

## TRAINING DESCRIPTION FORM

### TITLE OF THE TRAINING ACTIVITY (in the language of tuition - English):

Motivating adult learners' participation and persistence in lifelong learning - strategies & practical tips

### TYPE OF TRAINING ACTIVITY

#### TRAINING AIMED AT PARTICIPANTS RECEIVING :

- A GRUNDTVIG GRANT (ADULT EDUCATION)

#### TYPE AND ORIGIN OF THE TRAINING:

- COURSE  
*training resulting from an llp or previous socrates project (comenius, lingua, grundtvig, minerva)*

LLP OR SOCRATES PROJECT NO. : 502374-LLP-1-2009-1-RO-GRUNDTVIG-GMP

### THEMATIC FIELD OF THE TRAINING

#### GENERAL IN-SERVICE TRAINING

- Inclusive approaches
- Pedagogy and didactics

### LANGUAGES USED FOR THE TRAINING

#### MAIN LANGUAGE:

English

#### LANGUAGE VERSION(S) IN WHICH MATERIALS WILL BE PROVIDED:

English; German; Latvian; Lithuanian; Romanian; Slovak; Spanish;

### EDUCATION SECTOR OF THE TRAINING PARTICIPANTS

#### ADULT EDUCATION

- 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

### TARGET AUDIENCE

- Teachers (Pre-school, primary, secondary, vocational, adult, special needs)
- Teacher trainers
- Careers officers, educational guides and counsellors
- Inspectors
- Headteachers/principals/managers of schools/organisations offering adult education
- Other (Paid or voluntary) management staff in the institution/organisation
- Members of students/teachers councils in adult education
- Other, namely: adult educators

## INSTITUTION ORGANISING THE TRAINING

**NAME OF THE ORGANISATION:** Consorțiul Internațional Lectură și Scrierea pentru Dezvoltarea Gândirii Critice  
**STREET AND NUMBER:** 6/22 Luceafărului Street  
**POSTCODE:** 400343 -  
**TOWN / CITY:** Cluj-Napoca  
**COUNTRY:** Romania  
**WEBSITE:** www.rwctic.org  
**ORGANISER/S OF THE TRAINING:**  
**PERSON 1:** Ariana-Stanca Vacaretu  
**TEL NR:** 0040745646004  
**FAX NR:** 0040264598780  
**EMAIL:** ariana.vacaretu@vimore.com  
**PERSON 2:** Maria Kovacs  
**TEL NR:** 0040745397612  
**EMAIL:** office@rwctic.org

## FULL DESCRIPTION OF TRAINING CONTENTS

### *IN THE LANGUAGE OF THE TRAINING: (EN)*

**Preparation** Organisers prepare and facilitate the online-café discussion with equipping participants with registration data, and further information and material at the online platform (moodle).  
Participants take part in an online-café discussion about motivation issues in teaching for a pre-course lead-in to the topic. Basic questions will be provided and the main findings in the discussion will be summarised in the course beginning.  
Participants are asked to hand in short descriptions of one or two good practices (related to motivating adult learners) from their work. They will be used in the training course.  
Participants are asked to describe the learning behavior of one of their unmotivated learner.  
Participants are encouraged to visit the CreMoLe website ([www.cremole.eu](http://www.cremole.eu)) and read the collection of best practices published on the website.  
Participants prepare their participation in the 'European Fair' (Day 1).

**Objectives** This course is aimed to equip adult educators/ teachers/ trainers/ representatives of adult education providers with strategies to motivate adult learners to participate and persist in lifelong learning and to facilitate sharing teaching and learning strategies that motivate adult learners.

Participants will have recognised the European dimension of this course and its effect on their work through exchange among participants from different European countries. They will also benefit from the course by improving their communication skills (including their English language) skills and by intercultural learning.

By the end of the course, the participants will

- demonstrate clear understanding of what motivation for learning is and what learning conditions favour its emergence;
- describe and explain the practical use of at least five newly learnt strategies to motivate adults for learning;
- have planned how to transfer their new learning / apply the newly learnt strategies in their work;
- exchange experience and good practices in motivating adult learners for learning;
- improve knowledge about adult education practices in different European countries;
- plan cooperation between organisations involved in adult education throughout Europe.

**Methodology** The course will focus on motivation not only in terms of the topics it approaches, but also by using motivational training strategies. The overall methodology of the course relies on experiential learning. During the course, the participants will directly experience a set of training strategies in workshops where - by building on what they already know - they learn by observing the trainers use these strategies, then by reflecting on the strategies and their motivational value, and finally by planning to transfer the strategies to their own training contexts. In the analysis of the motivation strategies that the participants will experience first-hand, metacognitive learning will be stressed.  
The course brings together the participants in the virtual world to prepare for the face-to-face meeting, to share expectations and learning needs. As a follow-up to the course, the participants and the trainers will be connected on-line to communicate about their experiences in real-work situation, to provide each other

feedback, and to participate in the evaluation of course impact.

The course takes an inclusive approach to learning: cultural diversity, participants' previous learning experiences, their diverse expectations from the course will all be accommodated. The course will be as much tailored to the participants' individual expectations and needs as possible.

- Follow-up**
1. During the training course, participants will be provided with a CD to take away containing the Training material (CreMoLe guidebook, describing innovative strategies to motivate adults for learning); a collection of good practice examples contributed by the participants; a list of websites (including CreMoLe project website and the consortium partners' websites) with online resources, such as teaching strategies, icebreakers, warm- up activities and energizers used during the course
  2. By the end of the course, participants will have a plan to apply new learnt strategies in their work. A follow-up online discussion will be organized in order to discuss the implementation of the participants' plans.
  3. post-course feedback activity in online-café to facilitate continuing professional development, future cooperation between participants' organisations and evaluation of the impact of the course on participants' teaching.

## PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

### *IN THE LANGUAGE OF THE TRAINING:*

#### Day 1

9.00 - 10.30 Welcome, Introduction to the course, Organizational matters, Participants' questions and expectations;

11.00 - 12.30 Motivation for learning - setting the theoretical frame;

13.30 - 16.30 (coffee break included) Motivation for learning - practical implications, Basic skills for group discussions;

16.30 - 17.00 Reflection;

19.30 - 21.00 European Fair - participants bring some typical food/ snacks from their area and introduce themselves and their home country in informal conversations within the group.

#### Day 2

9.00 - 12.30 Adults Learn Outside - outdoor session;

13.30 - 15.00 Community mapping: learning community, learning environment;

15.30 - 16.30 Supportive emotional environment: the biographic approach;

16.30 - 17.30 Trainers train trainers - good practices from participants;

17.30 - 18.00 Reflection.

#### Day 3

9.00 - 12.30 (coffee break included) Active engagement in learning: Reading with prediction, Stepping into the picture, Film as a tool for motivation, Online cafe;

13.30 - 16.30 (coffee break included) Visit in an adult education institution;

16.30 - 17.30 Creative reflection, Benefits and costs.

19.00 Cultural activity & dinner

#### Day 4

9.00 - 10.30 CreMoLe as an example of a successful European cooperation project;

11.00 - 12.30 Get inspired by CreMoLe - participants choose a learning activity / strategy they find relevant for their work and review it to the group;

13.30 - 16.30 (Coffee break included) EU programmes, networking opportunity, participation in networks;

16.30 - 17.00 Reflection.

#### Day 5

9.00 - 10.30 Transfer of learning into daily teaching practice; guided practice, the Dilemma method;

11.00 - 12.30 Motivation of the Trainer: Trainers' self-directed professional development;

13.30 - 15.00 The trainer as a reflective practitioner, Story board;

15.00 - 16.00 Evaluation of the course;

Course certificate ceremony.

20.00 Farewell dinner.

## TYPE OF CERTIFICATION OF ATTENDANCE AWARDED

### *IN THE LANGUAGE OF THE TRAINING:*

**Certificate of attendance; Europass Mobility certificate.**

#### **ENGLISH:**

**Certificate of attendance; Europass Mobility certificate.**

## INFORMATION ON COURSE SESSION/S

### SESSION 1

**SESSION ID: 45174**

**DATE OF START:** 03/09/2012

**TIME OF START:** 09.00

**DATE OF END:** 07/09/2012

**TIME OF END:** 16.00

**Deadline for registration:** 03/08/2012

**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:**

**NAME OF HOST INSTITUTION:**

Consortiul International Lectura si Scrierea pentru Dezvoltarea Gandirii Critice

**POSTCODE:**

400343

**TOWN / CITY:**

Cluj-Napoca

**COUNTRY:**

Romania

**Nearest big city:** Cluj-Napoca

**Distance:** 0km

**CONTACT PERSON FOR THIS COURSE SESSION,**

Ariana-Stanca Vacaretu (Mrs)

**NAME AND TITLE:**

**TEL NR:**

0040745646004

**FAX NR:**

0040264598780

**EMAIL:**

ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, international teacher trainer, experienced in blended learning & EU project management, MSc.

Franz Steiner, sociologist, coach in adult education, quality management, Magister University degree

**MAXIMUM NUMBER OF PARTICIPANTS**

25

**ENVISAGED:**

**FEE IN € FOR ACCOMMODATION AND MEALS :**

540.00 (Accommodation & all meals)

**COURSE FEE IN €**

750.00

**(TUITION AND MATERIALS):**

**CANCELLATION FEE IN € (WHERE APPLICABLE):** 0

**PROVISION FOR SPECIAL NEEDS:**

Yes

**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with disabilities are welcome but not all buildings have ramps/easy access. Additional support can be given if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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### SESSION 2

**SESSION ID: 45175**

**DATE OF START:** 07/01/2013

**TIME OF START:** 09.00

**DATE OF END:** 11/01/2013

**TIME OF END:** 16.00

**Deadline for registration:** 14/12/2012

**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:**

**STREET AND NUMBER:**

Via Roma 94

**NAME OF HOST INSTITUTION:**

Centro Studi et Iniziative Europeo  
(CE.S.I.E.)

**POSTCODE:**

90133

**TOWN / CITY:**

Palermo

**COUNTRY:**

Italy

**Nearest big city:** Palermo

**Distance:** 0km

**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:**

Ariana-Stanca Vacaretu (Mrs)

**TEL NR:**

0040745646004

**FAX NR:**

0040264598780

**EMAIL:**

ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, adult educator with international experience, experienced in blended learning, MSc.

Sarah Beal, expert specialized in international cooperation projects, team building, project cycle management

**MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:**

25

**FEE IN € FOR ACCOMMODATION AND MEALS :**

600.00 (Accommodation & all meals)

**COURSE FEE IN €  
(TUITION AND MATERIALS):**

750.00

**CANCELLATION FEE IN € (WHERE APPLICABLE):**

0

**PROVISION FOR SPECIAL NEEDS:**

Yes

**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with disabilities are welcome but not all buildings have ramps/easy access. Additional can be given if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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### **SESSION 3**

**SESSION ID: 45184**

**DATE OF START:** 13/05/2013

**TIME OF START:** 09.00

**DATE OF END:** 17/05/2013

**TIME OF END:** 16.00

**Deadline for registration:** 10/04/2013

**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:**

**STREET AND NUMBER:**

Lindengasse 41/10

**NAME OF HOST INSTITUTION:**

Interkulturelles Zentrum (IZ)

**POSTCODE:**

1070

**TOWN / CITY:**

Vienna

**COUNTRY:**

Austria

**Nearest big city:** Vienna

**Distance:** 0km

**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:**

Ariana-Stanca Vacaretu (Mrs)

**TEL NR:** 0040745646004  
**FAX NR:** 0040264598780  
**EMAIL:** ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, international teacher trainer, experience in blended learning & EU project management, MSc.

Franz Steiner, sociologist, coach in adult education, quality management, Magister University degree

**MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:** 25  
**FEE IN € FOR ACCOMMODATION AND MEALS :** 884.00 (Accommodation & all meals)  
**COURSE FEE IN € (TUITION AND MATERIALS):** 750.00  
**CANCELLATION FEE IN € (WHERE APPLICABLE):** 0  
**PROVISION FOR SPECIAL NEEDS:** Yes

**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with disabilities are welcome - support can be given if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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**SESSION 4**

**SESSION ID: 45188**

**DATE OF START:** 08/07/2013 **TIME OF START:** 09.00

**DATE OF END:** 12/07/2013 **TIME OF END:** 16.00

**Deadline for registration:** 12/06/2013

**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:**

**NAME OF HOST INSTITUTION:**

Consortiul International Lectura si Scrierea pentru Dezvoltarea Gandirii Critice

**POSTCODE:**

400343

**TOWN / CITY:**

Cluj-Napoca

**COUNTRY:**

Romania

**Nearest big city:** Cluj-Napoca

**Distance:** 0km

**CONTACT PERSON FOR THIS COURSE SESSION,**

Ariana-Stanca Vacaretu (Mrs)

**NAME AND TITLE:**

**TEL NR:**

0040745646004

**FAX NR:**

0040264598780

**EMAIL:**

ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, international teacher trainer, experience in blended learning & EU project management, MSc.

Daiva Penkauskienes, certified trainer, experienced adult educator, specialized in international cooperation project, project management.

**MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:** 25  
**FEE IN € FOR ACCOMMODATION AND MEALS :** 540.00 (Accommodation & all meals)  
**COURSE FEE IN € (TUITION AND MATERIALS):** 750.00  
**CANCELLATION FEE IN € (WHERE APPLICABLE):** 0  
**PROVISION FOR SPECIAL NEEDS:** Yes

**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with disabilities are welcome but not all buildings have ramps/easy access. Additional support can be given if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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**SESSION 5**

**SESSION ID: 45189**

**DATE OF START:** 02/09/2013

**TIME OF START:** 09.00

**DATE OF END:** 06/09/2013

**TIME OF END:** 16.00

**Deadline for registration:** 02/08/2013

**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:**

**STREET AND NUMBER:**

Didzioji str. 5-211

**NAME OF HOST INSTITUTION:**

ModernDidactics Center (MDC)

**POSTCODE:**

01128

**TOWN / CITY:**

Vilnius

**COUNTRY:**

Lithuania

**Nearest big city:** Vilnius

**Distance:** 0km

**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:**

Ariana-Stanca Vacaretu (Mrs)

**TEL NR:**

0040745646004

**FAX NR:**

0040264598780

**EMAIL:**

ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, international teacher trainer, experience in blended learning learning & EU project management, MSc.

Daiva Penkauskienė, certified trainer, experienced adult educator, specialized in international cooperation project, project management.

**MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:** 25

**FEE IN € FOR ACCOMMODATION AND MEALS :** 650.00 (Accommodation & all meals)

**COURSE FEE IN € (TUITION AND MATERIALS):** 750.00

**CANCELLATION FEE IN € (WHERE APPLICABLE):** 0

**PROVISION FOR SPECIAL NEEDS:** Yes

**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with disabilities are welcome but not all buildings have ramps/easy access. Additional support can be given if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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**SESSION 6****SESSION ID: 45191****DATE OF START:** 24/03/2014**TIME OF START:** 09.00**DATE OF END:** 28/03/2014**TIME OF END:** 16.00**Deadline for registration:** 17/02/2014**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:** **STREET AND NUMBER:**

Hálova 16

**NAME OF HOST INSTITUTION:**

Združenie Orava

**POSTCODE:**

85101

**TOWN / CITY:**

Bratislava

**COUNTRY:**

Slovakia

**Nearest big city:** Bratislava**Distance:** 0km**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:**

Ariana-Stanca Vacaretu (Mrs)

**TEL NR:**

0040745646004

**FAX NR:**

0040264598780

**EMAIL:**

ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, international teacher trainer, experience in blended learning & EU project management, MSc.

Marcela Maslova, certified trainer, experienced adult educator, specialized in networking.

**MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:** 25**FEE IN € FOR ACCOMMODATION AND MEALS :** 595.00 (Accommodation & all meals)**COURSE FEE IN € (TUITION AND MATERIALS):** 750.00**CANCELLATION FEE IN € (WHERE APPLICABLE):** 0**PROVISION FOR SPECIAL NEEDS:** Yes**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with disabilities are welcome but not all buildings have ramps/easy access. Additional support can be given if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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**SESSION 7****SESSION ID: 45192**



**DATE OF START:** 02/06/2014

**TIME OF START:** 09.00

**DATE OF END:** 06/06/2014

**TIME OF END:** 16.00

**Deadline for registration:** 11/04/2014

**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:**

**STREET AND NUMBER:**

Mehringdamm 29

**NAME OF HOST INSTITUTION:**

Iberika

**POSTCODE:**

10961

**TOWN / CITY:**

Berlin

**COUNTRY:**

Germany

**Nearest big city:** Berlin

**Distance:** 0km

**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:**

Ariana-Stanca Vacaretu (Mrs)

**TEL NR:**

0040745646004

**FAX NR:**

0040264598780

**EMAIL:**

ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, international teacher trainer, experience in blended learning & EU project management, MSc.

Nicole Tennbusch, certified trainer, experienced adult educator.

**MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:**

25

**FEE IN € FOR ACCOMMODATION AND MEALS :**

750.00 (Accommodation & all meals)

**COURSE FEE IN €  
(TUITION AND MATERIALS):**

750.00

**CANCELLATION FEE IN € (WHERE APPLICABLE):**

0

**PROVISION FOR SPECIAL NEEDS:**

Yes

**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with special needs are welcome - special care might be provided at an additional fee, if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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## **SESSION 8**

**SESSION ID: 45198**

**DATE OF START:** 25/08/2014

**TIME OF START:** 09.00

**DATE OF END:** 29/08/2014

**TIME OF END:** 16.00

**Deadline for registration:** 01/07/2014

**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:**

**NAME OF HOST INSTITUTION:**

Consortiul International Lectura si Scrierea pentru Dezvoltarea Gandirii Critice

**POSTCODE:**

400343

**TOWN / CITY:**

Cluj-Napoca

**COUNTRY:**

Romania

**Nearest big city:** Cluj-Napoca

**Distance:** 0km

**CONTACT PERSON FOR THIS COURSE SESSION.****NAME AND TITLE:**

Ariana-Stanca Vacaretu (Mrs)

**TEL NR:**

0040745646004

**FAX NR:**

0040264598780

**EMAIL:**

ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, international teacher trainer, experience in blended learning & EU project management, MSc.

Sandra Kalnina, certified trainer, experienced teacher trainer/ adult educator, English language university professor, experienced in international networking.

**MAXIMUM NUMBER OF PARTICIPANTS**

25

**ENVISAGED:****FEE IN € FOR ACCOMMODATION AND MEALS :**

540.00 (Accommodation &amp; all meals)

**COURSE FEE IN €**

750.00

**(TUITION AND MATERIALS):****CANCELLATION FEE IN € (WHERE APPLICABLE):** 0**PROVISION FOR SPECIAL NEEDS:**

Yes

**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with disabilities are welcome but not all buildings have ramps/easy access. Additional support can be given if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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**SESSION 9****SESSION ID: 45199****DATE OF START:** 29/09/2014**TIME OF START:** 09.00**DATE OF END:** 03/10/2014**TIME OF END:** 16.00**Deadline for registration:** 18/08/2014**HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:** **STREET AND NUMBER:**

Dzirnavu iela 34a – 8

**NAME OF HOST INSTITUTION:**

EducationDevelopment Center (EDC)

**POSTCODE:**

LV-1010

**TOWN / CITY:**

Riga

**COUNTRY:**

Romania

**Nearest big city:** Riga**Distance:** 0km**CONTACT PERSON FOR THIS COURSE SESSION, NAME AND****TITLE:**

Ariana-Stanca Vacaretu (Mrs)

**TEL NR:**

0040745646004

**FAX NR:**

0040264598780

**EMAIL:**

ariana.vacaretu@vimore.com

**IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:**

Maria Kovacs, certified trainer, international teacher trainer, postgraduate diploma in international education of policy studies, MA.

Ariana-Stanca Vacaretu, certified trainer, international teacher trainer, experience in blended learning & EU project management, MSc.

Sandra Kalnina, certified trainer, experienced teacher trainer/ adult educator, English language university professor, experienced in international networking.

<b>MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:</b>	25
<b>FEE IN € FOR ACCOMMODATION AND MEALS :</b>	580.00 (Accommodation & all meals)
<b>COURSE FEE IN € (TUITION AND MATERIALS):</b>	750.00
<b>CANCELLATION FEE IN € (WHERE APPLICABLE):</b>	0

**PROVISION FOR SPECIAL NEEDS:** Yes

**DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):**

People with disabilities are welcome but not all buildings have ramps/easy access. Additional support can be given if requested beforehand.

**SPECIAL REMARKS:**

With advance notice arrangements can be made for special diets. All religious/ethnic minorities are welcome.

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**DECLARATION BY THE TRAINING ORGANISER**

" I, the undersigned, hereby declare that the information contained in this training description form is correct to the best of my knowledge. I agree that the results of a separate on-line evaluation exercise by participants will be publicly available in the training database. I acknowledge that repeated negative results of the evaluation may lead to removal of the training activity from the database. "

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and title (position), in block capitals, of the signatory:

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Title (position): \_\_\_\_\_

Official stamp of the applicant body:

# DECLARATION OF COMPLIANCE

## MINIMUM OBLIGATIONS FOR PROVIDERS OF COMENIUS AND GRUNDTVIG TRAINING EVENTS

The declaration has to be provided for each training event to be included in the Comenius-Grundtvig Training Database

<b>Reference Number</b>	(to be filled by the National Agency)
<b>Title</b>	Motivating adult learners' participation and persistence in lifelong learning - strategies & practical tips
<b>Organising Institution</b>	Consortiul International Lectura si Scrierea pentru Dezvoltarea Gandirii Critice

I, as the representative of the training provider institution, wish to publicise in the European Comenius and Grundtvig Training Database the above mentioned training event which will be organised according to the minimal requirements defined herein.

### 1. TRAINING CONTENT

#### We offer:

- a training event for adult or school education staff which is in line with the relevant annual Lifelong Learning Programme Call for Proposals;
- a training event with a strong European dimension in terms of subject matter and profile of trainers which will provide the participants with practical professional skills and knowledge to gain a broader understanding of school or adult education in Europe;
- a highly qualified team to ensure high quality of the training activity;

#### We provide our participants with

- a suitable pre-departure programme (e.g. suggested reading material, support documents, questionnaires, etc.);
- a range of follow-up activities which will allow participants to get maximum benefit from the training (e.g. distance learning activities, self-assessment of lessons taught after training, peer networking);
- a certificate of attendance of the training activity. The certificate will clearly specify the name of the participant, dates of the activity and the training content followed by the participant, and it will be distributed at the end of the training activity (before participants' departure). If possible, we will use the Europass Mobility certificate.

#### We confirm that

- where a structured course or a seminar/conference is targeted at Comenius grant holders, it is the result of a previous Socrates project or an LLP Multilateral Project or a Network.

### 2. COMPOSITION OF THE GROUP

#### We confirm that

- the specific target group/s (Comenius or Grundtvig) for the event is clearly specified;
- the participants should come from at least three countries participating in the LLP;
- one nationality should normally constitute maximum 30% of all participants of the course, and we will make every effort to reach this target.

### 3. ORGANISATIONAL ASPECTS

#### We confirm that

- the training activity is held in a *country participating in the LLP* (see the list in the annual Call for Proposals);
- the IST activity can last *maximum 6 weeks*;
- a structured course must last *at least 5 working days* (excluding travel time);
- a detailed *day by day programme* with clear start and end time of training activities has been provided in the Comenius and Grundtvig Training Database and it corresponds to the training that will be realised;
- we will not charge the participants *any pre-registration fees*;
- in case we need to cancel the training event, we will not charge the participants with any costs and we will reimburse promptly any course fees paid by the participants;
- we provide detailed rules concerning cancellation. We guarantee free cancellation until 4 weeks before the training;
- in case we have more than one group per session we provide information on how we build the groups;
- we organise an evaluation session at the end of the training activity;
- we guarantee that the information given in the Comenius and Grundtvig Training Database is up to date and binding for the training offered.

### 4. TRAINING PROVIDER INSTITUTION

#### We declare that our organisation

- comes from one of the countries participating in the LLP (see the list in the annual Call for Proposals);
- has a legal status and experience in the field of in-service training provision specifically for the school or adult education sectors;
- is experienced in working with multinational groups;
- has the financial and technical capacity to successfully offer the proposed training activities.

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" I, the undersigned, hereby guarantee that our organisation fulfils the above requirements and that we respect the information included in *Instructions for course providers*. I recognize that the relevant National Agency may verify if these demands are being fulfilled. Should the training event no longer comply with the rules stated herein, I will inform the National Agency accordingly. In case of breach of the declaration our organisation will be excluded from the Comenius and Grundtvig Training Database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body: