

ERASMUS+ Policy Statement

The AL-ANDALUS High School deals with Higher Education Vocational Training courses such as “Computer Network Systems Management” and “Multi-Platform Software Development”. Furthermore, we have been long taking part in Leonardo daVinci and Erasmus projects, sending students to do work placements in companies throughout the European Union, taking part in the projects promoted by the Educational Council in the Andalusian Region in Spain Government within the actions of Leonardo da Vinci Programme: “Andalucía con Leonardo I, II y III”, “Jóvenes Andaluces con Leonardo I y II” and Erasmus/Erasmus+ program 2006-2016.

In the Curriculum of the Vocational Education that regulates the Spanish Higher Education System it is stated that students will have to spend a certain number of actual practical training period in companies prior to be granted with their degrees. In order to enhance the need of our students they have been currently making work placements abroad as part of their education.

One of our school main aims is to provide our students with the opportunities to enhance their theoretical knowledge in a real working set in a different country.

Living and working for a period of at least 3 month brings out deep changes in the individual, such as improvements in their technical, personal and language skills to deal with unfamiliar situations in a work environment.

Our center does not use ECTS internally, but uses them to recognize Erasmus mobility. Specifically, 22 ECTS credits are awarded for each stay successfully completed. In addition, students will obtain the [Europass Mobility](#) Document, a Language Course Certificate and the Advance Vocational Training Placement Record which is an official evaluation tool to be used as a requirement before getting their degree.

When selecting candidates to travel abroad, we will have the cooperation of the Department of Languages at the Institute for an interview that will help us to assess their level within the Common European Framework of Reference for Languages. The minimum level required is B1. Prior to departure, students will take a preparatory course, where they will work both language skills and cultural training to facilitate their integration in the foreign country. This course could be performed within or outside the HEI, depending on the specific needs of candidates and the languages teachers availability. The course duration will be at least 20 hours.

The partner search will be done through the Internet, using networks of contacts as EREIVET, using companies with which we have cooperated before, looking for new contacts through students who are abroad now, using contacts established through other projects (as Comenius, for example) or by involving our students in the search.

The areas in which we are most interested are Germany, Belgium, Holland, Italy, France ... in short, those areas with higher industrial development within the EU, or those with which we already have previous contact.

We choose those companies which business is most suitable for our students to develop the internships. To be sure of this, we will contact them explaining the project, and we will send the

Europass curriculum of our candidates, attaching supplements detailing the skills of the title studied. Occasionally, the company asks us to do an interview with the students, to know them better (we'll do via videoconference).

Each beneficiary, according to his/her studies, will have a specific working programme with detailed information about job tasks and responsibilities in the company during the 12 weeks internship. If necessary, technical visits will be made to the company to agree on terms of partnership. A work placement contract will be sign up between the sending institution and the company as a compulsory requirement for any Advance Vocational Training student doing work placement. A member of the company will be designated as a "tutor" to deal with the students' follow up and fill in the evaluation sheets such as the Advance Vocational Training Record and Europass Mobility Document.

In our center there will be an Erasmus Coordinator who will:

- Write the application to be included in the program
- Summon briefings, informing and pre-select candidates
- Coordinate finding companies
- Coordinate candidate selection
- Ask for documentation for applicant: Europass CV, forms, ...
- Contacting candidates with companies
- Agree a learning contract between the company and the student
- Assist students in organizing the trip: flights, accommodation, documentation
- Help students to request the Europass Certificate
- Check when return the student that everything is right
- Collect receipts for all expenses incurred by the student, in order to receive financial aid
- Submit the documentation to the regional Government of Andalusia and/or to the OAPEE.
- Publish information for the media program available: school website, posters, briefings

There will also be the figure of the Tutor Teacher:

- It will be a class teacher who has taught the student in the regular course
- Perform student monitoring through internet (email and moodle)
- Check that the student has successfully completed stay and sign the certify

The organization must appoint a Job Tutor:

- It will be an active worker of the company
- Oversee the work of the student
- Processing the [Europass Mobility](#) Certificate
- Fill out an evaluation form at the end of stay and sign the certificate

Besides players described above, there are two roles within this program:

- The Head Teacher of the Institute. Sign, and endorse all actions undertaken by the Coordinator.
- The manager of the company. Sign contracts, appoint and endorse the laboral tutor

Our participation in Erasmus will have a great impact on our institution. Taking into account the priorities of the Modernisation Agenda, this impact is summarized in 5 points:

1. Increasing attainment levels to provide the graduates and researchers Europe needs. We will increase the number of qualified students in VET to meet the needs of the EU, giving them the opportunity to

improve their language skills and learn to function abroad individually. Similarly, their skills at the field they have studied (in this case, Computers Sciences) will also be improved, and they will see how the labor market is outside our country. This will make them competitive staff at the European level and greatly increases their chances of finding for decent jobs and appropriate to their abilities.

Since it represents an additional opportunity, helps to reduce dropouts. Also, the financial support will enable disadvantaged students to seize this opportunity.

2. Improving the quality and relevance of higher education. We are helping to improve the quality and relevance of higher education (and particularly VET) in the EU, helping to adjust to the needs of companies and learning from the failures and successes of other countries. Above all, it gives us an idea of the level of our students when they go out, so that we know if we are doing our job well or not. And if what we teach in our center is updated or not, in a field like ours, which is being renewed continuously, it is very important. Competencies become an essential tool, we adjust our curriculum with our partners' requests. It also encourages the creation of new methods of study and contact with our students, such as e-learning platforms (in our case, the use of moodle)
3. Strengthening quality through mobility and cross-border co-operation. Mobility and cooperation between countries do improve educational quality: appear new instruments like ECTS credits or Europass Certificates that are endorsed and agreed by institutions from different countries, in this way, when a student completes an Erasmus placement period is endorsed and certified for the entire EU, and its title will have a recognized curriculum development across the EU.
4. Making the knowledge triangle work: Linking higher education, research and business for excellence and regional development. Of course, we must also consider the connection between higher education, business, and research: companies are now closer to us, because we will have to work out together in the curriculum of our students. For the content of our courses are not left out of date, we will update us continually through teacher training and research.
5. Improving governance and funding. Our participation in the project really makes us realize how much higher education costs, and how much to do an internship in a company. We also will choose between various partners, taking into account whether it is worth actually move to that place taking into account the quality of the training.

The project will be announced through the High School's Web, briefings and posters. Candidate selection will be made through the following criteria: linguistic level, academic ability and maturity, with the help of the departments of Languages, Guidance and Information Technology. Students will receive a course of cultural and linguistic preparation before departure.

The search of companies will be done through various means: via Internet, previous stays contacts... Next, we will agree a contract to specify the tasks performed by the student, duration of stay, and the obligations of the company, that will appoint a tutor to monitor the stay. The student must prove the travel and accommodation costs in order to receive economic aid. The stay will be recognized towards achieving appropriate title and also will get credit recognition and the [Europass Mobility](#) Document.