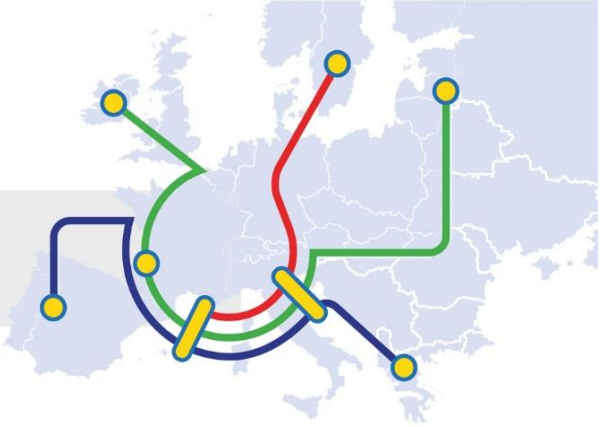
EUKCEM II



ERASMUS + KA 1 FINAL REPORT

STEP BY STEP

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GLASGOW CLYDE COLLEGE

Landstede

La Cambra Cambra de Comerç de Terrassa

1. Foreword

European Knowledge Centre for Mobility II (EUKCEM II) is an EU funded project funded under Erasmus + KA 2 Strategic Partnerships (2015-1-DE02-KA202-002505), which aims at creating training contents and practical information for mobility management.

This handout is one of the outputs produced under Intellectual Output 5 Training Module – Step by Step through the Final Report Template- which consists of written Pdf handouts to support face to face trainings and webinar.

The online training (webinar) will held live online on during June 2018 and will be accessible in its recorded version at EUKCEM website available for other final users. Webinar and the training content were developed and delivered by the EUKCEM Partnership.

This document has been written, revised and edited by Glasgow Clyde College with input by the EUKCEM Partnership.

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EUKCEM II

List of contents

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Useful tips

1) Review that all the information of the participants is correct and all the questionnaires of evaluation are answered before closing the information and generating the report.
2) It is necessary to verify that all have completed the course and the tests of the OLS.
3) Before generating the final report, mobilities and the budget must be reviewed completely and all information must be completed. We will have to have the manual available to send the budget and solve any error that the system can give us, if we do not do it like this we might not be able to generate the report.
4) The maximum number of characters that can be written in each question of the report must be taken into account.
5) Before beginning the report, it is advisable to print the report blank and make a first draft word to be able to work offline. Have the guidance manual at hand to be able to resolve doubts and instructions (often there are questions that seem to be repeated).
6) All questions (boxes) must be answered. If there is nothing to say, write (No Applicable). ALL THE AREAS ARE MANDATORY!

Very important, write the final report with time enough, so the last day before deadline the platform is overloaded, and may need hours to submit the report.

The Final report template might slightly differ from country to country.

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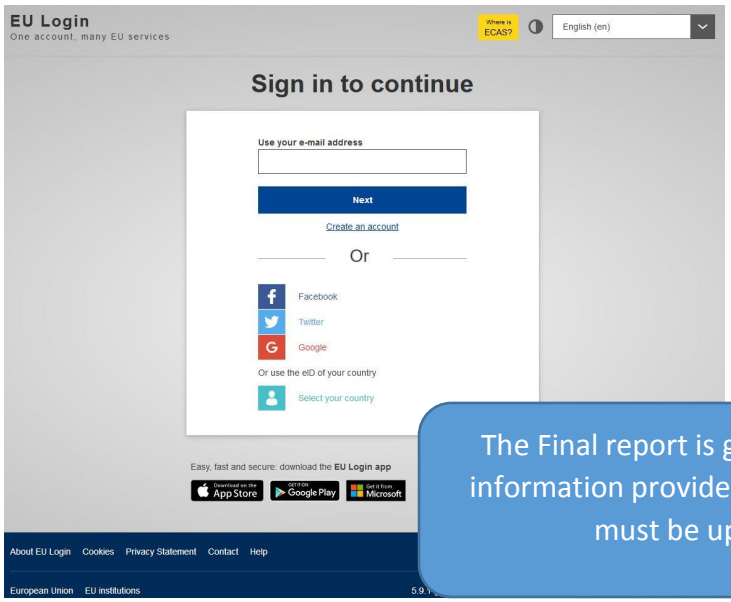
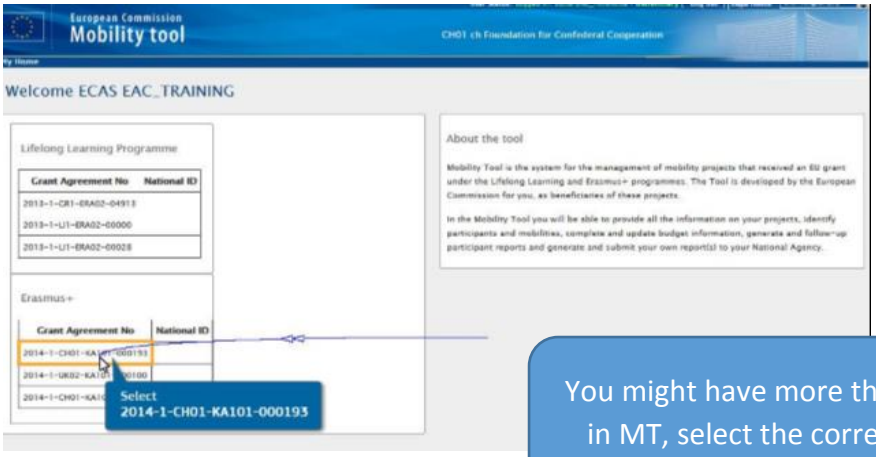
2. How to Complete and Submit your Beneficiary Report

The Project Beneficiary – Mobility Tool user will need to log into the Mobility Tool through the ECAS Portal using their ECAS User Name and Password.



The Final report is generated through information provided in the MT, so this must be up-to-date.

The Beneficiary should then choose the correct project to complete and submit.



You might have more than 1 project in MT, select the correct project.

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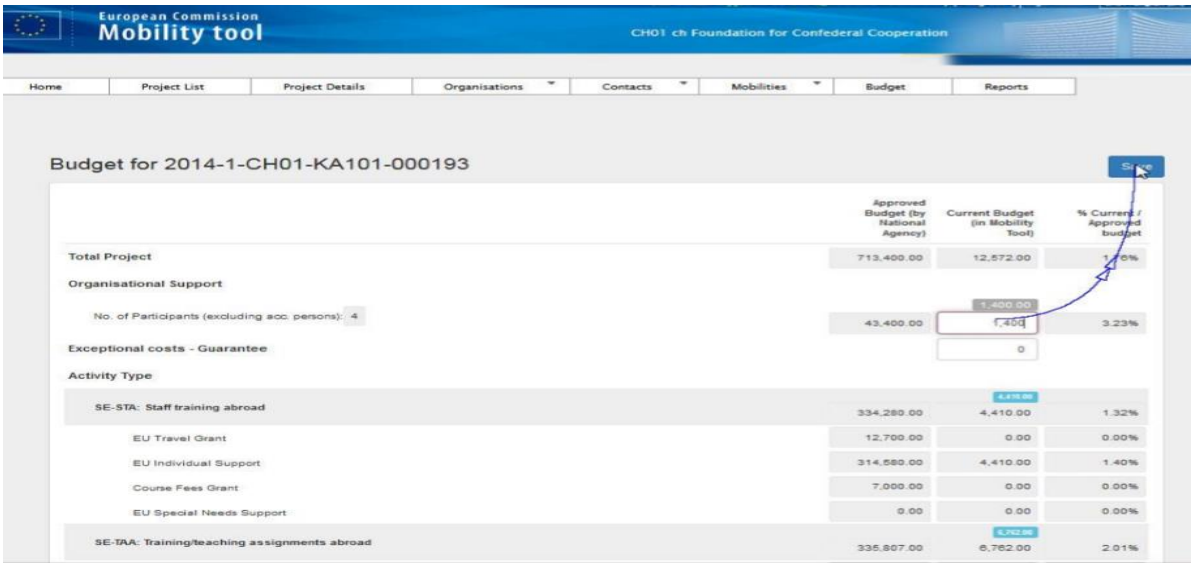
At this point the Beneficiary checks the details within the report and that the content information is up-to-date, details here include: Project Information, Details of the Call, date, etc. Beneficiary Organisations, National Agency and Mobility Tool Project History. If all is correct proceed to the next section, if information is incorrect, please amend, the tool at this point allows you to edit the participant's details. Any adjustments made here will update other sections of the Mobility Tool, such as the Budget Summary. The following section will display Total approved Budget and Current Budget Spent as well as Activity Type, at this point you should include Organisational support. The total columns will produce final figures and percentage of spent for each budget line.



Note: If organisational details do require to be updated the Beneficiary should inform the NA and when updated/amended by the NA that only then should the Mobility Tool be adjusted. When all is correct, the Beneficiary should process to the Beneficiary Report which will be generated by clicking on the reports tab.

Important to check and cross-reference the information in the MT with your own records for correctness.

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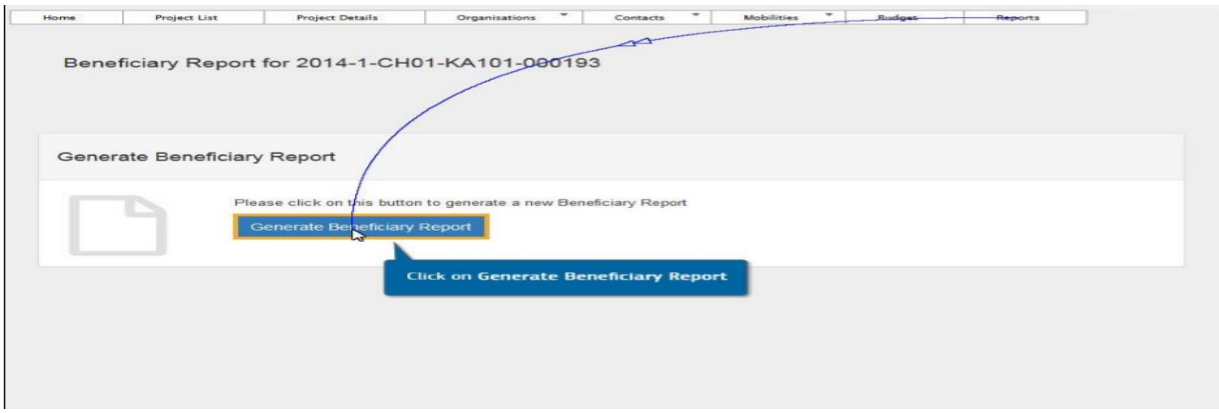

- **Erasmus+**
- **Learning Mobility of Individuals**
- **Mobility of learners and staff**
- **VET learner and staff mobility**
- **Call 2016**
- **Round 1**
- **Grant Agreement Number 2016-1-UK01-KA102-000000**
- **Report Type Final**
- **Date of submission 29/08/2017**
- **Name of legal representative**

At this point the Report will create a Draft Report which is available for Edit, clicking on the Edit button will create the Written Beneficiary Report Sections which must be fully completed in all sections prior to submission.
General Information:

If all is correct, click generate report button and click to edit draft report.

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Main content:	Report Form
Number of attachments:	

3. Step-by-step

The report form generated from the Mobility Tool+ consists of the following main sections:

- **Context**: this section resumes some general information about your project; **Project Summary**: this section summarises your project and the organisations involved as partners;
- **Description of the Project**: in this section, you are asked to give information about the objectives and topics addressed by your project;
- **Implementation of the Project**
- **Activities**
- **Participants' Profile**
- **Learning Outcomes and Impact**
- **Dissemination of Project Results**
- **Future Plans and Suggestions**
- **Budget**

For your convenience, some parts of this report are prefilled with information from the Mobility Tool+

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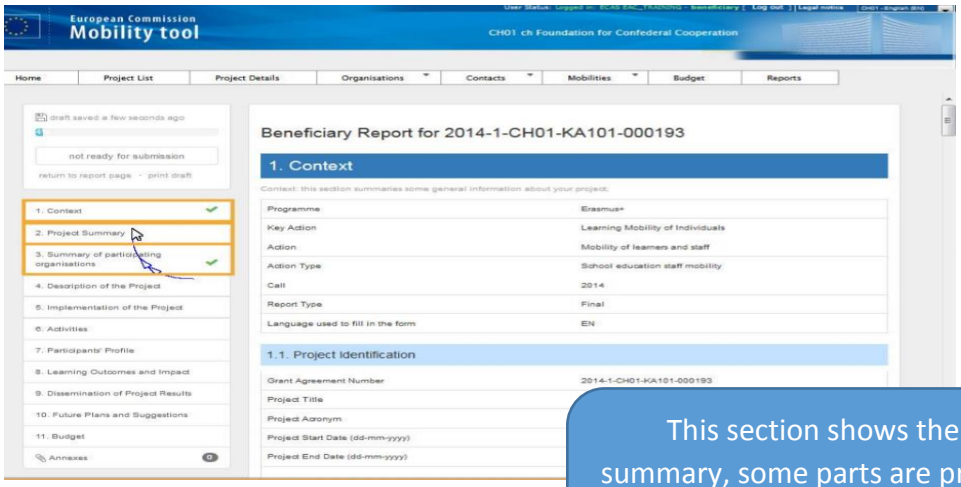

This section shows the content summary, some parts are pre-populated, other sections require input. Click or scroll to access sections.

3.1 Context

This section resumes some general information about your project;

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2016
Report Type	Final
Language used to fill in the form	EN

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Project identification

Grant Agreement Number	2016-1-UK01-KA102-000000
Project Title	Mobility Opportunities Boosting Investment to Inspire VET learners To Improve Employability and Skills
Project Acronym	MOBILITIES
Project Start Date (dd-mm-yyyy)	01/07/2016
Project End Date (dd-mm-yyyy)	30/06/2017
Project Total Duration (months)	12
Beneficiary Organisation Full Legal Name (Latin characters)	EUKCEM Partnership

Check fully for accuracy of pre-populated information.

National Agency of the Beneficiary Organisation

Identification	British Council, in partnership with Ecorys UK – British Council

For further details about the available Erasmus+ National Agencies, please consult the following page: https://ec.europa.eu/programmes/erasmus-plus/contact_en

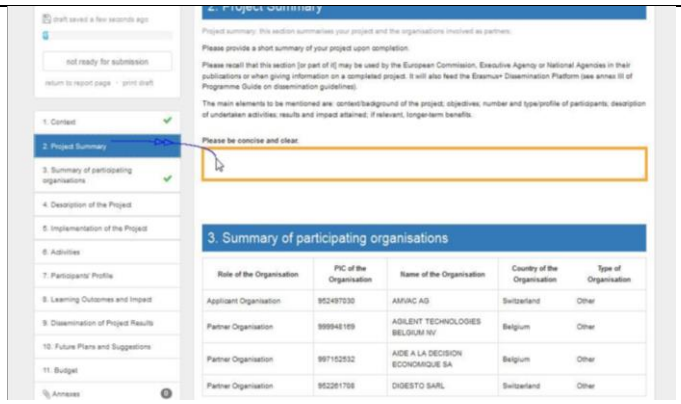
3.2 Project Summary

This section summarises your project and the organisations involved as partners; please provide a short summary of your project upon completion.

Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed the Erasmus+ Dissemination Platform (see annex III of Programme Guide on dissemination guidelines).

The main elements to be mentioned are: context/background of the project; objectives; number and type/profile of participants; description of undertaken activities; results and impact attained; if relevant, longer-term benefits.

Please be concise and clear.



Notes:

This summary must be done in the own language, and in English, therefore, if we make changes in one section we must remember to make changes also in the other.

If not written in English, please provide a translated version.

Summary of participating organisations

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation	Accreditation of organisation (if applicable)
Applicant Organisation		IES MANUEL DE FALLA	Spain	School/Institute/Educational centre – Vocational Training (tertiary level)	
Partner Organisation		Lycee Helene BOUCHER	France	School/Institute/Educational centre – Vocational Training (secondary level)	
Partner Organisation		Scottish Rugby Union	United Kingdom	Sport federation	

This information is already completed and cannot be modified, the report is taken directly from the Mobility Tool. Check for accuracy.

Total number of participating organisations: _____

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3.3 Description of the Project

In this section, you are asked to give information about the objectives and topics addressed by your project;

Were all original objectives of the project met? How were they reached? Please comment on any objectives that were not achieved in the project. Please describe achievements that exceeded initial expectations.

How did the participating organisations contribute to the project? What experiences and competencies did they bring to the project?

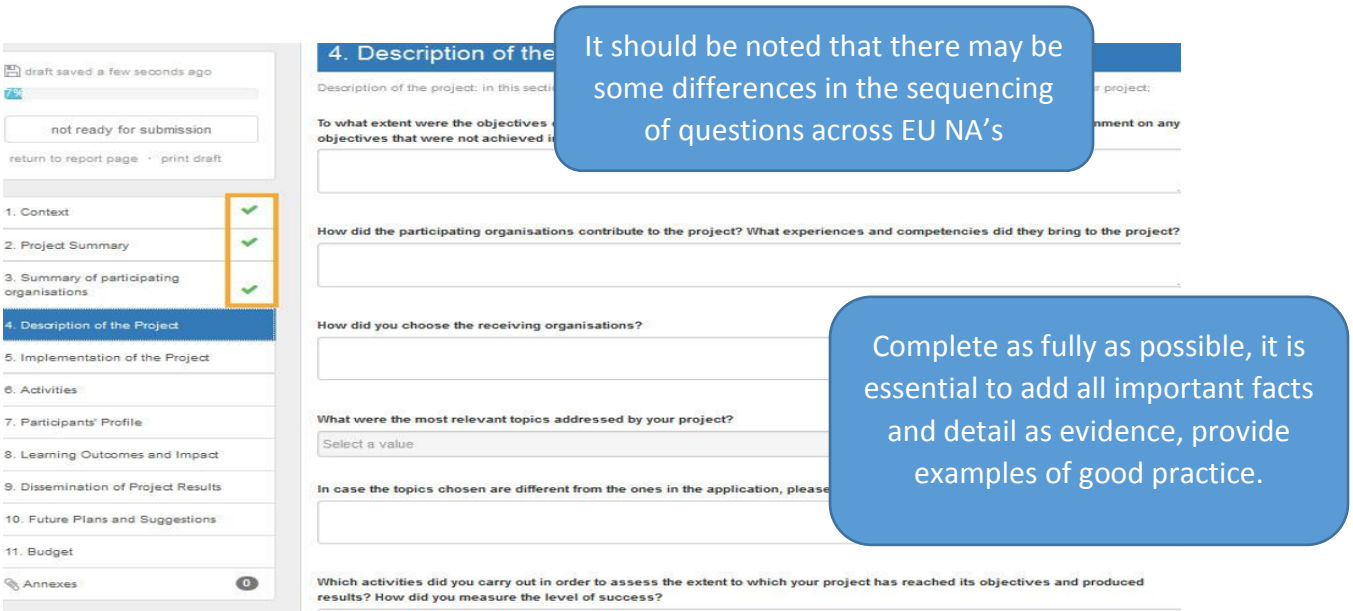
What were the most relevant topics addressed by your project? (multiple selection possible)

(Examples from the sample, based on the application)

- Topics on the labour market, including vocational guidance and youth unemployment
- Innovative teaching plans/pedagogical methods/development of further education programmes
- Institutions and/or methods for quality improvements (also for schools)

In case the topics chosen are different from the ones in the application, please explain why.

Which activities did you carry out in order to assess the extent to which your project has reached its objectives and produced results? How did you measure the level of success?



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3.4 Implementation of the project

Practical Arrangements and Project Management

How did the participating organisations manage practical and logistical matters (e.g. travel, accommodation, insurance, safety and protection of participants, visa, work permit, social security, mentoring and support, preparatory meetings with partners etc.)?

It should be noted that various EU NA's may require additional detail with regards to content here, example may be the participant selection process.

How were quality and management issues (e.g. setting up of agreements or Memoranda of Understanding with partners, learning agreements with participants, etc.) addressed and by whom?

What kind of preparation was offered to the different type of participants (e.g. task-related, intercultural, linguistic, risk prevention etc.)? Who provided such preparatory activities? How did you assess the level of usefulness of such preparatory activities?

About the intercultural and language training (if OLS licenses are required, it must be explained how they have been managed and controlled).

How were monitoring and/or the support of participants carried out during the activities?

It is also necessary in this section to explain the responsibilities of each of the parties involved, who they are, and how tasks are distributed.

Please describe any problem(s) or difficulty you encountered during the project and the solutions(s) applied.

Note: All section are expandable boxes with adequate space for multiple amounts of text.

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3.5 Activities

Overview of Activities

Activity Type	Number of Participants
Staff training abroad	
Training/teaching assignments abroad	
VET learners in companies	
Total	

The numerical information is given by mobility tool and is not modifiable (it happens just as with point 3).

Please describe how the activities were organised. What were the working methods used? How did you cooperate and communicate with participating organisations? Please also indicate and explain the reasons for eventual changes between the activities you planned at application stage and those finally realised.

Overview of Mobility Flows

Activity Type	Flow No.	Sending Country	Receiving Country	Duration (Days)	Distance Band	Number of Participants
VET learners in Company						
Training/Teaching Assignment Abroad						
Staff Training Abroad						

Complete and re-check all details against the MT.

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(age, gender, ethnicity, professional profile, etc.) that have been involved in the project and how these participants were selected.

3.6 Participants

Overview of Participants

Activity Type	Total Number of Participants	Out of Total, Number of Participants With Fewer Opportunities	Out of Total, Number of Participants With Special Needs	Out of Total, Number of Accompanying Persons
VET learners in companies				
Staff training abroad				
Training/teaching assignments abroad				
Total				

Part of this information is already completed (the numerical fields), as it is the summary of what the participants have previously completed in the EU mobility questionnaires, and no changes can be made, just to complete the "clarification" boxes.

Gender

Activity Type	Female	Male	Undefined
VET learners in companies			

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Staff training abroad			
Total			

Participants Per Sending Organisations' Country

Activity Type	**Country of Sending Organisation**	**Number of Participants (Excluding Accompanying Persons)**
VET learners in companies	United Kingdom	
Staff training abroad	United Kingdom	
Total		

Part of this section is pre-populated, check for accuracy and complete the text box sections.

3.7 Feedback from the participants

Please summarise the feedback from your participants as well as the suggestions for changes and occurred problems/difficulties (if applicable).

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3.8 Learning Outcomes and Impact

Learning Outcomes

Please describe, for each activity implemented, which competences (i.e. knowledge, skills and attitudes/behaviours) were acquired/improved by participants in your project? Were these in line with what you had planned? If not, please explain.

You can use the results of the participants' reports as a basis for your description.

Recognition Received by Participants

Activity Type	Type of Certification	Number of Participants
VET learners in companies	Europass Mobility Document	

This section is part pre-populated with information from the mobility tool, however text sections below should be fully completed.

Have all the participants received formal recognition for having taken part in the activities?

Yes/No

Please describe, for each activity, the methods used to evaluate learning outcomes (e.g. through reflections, meetings, monitoring of learning outcomes)?

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Impact

Please describe any impact on the participants, participating organisations, target groups and other relevant stakeholders

To what extent have the participating organisations increased their capacity to co-operate at European/international level? 4 - to a very high extent
Please describe the wider impact of the project at local, regional, national, European and/or international levels.

3.9 Dissemination of Project Results

Please describe the background and profile of the participants (age, gender, ethnicity, professional profile, etc.) that have been involved in the project and how these participants were selected.

Like previous text sections it is beneficial to complete as fully as possible, but try not to repeat previous sections.

Which results of your project would you like to share? Please provide concrete examples?

Please describe the activities carried out to share the results of your project inside and outside participating organisations. What were the target groups of your dissemination activities?

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If applicable, please give examples of how the participants have shared their experience with peers within or outside your organisation?

Use this section to boast and share the project results, positive outcomes and good practices.

3.10 Future Plans and Suggestions

Do you intend to continue cooperating with the participating organisations in future projects? Yes
Please explain how.

Highlight your good partners and any plans for future workings together, provide good working examples.

Please provide any further comments you might wish to make to the National Agency or the European Commission on the management and implementation of Erasmus+ projects under the Key Action "Learning Mobility of Individuals".

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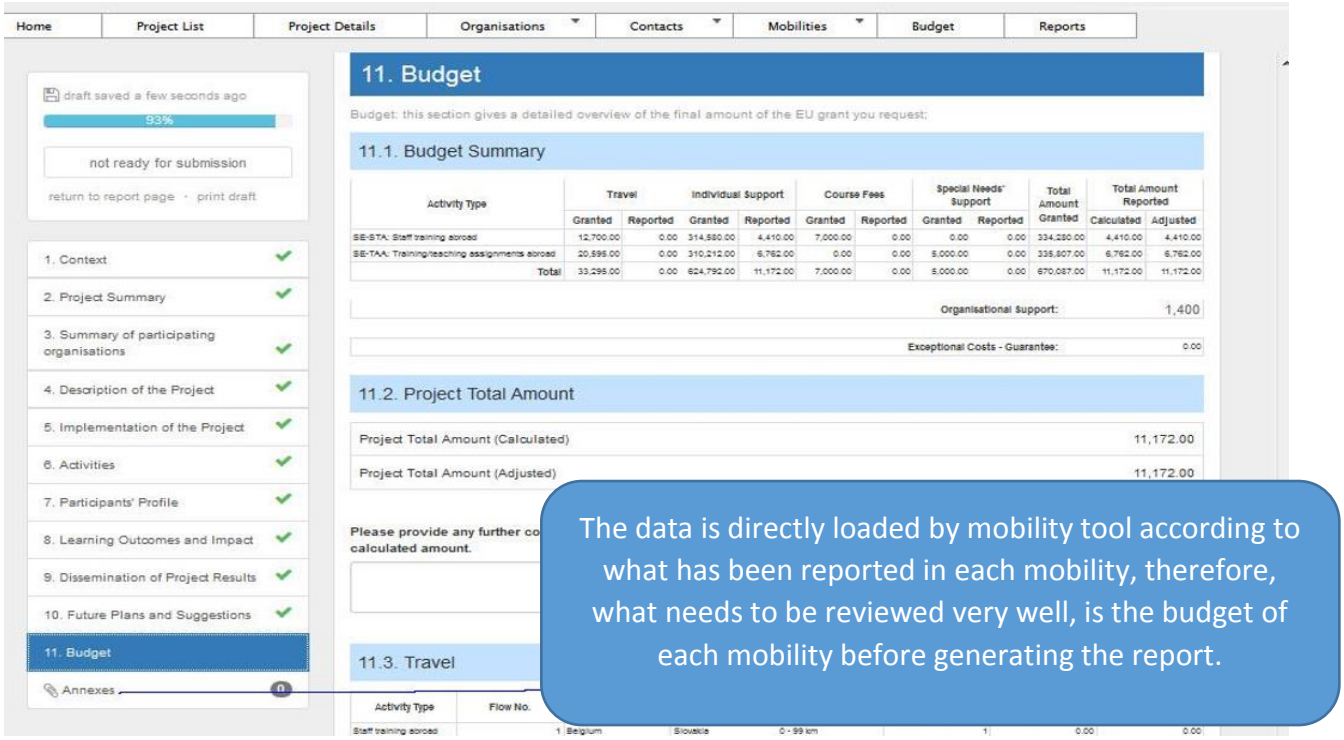
3.11 Budget

Budget Summary



Notes: This section contains an overview of the Budget summary, which are adjusted through changes to the mobilities, you can switch between viewings. The sections is broken down into expenditure categories as below.

Project Total Amount

Project Total Amount (Calculated)	
Project Total Amount (Adjusted)	

Please provide any further comments you may have concerning the above figures especially if the adjusted amount differs from the calculated amount.

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Travel

Activity Type	Flow No	Country of Origin	Country of Destination	Distance Band	Number of Participants		Amount Per Participant	Total Amount
Vet Learners in Company								
Staff Training Abroad								
Teaching/Training Assignments Abroad								

Number of Participants (Excluding Accompanying Persons)	Total Amount

Here you can move between sections and examine input against MT, any amendments must be highlighted and adjusted by your NA.

Individual Support

Activity Type	Flow No	Country of Destination	Duration (Days)	Number of Participants	Amount Per Participant	Total Amount
Total						

Organisational Support

Number of Participants (Excluding Accompanying Persons)	Total Amount

Linguistic Support

Activity Type	No. of Participants With Special Needs	Total Amount
	Total	0.00

Please describe for each activity type the nature of the costs incurred.

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Language Group	No. Of Participants for online linguistic assessment	No. Of Participants for Linguistic Preparation		Amount per Participant	Total Amount
Group 1 (DE, EN, ES, FR, IT, NL)	0		0	150.00	0.00
Group 2 (Other languages not included in group 1)	0		0	150.00	0.00
Total	0		0	Total	0.00

Exceptional costs

Activity Type	Number of Participants with Exceptional Costs	Total Amount
	Total	0.00

Please describe for each activity type the nature of the costs incurred.

3.12 Annexes

In this section, you need to attach additional documents that are mandatory for the completion of the report;

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:

The necessary supporting documents as requested in the grant agreement.

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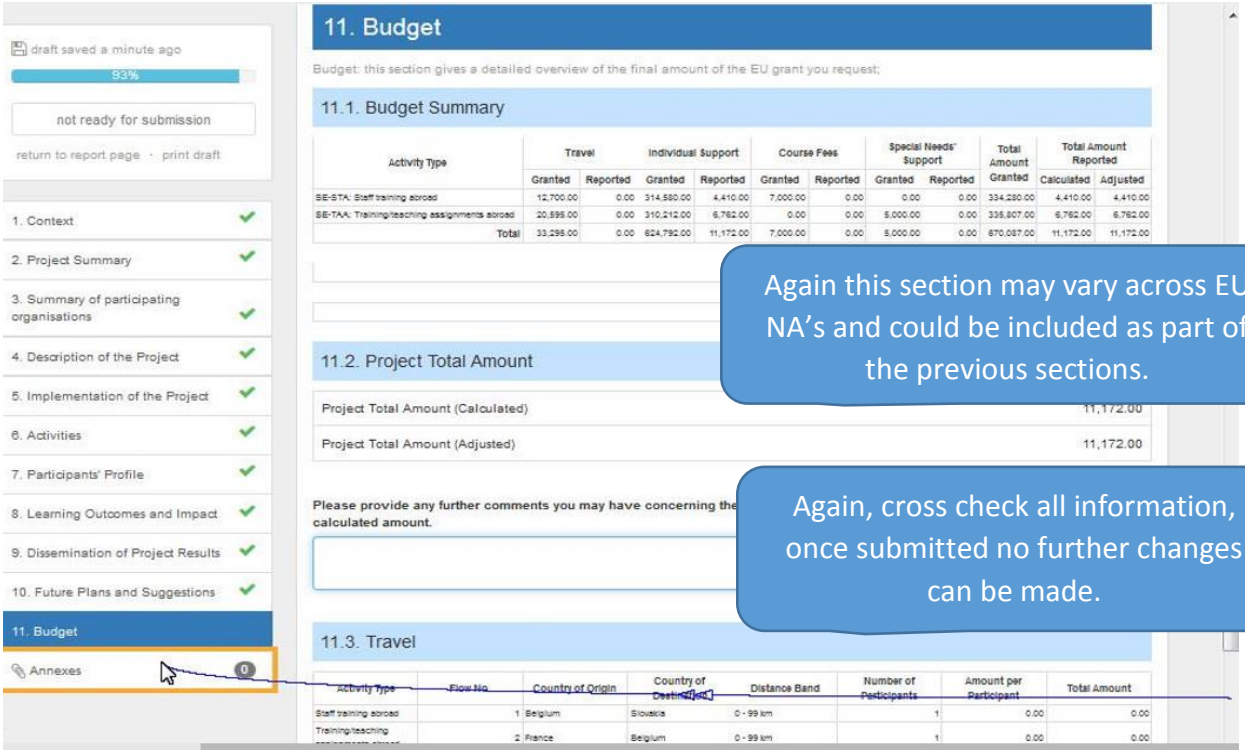
In this section you can add any project attachments, there is a checklist of mandatary attachments, however you can upload other essential documents, ECVET documents, dissemination, etc.

DOWNLOAD Declaration of Honour

List of uploaded files

- **Flow 1 - Childcare - Malta - Logbook.docx**
- **Dissemination event 29th October 2015.pdf**
- **Framework of Communication and Understanding.pdf**
- **DeclarationOfHonour.pdf**
- **UK partner dissemination.pdf**



Again this section may vary across EU NA's and could be included as part of the previous sections.

Again, cross check all information, once submitted no further changes can be made.

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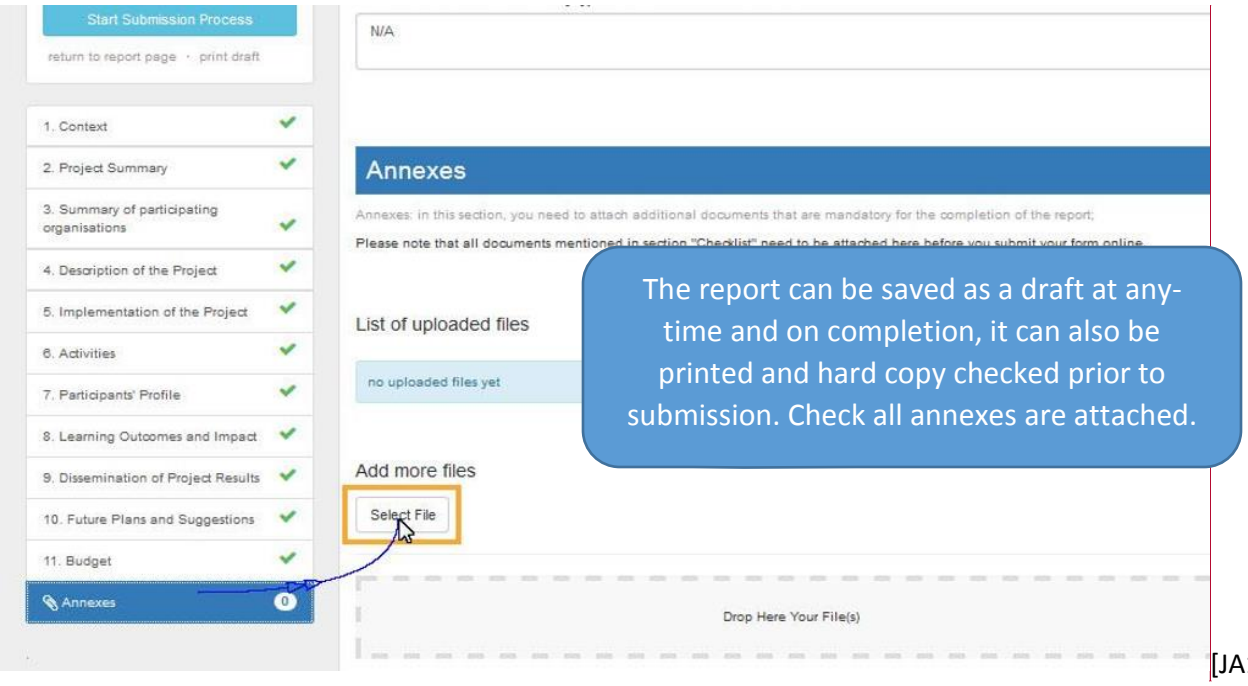

[JA1]

Note: Any number of Annexes can be attached, however these should be relevant to the project performance and budget. You can report to the Report Form from any point of the reporting and the Report should be saved as a draft. The draft can be edited or further released to allow other participants to edit the report. The draft version can also be printed at any time.

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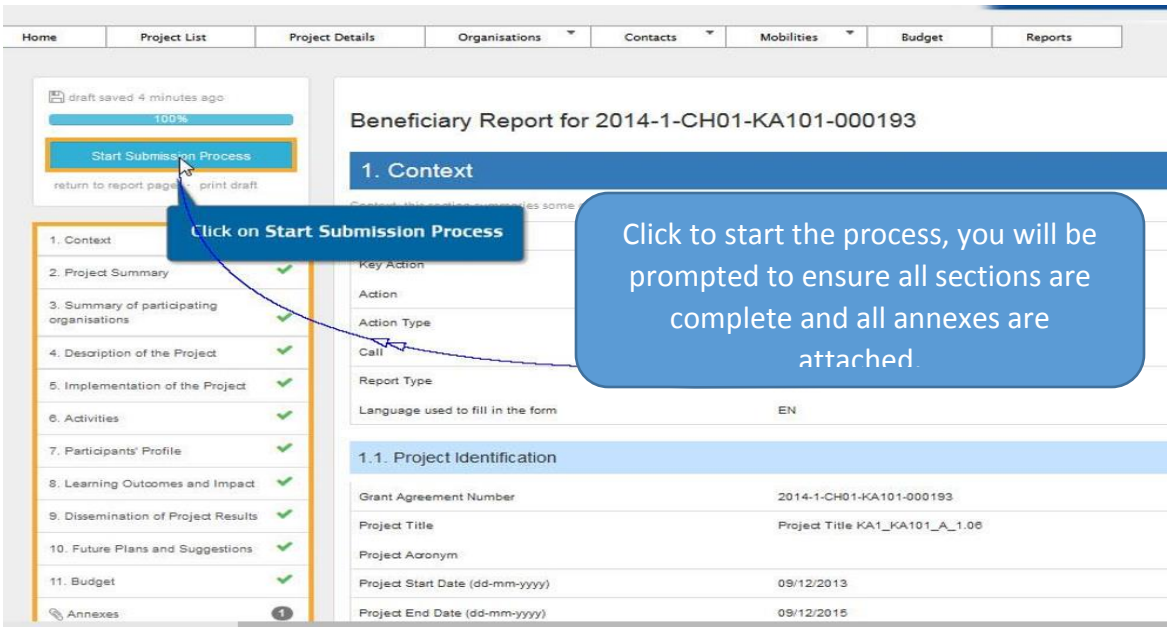

Note: Once all the sections have been complete, the next stage is to being the submission process. You will be prompted here to ensure you have attached all the relevant annexes, this is set out in straight forward steps:

- Download and sign Declaration of Honour.
- Upload and attach signed Declaration of Honour

More files can be added: Data Protection notice, dissemination files, etc.

Before submitting, please ensure that all items on the checklist have been completed

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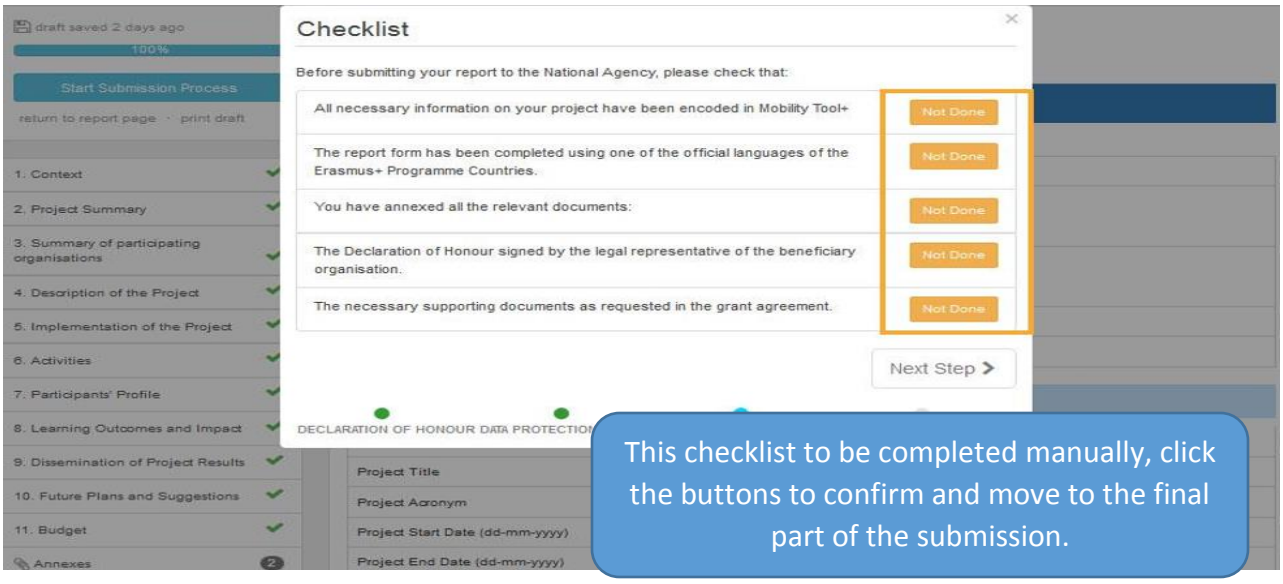

This checklist to be completed manually, click the buttons to confirm and move to the final part of the submission.

Note: When you are satisfied you have completed the Report Form and Mobility Tool please proceed to change the **Not Done** box to **Done.** When this is complete the colour of the box will change from Amber to Green. We then click on the next step.

Submit the Beneficiary Report. Once clicked and submitted will not be able to make any further changes to the report, mobilities or to the budget. If modification is necessary this will take place between the NA and the Beneficiary. The project input is locked.

You will then receive a notification that the project report has been submitted and submission is in progress, this will be followed by a report stating, successfully submitted

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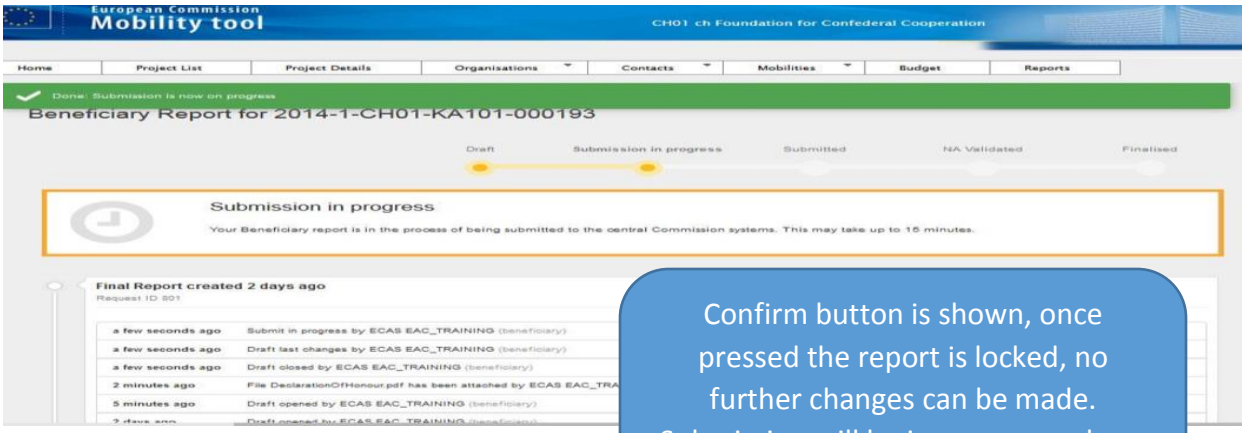

Confirm button is shown, once pressed the report is locked, no further changes can be made. Submission will be in process and can take up to 15 Minutes to complete. GOOD LUCK.

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