contents
DAY 1	Morning	Training Course on: Project Planning and Organisation <ul style="list-style-type: none"> • Formulation of the Idea and Admissibility Check • Analysis of the Application Form • Project Selection Criteria • Selection Procedure • Planning of Project Activities • Practical simulations
DAY 2	Morning	Training Course on: Examples of Project and Contractual Issues <ul style="list-style-type: none"> • Examples of approved projects • Contract with the Commission • Contract with the Project partners • Sub contracting • Practical simulations
DAY 3	Morning	Training Course on: Partnership Management <ul style="list-style-type: none"> • Building up the Project partnership • Characteristics of a Good Partnership • Management Methodologies • Organisation of Partners Meetings • Practical simulations
	Afternoon	<ul style="list-style-type: none"> • Mobility Initiative at CIPAT, A Regional Consortium of Public Secondary Schools representing over 40 public schools. It will be possible to meet the staff in charge of European cooperation to learn about their experience and also investigate on possible cooperation.
DAY 4	Morning	Training Course on: Evaluation and Dissemination. Financial Management <ul style="list-style-type: none"> • Evaluation: Why, What, How, When • Dissemination: Why, What, Who, When • Dissemination Tools • Main Tasks of Financial Management • Main Documents • Revising the Budget Plan • Transfer of Grant to the partners • The Project Budget • Eligible Expenditures • Management of Expenditures • Practical simulations
DAY 5	Morning	<ul style="list-style-type: none"> • Mobility Initiative at Technical and Industrial Institute "Leonardo da Vinci" of Florence. It will be possible to visit the institute's classrooms and laboratory as well as the science and technical museum they created- A meeting with the staff in charge of European cooperation will also be organized in order to learn about their experience in the field and also investigate on possible cooperation.
	Afternoon	<ul style="list-style-type: none"> • Mobility Initiative at Veb European Academy of Florence to meet with the staff in charge of European cooperation to interview them on their experience in the field and also investigate on possible cooperation.

GENERAL INFORMATION

Target Group	Professionals, Managers, teachers and trainers working in vocational education and training; managers of public authorities in charge of vocational education and training.
Languages	The Mobility Initiative will be held in English
Location	Florence (Italy)
Total Duration	1 week
Fees	<p>Option 1: € 1.200 per person. The fee includes an all inclusive package: Organizational costs: Implementation of the program locally: liaison with local bodies, preparation of the visits, tutoring during the visits, language assistance, monitoring and supervision etc. Accommodation for 6 nights (arrival on Sunday and departure on Saturday) in single rooms with private bathrooms Breakfasts, lunches, dinners.</p> <p>Option 2: € 1.050 per person. The fee includes an all inclusive package: Organizational costs: Implementation of the program locally: liaison with local bodies, preparation of the visits, tutoring during the visits, language assistance, monitoring and supervision etc. Accommodation for 6 nights (arrival on Sunday and departure on Saturday) in shared double rooms (for 2 people) with private bathrooms Breakfasts, lunches, dinners.</p> <p>Option 3: € 900 per person. The fee includes an all inclusive package: Organizational costs: Implementation of the program locally: liaison with local bodies, preparation of the visits, tutoring during the visits, language assistance, monitoring and supervision etc. Accommodation for 6 nights (arrival on Sunday and departure on Saturday) in shared rooms for 4 people with private bathrooms Breakfasts, lunches, dinners.</p> <p>Option 4: € 800 per person. The fee includes an all inclusive package: Organizational costs: Implementation of the program locally: liaison with local bodies, preparation of the visits, tutoring during the visits, language assistance, monitoring and supervision etc. Accommodation for 6 nights (arrival on Sunday and departure on Saturday) in shared rooms for 4 people with private bathrooms Breakfasts, lunches</p> <p><i>The fees are related to groups of minimum 12 participants. For smaller groups the price could be higher.</i></p>



FURTHER INFORMATION

For further information, please contact:

Pixel, Via Lanzi 12, 50134 Firenze, Italy - E-MAIL: training@pixel-online.net

Tel. +39- 055-48.97.00 - Fax. +39-055-462.88.73

PIXEL - Via Luigi Lanzi 12 - I-50134 Firenze - Tel +39-055-48.97.00 - Fax +39-055-462.88.73
<http://www.pixel-online.net> - e-mail : staff@pixel-online.net



Certificazione di Qualità in
in conformità alla norma
UNI EN ISO 9001:2000.

Certified Quality System
in compliance with the standard
UNI EN ISO 9001:2000.



Accreditamento presso il
Ministero della Pubblica Istruzione
con Decreto del 25/07/2006

Accredited by the Italian
Ministry of Education with the
Legislative Act of 25/07/2006



Accreditamento presso la
Regione Toscana con
Decreto n. 1722 del 25/03/2003

Accredited by the Tuscany County
Council with Legislative Act n.
1722 of 25/03/2003