



# Erasmus Policy Statement (EPS)

## 1.1 Erasmus activities included in our EPS

### Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

### Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices

## 1.2 Erasmus Policy statement (EPS): our strategy

The Erasmus Policy Statement reflects how we intended to implement Erasmus after the award of the ECHE.

What we like to achieve by participating in the Erasmus Programme and How does our participation in the Erasmus Programme fits into our institutional internationalisation and modernisation strategy.

Our Institution is a Public Secondary School founded in 1979, and currently assists to more than 800 students and has 70 teachers who are divided into the following educational levels: Compulsory Secondary Education, Baccalaureate, Adult Education and Initial Vocational Training which includes Higher education.

One of the aspects that most identifies us is the importance that has always been given to language learning and exchanges of educational experiences as essential tools for the modernization and internationalization of our educational community.

In 2014, obtaining the ECHE allowed us to offer our higher education students (Higher Technicien in Personal and Corporate Image Consulting as well as Higher Technicien in Integral Aesthetics and Wellness) specific European mobility programs with a quality recognized and valued by all.

These achievements are an incentive to continue on the path of internationalization of our educational institution.

The OBJECTIVES that we intend to achieve for the next six-year period with the Erasmus Charter for Higher Education are:

- 1- Making lifelong learning and mobilities programs for our students and teachers a reality by promoting the participation of those with fewer resources or opportunities.
- 2- To consolidate relations with our previous partners increasing the number of European students to carry out their internships or training in our center or collaborating companies.
- 3- To keep on adapting our curricula and our teaching practice with contents and skills related to respect for the environment, "soft skills", digital and linguistic competences as a fundamental basis for the professional integration of our students.
- 4- To increase the motivation of teachers and students towards the learning of other European languages and towards the internationalization of their activities as an essential element for updating and modernizing their training.
- 5- To boost the creativity, innovation, entrepreneurship and digital skills at all levels of education and training, with special attention to sustainability and CSR.
- 6- To Know the job market, culture and societies of other European countries, to enhance understanding and cooperation.
- 7- To impulse equity, social cohesion and active citizenship.
- 8- To promote personal, professional autonomy and self-employment.
- 9- To increase the possibilities of student labor insertion by improving their language level and their professional,



social and personal skills.

10- Strengthen the parameters of sustainability and inclusion in the management of our mobilities.

The strategy of internationalization and modernization of our Institute extends to all our educational offer. Currently, in other educational stages such as Secondary Education, Baccalaureate and VET, we are running Erasmus + programs in which we are developing projects that have to do with social inclusion, ecology, entrepreneurship and new technologies. In this context, higher education can not be left behind and must be the driving force behind this transformation, and in order to achieve it, it is essential to obtain the ECHE.

Nuestra Institución es un Instituto Público de Enseñanza Secundaria fundado en 1979, y actualmente atiende a más de 800 alumnos y cuenta con 70 profesores que se dividen en los siguientes niveles educativos: Educación Secundaria Obligatoria, Bachillerato, Educación de Adultos y Formación Profesional Inicial que incluye la educación superior.

Uno de los aspectos que más nos identifica es la importancia que siempre se ha dado al aprendizaje de idiomas y al intercambio de experiencias educativas como herramientas esenciales para la modernización e internacionalización de nuestra comunidad educativa.

La obtención de la ECHE nos ha permitido desde 2014 ofrecer a nuestros estudiantes de educación superior (Técnico Superior en Asesoría de Imagen Personal y Corporativa así como Técnico Superior en Estética y Bienestar Integral) programas específicos de movilidad europea con una calidad reconocida y valorada por todos.

Estos logros son un incentivo para continuar en el camino de la internacionalización de nuestra institución educativa.

Los OBJETIVOS que pretendemos conseguir para el próximo sexenio con la Carta Erasmus de Educación Superior son:

- 1- Hacer realidad los programas de formación y movilización de nuestros estudiantes y profesores a lo largo de toda la vida, promoviendo la participación de aquellos con menos recursos u oportunidades.
- 2- Consolidar las relaciones con nuestros socios anteriores aumentando el número de estudiantes europeos para realizar sus prácticas o formación en nuestro centro o en empresas colaboradoras.
- 3- Continuar adaptando nuestros planes de estudio y nuestra práctica docente con contenidos y habilidades relacionadas con el respeto al medio ambiente, "soft skills", competencias digitales y lingüísticas como base fundamental para la integración profesional de nuestros alumnos.
- 4- Incrementar la motivación de profesores y alumnos hacia el aprendizaje de otras lenguas europeas y hacia la internacionalización de sus actividades como elemento esencial para la actualización y modernización de su formación.
- 5- Potenciar la creatividad, la innovación, el espíritu emprendedor y las competencias digitales en todos los niveles de la educación y la formación, con especial atención a la sostenibilidad y la RSE.
- 6- Conocer el mercado laboral, la cultura y las sociedades de otros países europeos, para mejorar el entendimiento y la cooperación.
- 7- Impulsar la equidad, la cohesión social y la ciudadanía activa.
- 8- Promover la autonomía personal y profesional y el autoempleo.
- 9- Incrementar las posibilidades de inserción laboral de los estudiantes mejorando su nivel de idioma y sus habilidades profesionales, sociales y personales.
- 10- Reforzar los parámetros de sostenibilidad e inclusión en la gestión de nuestras movidades.

La estrategia de internacionalización y modernización de nuestro Instituto se extiende a toda nuestra oferta educativa. Actualmente, en otras etapas educativas como la Educación Secundaria, Baccalaureate y VET, estamos llevando a cabo programas Erasmus + en los que desarrollamos proyectos que tienen que ver con la inclusión social, la ecología, el emprendimiento y las nuevas tecnologías. En este contexto, la educación superior no puede quedarse atrás y debe ser la fuerza motriz de esta transformación, y para ello es fundamental obtener la ECHE.

Erasmus actions we would like to take part in and how they will be implemented in practice at our institution. We also explain explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Of all the actions that Erasmus offers in the field of Higher Education, considering our size and educational offer as well as the design of higher level vocational training in other countries, our interest is mainly focused on the Short Cycle KA1 Mobility Actions . This does not prevent us from continuing to pursue KA 2 programs, but so far it has been difficult for us.

In particular, we are interested in student 's long-term mobilities for practices and teacher's short-term mobilities for training.

The small size of our organization with an average of only 90 students and 18 teachers in higher education, compel us to make a great effort to implement in practice the Erasmus actions. However, the conviction and confirmation



that they are a basic tool for the continuous improvement of our institution is what encourages us to continue participating.

The accumulate experience of our Institution organizing students /teachers exchanges and mobilities in all educational stages, and our philosophy of integrating and adapting our resources to make it possible, has endowed us with a simple but effective organizational structure where the involvement and commitment of teachers are fundamental.

I will now describe this organization.

HEAD OF THE INTERNATIONAL RELATIONS DEPARTMENT, she is also the international coordinator for VET and Higher Education. She is in charge of preparing new proposals and projects, contacting and looking for new partners, tutoring and evaluating students who do their internships in Europe, managing financial aid, directing the process of selecting participants, certifying learning and promoting and disseminating the mobilities through our blog: <http://elpaloerasmus.blogspot.com/search/label/Erasmus>

The objective is to gradually incorporate a teacher who is fluent in English and who frees up hours when the students are in their internships. His or her tasks should be the supervision and monitoring of some of the mobilities as well as dissemination activities.

SECRETARY: In charge of the supervision and economic control of the grants, makes the payments and saves the supporting documents and invoices.

ADMINISTRATIVE ASSISTANT: Hired part-time (2 hours a day) for 2 months with exclusive dedication to document management and the maintenance of the website and blog created for the information, communication and dissemination of the activities carried out within the framework of Erasmus + ( <http://www.ieselpalo.com/Erasmus/>). She also collaborates in all those tasks entrusted by the department head.

EXTERNAL PERSONNEL: We have the regular collaboration of a Travel Agency that helps us with all visa procedures, flights and teacher's accommodation. and an Insurance Company to manage all the student's and teachers insurances.

Occasionally, we have the support of intermediary companies to search workplacements.

We also have the support of an external company to help us with the design and updating of our website.

Our previous experience has allowed us to weave a documentary infrastructure to assess and evaluate all aspects of mobility. In this sense, we have a moodle platform from in which students register to facilitate communication and follow-up of trainees.

We also have the usual assessment instruments for the mobilities (digital note books and satisfaction questionnaires)

Thanks to all this organization, the results achieved during the validity of our current ECHE have been very significant as detailed below:

- Per academic year, an average of 4 students have made mobilities for long-term internships (3 months)
- A total of 6 teachers have completed short training stays in companies and educational institutions.
- We have received 6 European students for a 1-month internship and 3 teachers for training in our center
- All mobility participants have been formally recognized for their mobility and different departments of our Organization have actively collaborated in the selection, preparation and management of the mobilities, respecting the principles of non-discrimination and publicity.
- 50% of the participants obtained job offers at the destination, although only 2 of them finally accepted. However, in the last two years, an additional 30% searched for a job in an international company.
- In the last 2 years, 50% of the students have completed their practices with digital skills.
- We have incorporated into our teaching practice aspects that were not previously in the curriculum, such as sustainability, CSR, "soft skills", preparation of natural cosmetics and English in the freely configurable module.

What we intend with this new application is to consolidate them and to improve those aspects in which we have detected difficulties such as:

- the prior language preparation of the participants
- the participation of students with less financial resources due to the amount of the grants.
- increase the number of sending and receiving mobilities by consolidating collaboration agreements with other organizations
- reinforce participants' digital skills
- boost European feeling and active citizenship



What is the envisaged impact of our participation in the Erasmus+ Programme on our institution?

Since we started our international activity, we have had as main objectives:

- a) Improve the training of students and teachers and facilitate the possibility of having professional experiences outside our borders to improve their technical qualification as well as the learning of another foreign language.
- b) Promote, through these mobility experiences in which autonomy and courage are required, entrepreneurship by acquiring business ideas and "know how" in a sector as dynamic as that of personal image.
- c) Modify behaviors to make them more respectful of health and the environment.
- d) Approach international experiences to students with fewer opportunities for their personal and professional growth.

After all these years of European projects we can say that we are very satisfied because those goals have been achieved. This is demonstrated by the opinions of the participants that we measure with our own satisfaction surveys in addition to those carried out in the Mobility Tool; by the recognition of our collaborating partners of the professional preparation and positive attitude of our students, and by the fact that year after year they want to continue collaborating with us.

We are particularly proud of managing Erasmus + projects KA102, KA 103 and KA 202 in all educational levels to respond to the different needs of our students and teachers. Our satisfaction has increased when all the effort we have made has been seen also recognized by our National Agency as it can be seen in the assessments obtained in past programs:

2012-1-DK1-LEO04-05438: Very good

2014-1-ES01-KA102-001918: 73 points

2015-1-NL01-KA202-008844: 88 points

2016-1-ES01-KA103-023403: 80 points

2017-1-ES01-KA103-035627: 86 points

2018-1-ES01-KA103-047743: 94 points

Moreover this background, the challenges we have set for the incoming 6 years are as follows:

- a) Yearly participation in mobility activities of at least 10% of the students .
- b) Seek stable and lasting agreements with educational centers and companies for the exchange of good practices and mobilities . Our goal is to have at least 3 companies and 2 stable educational centers with which to ensure delivery and reception mobilities as well as cooperation projects, and on that basis, incorporate new partners.

In this sense and considering that we are pending of the approval of a KA 2 Project related with sustainability in the field of VET, we are expecting new opportunities and contacts to make training agreements with institutions also in the field of higher education. At the same time, our Institution has presented for this call another Erasmus project in the field of school education KA 229 that will also allow us to expand our agenda of potential collaborators.

- c) Provide better linguistic preparation to our students. Deadline for implementation: Course 2021-2022.

Our intention is to teach the free configuration module, totally in English language and to offer all students English classes in the afternoon in our educational center with partial funding from the Erasmus + projects of which we are beneficiaries.

Once the students participating in mobility have been selected, they will be invited to have conversations with one of our bilingual readers for 1 hour a week. They will also be informed of locations where they can improve their level of conversation and extroversion in informal settings. In this sense Malaga offers many possibilities.

Students will be given the possibility of official recognition of their language level through exams approved by Cambridge, Oxford, the French Alliance ... Those fees will be paid by our center once the students properly follow a language course.

- d) Implement the Erasmus without papers policy in mobilities management. To do so we will carry out a permanent updating of our website where all the information and documents of Erasmus + are available and downloadable for editing and completion. In addition we will monitor the mobility through an institutional moodle and create a digital repository or portfolio with all the student documentation generated before, during and at the end of the program. We are also planning to create some kind of "virtual secretary" where all signed documents should be hosted, avoiding the printing.

Not needed to say that we'll impulse and promote the download of the Erasmus+mobile App, but the success of that initiative I am afraid it will depend on the benefits it generates for the students.

Implementation deadline for the 2021-2022 course.

- e) Set a Sustainable Europe day in the school calendar of our center (it will not coincide with that of the official anniversary that is in May 9th). It would be done during the first semester to promote participation in mobility



activities. Implementation deadline for the 2021-2022 course.

The objective will be not only to disseminate and inform about the Erasmus + programs, but to organize activities at all educational stages so that the entire educational center is involved and delves into what European citizenship means. European volunteers will be invited to share their experiences and also promote the European volunteer service.

During this day activities will be organized to raise funds that help students with fewer resources to co-finance their mobility (sale of natural and ecological cosmetics made by themselves, second-hand market, sale of plants and flowers, recycled art competitions ...)

Desde que iniciamos nuestra actividad internacional en los ciclos formativos del IES El Palo, teníamos como grandes objetivos:

- a) Mejorar la formación del alumnado y profesorado y facilitarles la posibilidad de tener experiencias profesionales fuera de nuestras fronteras para mejorar su cualificación técnica y el aprendizaje de otra lengua extranjera.
- b) Impulsar a través de estas experiencias de movilidad en las que se requiere autonomía y valentía, el emprendimiento mediante la adquisición de ideas de negocio y "know how" en un sector tan dinámico como el de la imagen personal.
- c) Modificar comportamientos y conductas del futuro profesional de imagen personal para hacerlas más respetuosas con la salud y el medio ambiente.
- d) Facilitar el acceso a movilidades internacionales de alumnado que por su situación personal o familiar, nunca antes habían tenido esta experiencia y potenciar gracias a ello su crecimiento humano y profesional.

Tras todos estos años de proyectos europeos podemos decir que nos sentimos muy satisfechos pues esas metas han sido alcanzadas. Así lo demuestran las opiniones de los participantes que medimos en encuestas de satisfacción propias además de las efectuadas en la MT, por la el reconocimiento de nuestros socios colaboradores, de la preparación profesional y actitud positiva de nuestro alumnado, y por el hecho de que año tras año quieran seguir colaborando con nosotros.

Nos sentimos particularmente orgullosos de haber conseguido que alumnado de grado superior que por su escaso nivel de idiomas o recursos económicos no habían tenido oportunidad de formarse en el extranjero, lo hayan hecho, completando así lo que había sido una de nuestras preocupaciones iniciales de ofrecer formación a estos alumnos y completar así el círculo gestionando proyectos propios KA102, KA 103 y KA 202 con los que dar respuesta a las distintas necesidades de nuestro alumnado y profesorado.

Nuestra satisfacción se ha incrementado cuando todo el esfuerzo que hemos realizado se ha visto reconocido también por nuestra Agencia Nacional como puede observarse en las calificaciones obtenidas en programas pasados: 2012-1-DK1-LEO04-05438 Muy bien; 2014-1-ES01-KA102-001918: 73 puntos; 2016-1-ES01-KA103-023403: 80 puntos; 2017-1-ES01-KA103-035627: 86 puntos; 2018-1-ES01-KA103-047743: 94 puntos; 2015-1-NL01-KA202-008844: 88 puntos

Con estos antecedentes, los retos que nos hemos planteado para los próximos 6 años son los siguientes:

- a) Que el 10% de los alumnos matriculados en Ciclos Formativos de Educación Superior participen en actividades de movilidad todos los años.
- b) Buscar acuerdos estables y duraderos con Centros educativos y empresas para el intercambio de buenas prácticas y movilidades. Nuestro objetivo es que al menos tengamos 3 empresas y 2 centros educativos estables con los que asegurar movilidades de envío y acogida y sobre esa base ir incorporando nuevos socios.

En este sentido y considerando que estamos pendientes de aprobación de una Proyecto KA 2 en el ámbito de la FP relacionado con la sostenibilidad, en el que de los 8 socios que somos, aunque 3 venimos colaborando en proyectos KA 2 desde hace 5 años, estamos seguros que ello nos proporcionará un mayor número de posibilidades y contactos para hacer acuerdos de formación con instituciones también en el ámbito de la educación superior.

Paralelamente, nuestro centro educativo ha presentado para esta convocatoria otro proyecto Erasmus en el ámbito de la educación escolar KA 229 que igualmente nos permitirá ampliar nuestra agenda de potenciales colaboradores.

- c) Proporcionar una mejor preparación lingüística a nuestro alumnado. Plazo de implementación: Curso 2021-2022.

Nuestra intención es impartir el módulo de libre configuración en inglés y ofrecer a todo el alumnado clases de inglés por la tarde en nuestro centro educativo con financiación parcial de los proyectos Erasmus+ de los que somos beneficiarios.

Una vez seleccionado el alumnado participante en la movilidad, se les convocará para que durante 1 hora a la semana mantengan conversaciones con una de nuestras lectoras bilingües. También se les informará de localizaciones donde poder mejorar su nivel de conversación y de extroversión en ambientes informales. En este sentido Málaga ofrece muchas posibilidades.

Se brindará al alumnado la posibilidad de reconocimiento oficial de su nivel de idiomas mediante exámenes homologados por Cambridge, Oxford, la Alianza francesa...cuyas tasas serán abonadas por nuestro centro.

- d) Implementar en la gestión de movilidades el Erasmus sin papeles utilizando la Erasmus student card, la



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moodle de seguimiento de las prácticas y Erasmus+ mobile App. Plazo de implementación curso 2021-2022.

e) Fijar en el calendario escolar de nuestro centro un día de Europa Más Sostenible (no coincidirá con el de la efeméride oficial que es el 9 de mayo). SE haría durante el primer trimestre para así promover a la participación en las actividades de movilidad.

El objetivo será no sólo dar difusión e información de los programas Erasmus + sino organizar actividades en todas las etapas educativas para que todo el centro educativo se implique y profundice en lo que significa la ciudadanía europea. Se invitarán a voluntarios europeos para que cuenten sus experiencias y promuevan igualmente el servicio de voluntariado europeo.

Durante este día se organizarán actividades para recaudar fondos que ayuden al alumnado con menos recursos a cofinanciar su movilidad (venta de cosméticos naturales y ecológicos elaborados por ellos mismos, mercadillo de segunda mano, venta de plantas y flores, concursos de arte reciclado....)

