ERASMUS POLICY STATEMENT

By participating in the Erasmus Program, our center is committed to the internationalization of its Vocational Training students and the center itself. Our institutional strategy aims to:

- Improve the employability of our students and that they know how to adapt to the demands of the European labor market.
- Improve students' language skills, thanks to social and cultural immersion in the destination country.
- Increase student academic performance.

To achieve the above objectives, an essential action will be to carry out student mobility to different countries of the European Union, through internship programs.

It is important to highlight that the return, personal and professional, that the Erasmus program will bring to our center goes far beyond an experience in a foreign country. The maturity, open-mindedness and spirit of international cooperation and cultural exchange that it will provide to each participant, and which in turn it will share with the center community, will have a direct impact on its modernization. Thus, the modernization of our institution will be given by the modernization of its members.

To all this, we must add the modernization that the linguistic requirement implies to the participants in the Erasmus program and for this reason, our internationalization strategy is reinforced by promoting and supporting the language training of our students. Our center has native English conversation assistants, which allows interested participants to improve their linguistic competence in that language, an entry requirement to participate in mobility programs

With all this, it also contributes to the objective of building a European Education Area, by recognizing the training and practical actions of the participants. Specifically, through the validation of the Training in Work Centers subject, favoring the homologation of the degree obtained in another European country.

Our internationalization plan contemplates participation only in the Erasmus Key Action 1 - Learning mobility. Our mobility program only sends Vocational Training students to companies in the European Union and associated countries to carry out internships for companies equivalent to the Training in Work Centers (FCT) subject, required by our legislation to obtain the degree.

Currently we do not plan to carry out mobility for teachers. Although in the future we do not rule out, also request mobility for staff, as long as there is a demand maintained over time by them.

To carry out the implementation of the program, at the beginning of each school year, the Erasmus mobility call will be promoted on the center's website and through advertising posters. On this same website, those interested can consult a specific section with answers to the most frequently asked questions that often arise. An email with all the information will also be sent to the FCT tutors to transfer the information in class.

Subsequently, an informative meeting will be held for all groups in the second year of the Vocational Training courses. Those interested will have to fill out an enrollment form on the center's website, as well as submit a motivation letter and their CV in Europass format using the same form.

The Department of Labor Training and Guidance will collaborate in raising (to the students who are in the previous year) the awareness, about the possibility of participating in the Erasmus program the following year, and in helping students to complete the Europass documents, necessary for mobility.

Subsequently, an evaluation commission will be in charge of evaluating the requests of the participants, guaranteeing the absence of any type of discrimination and equal opportunities, the result of which will be made public.

When the exact number of grants obtained is known, the list of selected students will be published. Those who are not selected in the first instance and who meet the requirements will become part of a waiting list. If there is a loss, they will enter the list of selected. The selected and reserve students will be informed in a meeting of all the details of the project.

Once the selected students are known, the search for collaborating companies will begin. This search will be carried out through intermediary agencies or companies proposed by the candidates themselves.

The acceptance of conditions, and the grant and learning agreements will be signed by all the parties involved, before the start of the mobility.

Before mobility, all participants must take a level test and another once the mobility has been carried out on the European OLS platform (Online Linguistic Support), in order to establish their improvement in language proficiency. This platform also includes the completion of a language proficiency improvement course, to be held during mobility.

80% of the grant amount will be transferred before the mobility starts and 20% when the mobility is complete.

Students will be tutored and evaluated throughout the period, by tutors at destination companies. They will also have to fill in some weekly forms, where they will write down the date, the working day, and the tasks they have carried out daily. These sheets will be validated by the tutor in the company.

Once the mobility is finished and the internship certificate has been received from the company, the subject for Training in Work Centers for the students will be recognized, and the Europass Mobility Document will be issued.

On the way back, the students will have to complete several surveys to get their opinions and impressions about mobility.

Without a doubt, Erasmus mobilities will contribute to achieving the objectives of our international strategy, since students will not only improve their technical skills, but also their personal development, as well as knowledge of other cultures, which will make them better professionals, improving thus its employability both in Spain and in another foreign country.

In addition, the possibility of being able to carry out an Erasmus mobility will increase the options for our students to carry out internships in companies in a wide variety of work environments throughout Europe. This fact will strengthen motivation and effort to obtain the degree, thus increasing academic performance in both technical and linguistic training.

Below are the objectives (in bold letters) with the main indicators, both qualitative (to be assessed by the project managers) and quantitative (basically statistics that seek to be increased each year). All actions and indicators will be launched from the first year of validity of the program.

By participating in the Erasmus + program, our institution hopes to achieve, as its main impact, the **increase in the number of students** interested in the Erasmus program, with quantitative (statistical) and qualitative indicators (interview to see the degree of satisfaction). This, in turn, will increase the number of students interested in completing a Vocational Training Course at our center. By knowing the possibility of being able to carry out the training in another European country, you will increase motivation and interest in completing the different Vocational courses in our institution. To measure this impact, we will use the number of enrollment requests as a quantitative indicator, and it will be checked if there is an increase in requests for one year compared to the previous year, and also as a qualitative indicator with a question about it in the questionnaires that are passed at the beginning of the course.

On the other hand, we also hope to **improve the quality of student training**, not only technical but also linguistic, social and cultural, which will allow them to develop successfully in the labor market. The fact of having the opportunity to carry out a training stay in a foreign company, will undoubtedly make students more aware of the need to learn languages, for whatever their future prospects are, and we hope that the possibility of having the Erasmus experience encourage them to put more emphasis on a subject that, in many cases, is very difficult for them. To measure this impact, we will use the results obtained in the English subject as a quantitative indicator and it will be checked if there are improvements in the results of one year with respect to the previous one. Also quantitative is the number of students who apply to obtain language degrees within the Common European Framework of Reference for languages. As a qualitative indicator, an interview before and after the Erasmus experience to analyze their knowledge of other labor markets and ways of life.

Likewise, participation in the Erasmus + program will generate a great stimulus for students to successfully complete their studies, since it will expand students' expectations to work. To measure this impact, we will use the results obtained in the different subjects as a quantitative indicator and it will be checked if there are improvements in the results of one year with respect to the previous one.

We also intend to "**Europeanize**" the institute, making students aware of the European identity with qualitative indicators (interview to detect their knowledge of Europe, workshops in other educational stages about the EU explaining the Erasmus project), and quantitative (number of students who stay to work in another country, or students doing the EUROPASS documentation).

We also hope to **make the Erasmus project more and more effective**, creating new relationships with companies whose effectiveness has been proven and thus be able to cooperate in the future. To measure this impact, we will use as qualitative indicators, questionnaires and interviews with students after mobility, and the assessment of the team

responsible for the Erasmus project. Another qualitative indicator will be the own evaluation of the students who have enjoyed the experience. And finally, the knowledge and use of the Erasmus + App and the European Student Card.

The following objective is **the promotion of the project**, with quantitative indicators (number of means and elements that promotes it) and qualitative (explanation to all students who in the near future could be Erasmus, and videos and talks of students who have enjoyed the Erasmus experience), explained in more detail in another section.

The last objective is **the actions with the staff**, which are explained in another section below.

As a longer term benefit, the work experience gained by our students in a European and competitive business environment will be a great asset to our business environment upon their return.