

## ERASMUS CHARTER FOR HIGHER EDUCATION

### 1.ORGANISATION AND POLICY

#### 1.1 GENERAL ORGANISATION AND ACTIVITIES

##### 1.1.General Organisation

CFP JUAN XXIII is willing to invest in an international approach of all its activities and has built an international team. The international coordinator organizes the international program and relations with international partners. This person is also in charge of coordinating the international team.

CFP JUAN XXIII has designated a person responsible for the international actions of each of its 5 areas. These persons is responsible for organizing outgoing student placements, accommodation and support. They are also responsible for incoming students. In this case, they find a company for the international students and offer them any necessary support.

There is a member of the school staff responsible for issuing the Diploma Supplement.

The language department is responsible for the language teaching. This department tests the language level to certify the student qualifies for the mobility.

##### 1.1.2 Fundamental Principles

**By applying for the Erasmus Charter for Higher Education my institution will:**

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.



Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

CFP JUAN XXIII mainly focuses on student training mobility. These training activities are described in the Spanish law BOCM 2694/2009, correspond to 22 ECTS.

The studies taught at our VET training centre use the ECTS framework and will be allocated as stated in the legal curricula:

- Higher Technician (HT) in Computer Network Systems Management – RD 1629/2009
- HT in Pre-Primary Education – RD 1394/2007
- HT in Construction Projects – RD 690/2010
- HT in Multi-platform Applications Development – RD 450/2010

- ADVANCED EXPERT IN BUSINESS ADMINISTRATION AND FINANCE- RD 1584/2011

Our partner VET schools, the companies receiving our trainees and chambers of commerce will coordinate our outgoing student mobilities.

An outgoing and an incoming coordinator situated in CFP JUAN XXIII and at the international partner will handle all the student mobilities and they will issue the Europass with an ECTS list.

### **1.1.3When Participating in Mobility Activities**

#### ***- Before mobility***

CFP Juan XXIII is a VET School mainly focused on fostering work placements. We mainly need to find training vacancies for incoming and outgoing students in professional companies.

We have agreements with over 400 Spanish and international companies that offer training placements for our students in the Business administration, Marketing, Building and Software sectors.

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.

Several key points must be settled to ensure the high quality of the placement. Before the placement takes place CFP JUAN XXIII will arrange with its international partners the following:

- \* Partner coordinator: Assigning spokespersons in CFP JUAN XXIII and at the international partner. These coordinators will manage the mobility, arranging accommodation and locating company placements.
- \* Signing a bilateral agreement to work together on a one-to-one basis.
- \* Schedule: Defining dates of when the different milestones will take place.
- \* Activity list. List of tasks the students will have to fulfill at the work placement company.
- \* Student reception: Sending protocol for incoming and outgoing students
- \* Best practices: Describing the best activities and pointing out facts that should be changed.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency

CFP JUAN XXIII offers students three ways of increasing their language level:

- CFP JUAN XXIII is a Cambridge Official Examination Centre and offers specific language classes
- As part of the curricula of all the VET studies taught at this centre, English language is a compulsory subject. These lessons focus on technical vocabulary, the language the students will use at work in their training environment.
- The students that pass the selection process are offered a crash course to polish their language skills.

***-During Mobility***

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.



Integrate incoming mobile participants into the Institution's everyday life.



Have in place appropriate mentoring and support arrangements for mobile participants.



The whole international team of CFP JUAN XXIII will track all the training process of the incoming student. A suitable company placement will be assigned, an accommodation organised, a Spanish student will be contacted to offer the international student a local social environment and language support lessons will also be offered by the centre's teachers.

The tutors will communicate with the students, list the tasks and mention any important facts. Every student will have a tutor in the placement company, a tutor from a local partner Training School and a tutor in the CFP JUAN XXIII. The monitoring and evaluation of the student placements will be done every week.

Provide appropriate linguistic support to incoming mobile participants.



CFP JUAN XXIII also offers Spanish and English language lessons to local students. Incoming students and staff can attend these lessons. Specific language could also be organized on request.

Every incoming students will be assigned to a local Spanish student so he can get support with language and social issues.

Incoming staff/teachers will be integrated with the daily activities and accompanied by local teachers and staff.

**-After mobility**

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.



Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.



CFP JUAN XXIII main objective is to foster training mobilities. Erasmus trainees attend a training period in a company and a local CFP JUAN XXIII tutor mentors the students during this period.

The CFP JUAN XXIII tutor will help create a certificate that includes the student's achievements. Normally this certificate is generated by the company and includes valuable information the student can include in his/her CV and European Skills Passport.

The company will also sign an Erasmus contract certifying the fulfilled training period.

CFP JUAN XXIII will also collaborate with the student and partners to issue the Europass certificate.

CFP JUAN XXIII will produce the Europass certificate to incoming study mobility students.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.



Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.



The CFP JUAN XXIII coordinator will transmit to the teachers and staff upcoming venues and organize staff and teacher exchanges with the international partner training schools.

CFP JUAN XXIII values the work and collaboration of all the staff that invests time in promoting international relations.

CFP JUAN XXIII will adapt staff's working hours so they can attend language classes, prepare mobility documents and they can assist to mobility training seminars.

#### ***When Participating in European and International Cooperation Projects***

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.



Provide relevant support to staff and students participating in these activities.



CFP JUAN XXIII international objective is to not only foster student training mobilities, but to invest on a long term international cooperation program. Our team is working on finding key partner to collaborate on all sort of multilateral collaboration projects.

Our first approach will be to start with student placements, staff and teacher mobilities. These Europass certified mobilities will always be with a small number of key partners working in similar professional VET sectors in different European countries.

The next step will be to create multilateral cooperation projects that can help us improve ongoing mobilities, improve our local training methods, create an EQF exchange platform and work on technical innovation projects.

## **1.2 Erasmus Policy Statement :Overall Strategy**

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.



Colegio de Formación Profesional Específica Juan XXIII, CFP JUAN XXIII, is a private owned High Education Vocational Education Training School offering short cycle studies in 7 areas:

- ADVANCED SECRETARIAL EXPERT
- Higher Technician in Computer Network Systems Management
- ADVANCED EXPERT IN SALES MANAGEMENT AND MARKETING
- Higher Technician in Pre-Primary Education
- Higher Technician in Construction Projects
- Higher Technician in Multi-platform Applications Development
- ADVANCED EXPERT IN BUSINESS ADMINISTRATION AND FINANCE

CFP JUAN XXIII applies for the European Charter for Higher Education - ECHE to offer its students the opportunity to live the European experience and build an international professional curriculum. Horizon 2020 defines knowledge and long life learning as key points to develop the future of Europe's labour market. CFP JUAN XXIII will give its students full support to get the most of the opportunities given by the ECHE and support them to bridge the gap between studying and starting to work in their profession. CFP JUANXXIII has agreements with more than 300 companies and institutions willing to receive international students.

The European Charter for Higher Education - ECHE offers our students the opportunity to improve their professional abilities and learn languages abroad. CFP JUANXXIII will promote students placements as we believe their professional future is highly related to international mobility skills. Vocational education training in the Autonomous Community of Madrid includes the learning of the English language.

We actively search for quality partners through Etwinning, European exchange databases and international contact seminars.

The European Charter for Higher Education - ECHE is the tool CFP JUANXXIII will use to offer European students the possibility to increase their professional training and offer them the opportunity to improve their working skills in the international European labour market.

### a) Our Partners

CFP JUAN XXIII aims to establish a network of key quality partners located in different countries in Europe.

The factors that are taken into consideration to determine the selection are partners that:

- are Vocational Education Training Schools offering studies in areas offered by CFP JUANXXIII
- provide training placements in companies that work in the specified areas
- support our outgoing students with accommodation, language and social issues
- focus on building a long term multilateral cooperation.

### b) Our Geographical Areas

CFP JUANXXII focuses on two type of international areas, defined by the characteristics of our students:

- Language improvement areas: Portugal, Ireland and Italy. In these countries students can take advantage of the mobility experience with limited language skills
- Professional opportunity areas: Germany, France and United Kingdom. Students with

specific language abilities can start a professional future abroad.

CFP JUAN XXIII will build a small network with quality partners in these countries and focus on those regions that offer the best outcomes for our students.

c) ECHE Objectives:

- To promote in the EU student placement and mobility activities
- To promote in the EU the mobility of staff and teachers for learning and teaching.
- To cooperate with international partners to receive incoming students, staff and teachers
- To create a network of VET partners to work on multilateral cooperation projects

Target groups. Our three main focus groups are:

- HE VET short cycle students. CFP JUAN XXIII will offer our students the opportunity to fulfill their training period abroad. CFP JUAN XXIII will also try to offer them study mobilities in Europe. CFP JUAN XXIII welcomes students from our international partners and supports the incoming students with placements, studies and accommodation.
- HE VET Teachers. CFP JUAN XXIII fosters incoming and outgoing teacher mobilities. In this case, the aim is to broaden multilateral collaboration and support training skills.
- HE staff. CFP JUAN XXIII fosters incoming and outgoing staff mobilities. In this case, the aim is to broaden multilateral collaboration.

CFP JUAN XXIII international plan includes student, staff and teacher mobilities.

This plan also includes the cooperation with the network of international partner to focus on common key areas.

These areas include:

- the European Qualifications Framework EQF
- Technology innovations
- New teaching and learning methods
- ICT

These areas are the structure Europe needs to build a common Vocational Education Training. Each country has different VET systems. EQF provides the guidelines to work in the same direction and reach the possibility of assessing international studies in VET, Technology innovations are the future of the industrial market, Teaching should evolve to keep pace with current social changes and ICT is the tool to make these ideas possible.

These projects should be used by our partner's network, but also by the community affected by our influence like companies and public institutions.

Constant modernization is the attitude of CFP JUAN XXIII to approach the constant changes that occur in current technology and teaching methods.

The Erasmus program offers CFP JUAN XXIII the framework to cooperate with international stakeholders and improve our company in the directions mentioned in the Modernization Agenda:

Priority 1.- Increasing attainment levels to provide the graduates and researchers Europe needs

In Spain, High Education VET students have direct access to University where language is commonly part of bachelor and master degrees.

Participating in Erasmus is for CFP JUAN XXIII a major subject as it supports students attending Intermediate VET, and helps them progress through the High Education VET studies and reach the University. The Erasmus programs also offers our students a multilateral experience that allows them to work or study in HE institutions and companies all over Europe.

CFP JUAN XXIII will offer the Erasmus mobility program also to unemployed youngsters and adults studying at our school.

Priority 2.- Improving the quality and relevance of higher education

The training placements are selected to improve students' career development and employment.

CFP JUAN XXIII student placements are focused on the professional qualifications.

Placements are chosen to improve the knowledge the student at international location with know-how that is difficult to acquire in Spain.

CFP JUAN XXIII follows the EFQM quality assurance model. The Erasmus program offers our institution the possibility to improve our quality standards and compare our protocols at an international level.

At CFP JUAN XXIII students improve their ICT skills, using the online tools to track the activities of the placement and study mobilities.

CFP JUAN XXIII VET includes company management lectures. In these lessons the teacher will include the Erasmus exchange program.

Priority 3,- Strengthening quality through mobility and cross-border co-operation

The VET education in Spain uses the guidelines of the European Qualifications Framework.

CFP JUAN XXIII will work together with our international partners to establish a common program to recognize our study mobilities thanks to EQF. All our graduates will receive the Diploma Supplement. After their mobilities they will receive the Europass certificate.

Priority 4.- Making the knowledge triangle work: Linking higher education, research and business for excellence and regional development

CFP JUAN XXIII promotes creative and innovation capacities and the development of entrepreneurial skills and they will be taken into account in Erasmus activities.

CFP JUAN XXIII expects to create a multilateral international network of VET institutions and technology companies.

Priority 5.- Improving governance and funding

CFP JUAN XXIII has an international team in charge of helping staff and students to locate extra grants for the international activities and help them reduce costs.