



Education and Culture DG

Lifelong Learning Programme

Report Form

Call: 2010

In-Service Training

Form version: 1.0 / Adobe Reader version used: 9

THIS FORM IS ONLY FOR TESTING AND ONLY FOR INTERNAL EUROPEAN COMMISSION / NATIONAL AGENCIES USE. PLEASE DO NOT DISTRIBUTE!

A. GENERAL INFORMATION

Please send this report duly completed and signed to your National Agency within 30 calendar days after the end of the activity. Once this report and the supporting documents (e.g. a certificate of attendance or, in the case of job shadowing, a signed letter from the host organisation) are submitted and approved, the National Agency will either pay the balance of the grant or recover any unspent funds.

For the complete list of supporting documents which need to be attached to the Final Report, please consult your National Agency.

B. SUBMISSION


B.1. CONTEXT

Programme	LIFELONG LEARNING PROGRAMME
Sub-programme	
Action type	In Service Training
Action	
Call	2010
Training type	
Is the event included in the "Comenius / Grundtvig Training Database"?	

B.2. DATES

From	
To	

B.3. PROJECT IDENTIFIERS

Grant agreement no.	
Applicant name	
Form hash code	 24A7572145FFCEC8



Education and Culture DG

Lifelong Learning Programme

Report Form

Call: 2010

In-Service Training

Form version: 1.0 / Adobe Reader version used: 9

B.4. NATIONAL AGENCY

Identification

Postal address

Email address

Helpdesk

Website

DRAFT



Education and Culture DG

Lifelong Learning Programme

Report Form

Call: 2010

In-Service Training

Form version: 1.0 / Adobe Reader version used: 9

C. IDENTIFICATION OF THE BENEFICIARY

C.1. BENEFICIARY

Title	<input type="text"/>
Gender	<input type="text"/>
First name	<input type="text"/>
Family name	<input type="text"/>
National id	<input type="text"/>
Year of birth	<input type="text"/>
Position	<input type="text"/>
Private address	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>



Education and Culture DG

Lifelong Learning Programme

Report Form

Call: 2010

In-Service Training

Form version: 1.0 / Adobe Reader version used: 9

D. DESCRIPTION OF THE TRAINING ACTIVITY

D.1. SOURCE OF INFORMATION

How did you find out about this training activity?

D.2. CERTIFICATION

Specify the type of certification received at the end of the training (if applicable, please add a copy to this report).

DRAFT



E. TRAINING ACTIVITY IMPLEMENTATION

E.1. PREPARATORY ACTIVITIES

Describe the preparatory activities which you undertook before your departure to the training location (e.g. suggested reading material, support documents, questionnaires, etc). Specify which of these activities resulted from your organisation's specific needs / the course provider's requirements / host institution's needs (in case of jobshadowing) / your own initiative.

If you were awarded a grant for linguistic preparation, please describe in a maximum of 20 lines the type of linguistic preparation activities you carried out. Your satisfactory answer as well as presence of any relevant supporting documents required by your National Agency is the basis for justifying the awarded grant.

E.2. CONTENT OF THE TRAINING ACTIVITY/IES

Describe the content and the form of the training activities you have followed indicating the type of teaching method(s) used (for instance class courses, working groups, plenary sessions, practical workshops / seminars, job shadowing, use of ICT, video presentations, school visits, cultural outings, excursions, etc.).

In the case of job shadowing/observation period, please include a detailed description of the activities and tasks you undertook.

If the initial work plan was modified, please explain the changes. If you shadowed/observed more than one person or carried out activities in more than one institution, please explain how your visits and tasks were organised.

E.3. FOLLOW-UP ACTIVITIES

Describe the type of follow-up activities which took place after your return from the training location. Specify which of these activities resulted from your organisation's specific needs / the course provider's requirements / host institution's / your own initiative (e.g. distance learning activities, e-mail contact with trainers, self-evaluation of lessons taught after the training event, networking with other participants, etc.)

E.4. DISSEMINATION

How do you intend to share the experience gained from the training activity with others? Tick as appropriate.

+

-



Describe in detail the dissemination/communication activities (at least one concrete event) which you have already carried out and/or which you are planning to carry out. You may attach any communication materials you are going to use, for example: an article for a professional newsletter, local press, presentation, etc.

E.5. IMPACT

In which areas do you consider the training activity has had an impact on your professional development/your pupils/learners/colleagues/home institution?

E.5.1. Personal and Professional Development

What impact has your participation in the activity had on your personal and professional development in the following area?

AREA	RATING
Encouraged me to adopt a more reflective approach to the way I teach/carry out my duties on the teaching/working (Dev-Ref)	<input type="text"/>
Encouraged me to read more about latest research in teaching/in my subject (Dev-Read)	<input type="text"/>
Increased my awareness of new methods of assessing/giving credit for skills or competences acquired in school/informal learning context (Dev-Meth)	<input type="text"/>
Gave me a wider range of teaching approaches/methods/techniques/materials to choose from (Dev-App)	<input type="text"/>
Improved my knowledge of the subject taught/of my professional area (Dev-Know)	<input type="text"/>
Enhanced my organisational/management/leadership skills (classroom management, counselling, ...) (Dev-Org)	<input type="text"/>
Improved my foreign language competencies (Dev-Lang)	<input type="text"/>
Encouraged me to use more ICT (Information and Communication Technology) in the classroom (Dev-ICT)	<input type="text"/>
Refreshed my attitude towards teaching/the subject taught (Dev-Att)	<input type="text"/>
Upgraded my knowledge of other countries/cultures/education systems (Dev-Fore)	<input type="text"/>
Increased my awareness of new (European) funding mechanisms for school/adult education projects/organisations (Dev-Fund)	<input type="text"/>
Encouraged me to participate in other Comenius/Grundtvig/LLP activities (Dev-LLP)	<input type="text"/>
Motivated me to carry on developing my professional skills in the future (Dev-Skil)	<input type="text"/>
Enhanced my career prospects (Dev-Car)	<input type="text"/>
Other (Dev-Oth)	<input type="text"/>

E.5.2. Pupils/Learners/Colleagues

What impact has your participation in the activity had on pupils/learners and colleagues in the following areas?



AREA	RATING
Helped me better motivate pupils/learners in the subject I teach (Learn-Subj)	<input type="text"/>
Helped me increase interest of my pupils/learners/colleagues in European topics (Learn-Int)	<input type="text"/>
Encouraged my colleagues to participate in similar individual mobilities (Learn-Mob)	<input type="text"/>
Encouraged my colleagues to participate in the European Educational Programmes (Learn-EEC)	<input type="text"/>
Other (Learn-Oth)	<input type="text"/>

E.5.3. Home Institution

What impact has your participation in the activity had on your home organisation and local environment in the following areas?

AREA	RATING
Led or will lead to the use of new teaching methods/approaches in my school/organisation (Home-Meth)	<input type="text"/>
Led or will lead to the introduction of new teaching subject(s) in my school/organisation (Home-Subj)	<input type="text"/>
Led or will lead to the introduction of changes in the organisation of my institution at management level (Home-Change)	<input type="text"/>
Helped to increase European dimension in the work of my school/organisation (Home-EuDim)	<input type="text"/>
Helped me open my organisation to new groups of adult learners (for Grundtvig grantholders only) (Home-Grund)	<input type="text"/>
Led or will lead to establishing partnerships/co-operation with schools/organisations represented at the training event. (Home-coop)	<input type="text"/>
Other (Home-Oth)	<input type="text"/>

In your opinion, did your participation in the activity have any impact on the local/regional level.

E.6. EVALUATION OF THE TRAINING ACTIVITY

The rating of the activity and the comments provided in this section will be used for the anonymous course evaluation which may be published. This section is not relevant for job-shadowing.

ASPECT	RATING
The match between the real course content and the published course/conference/seminar description (Matc)	<input type="text"/>
The pedagogical approach (PedAppr)	<input type="text"/>
Quality of course/conference/seminar materials (QualConf)	<input type="text"/>
The organisational arrangements (OrgArr)	<input type="text"/>



Education and Culture DG

Lifelong Learning Programme

Report Form

Call: 2010

In-Service Training

Form version: 1.0 / Adobe Reader version used: 9

Overall rating for this training activity (RatTrain)

Please explain your choices.

DRAFT



Education and Culture DG

Lifelong Learning Programme

Report Form

Call: 2010

In-Service Training

Form version: 1.0 / Adobe Reader version used: 9

F. PARTICIPANTS

Please enter the countries represented by the participants involved in the training activity.

G. LESSONS LEARNED

G.1. PROBLEM HANDLING

If applicable, please describe the main difficulties that you encountered before/during/after the training activity.

G.2. COMMENTS AND SUGGESTIONS

Please provide any further comments you might wish to make to the National Agency or the European Commission on the improvement of Comenius/Grundtvig In-Service Training.

**H. DECLARATION OF EXPENDITURE**

Please provide any additional information regarding the incurred expenses which may influence the final grant amount.

--

H.1. BUDGET CALCULATION

Please provide in addition to the information requested in the table below, the supporting documents listed on your National Agency website.

On the basis of the information provided in the table below and the supporting documents, the National Agency will calculate the final grant amount.

If the individuals reside in one of the overseas countries and territories listed in the Decision 2001/822/EC of the Council or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.

Item	Details / Amount
Travel (including visa)	
From (country)	
To (country)	
Type of transport	
Travel cost	
Visa (if applicable)	
Total travel cost	0.00
Subsistence	
Date of departure	
Date of return	
Total duration of the mobility activity (days)	
Subsistence calculation	Calculate
Total subsistence	
Other costs	
Participation fee (for a course, conference or a seminar)	
Special needs	
Please follow the NA instructions on the required complementary information on special needs.	

H.2. TOTAL EU FUNDING

Total expenditure incurred	0.00
----------------------------	------



Education and Culture DG

Lifelong Learning Programme

Report Form

Call: 2010

In-Service Training

Form version: 1.0 / Adobe Reader version used: 9

I. DATA PROTECTION NOTICE

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at anytime.

<http://www.edps.europa.eu/>

J. SUBMISSION

Before submitting the report electronically, please validate it. Please note that only the final version of your report should be submitted electronically.

J.1. DATA VALIDATION

Validation of compulsory fields and rules

J.2. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

Print the form

J.3. ALTERNATIVE SUBMISSION PROCEDURE

Creates a file to be sent by email to the National Agency

(To be used ONLY if online submission is not available. Please see instructions about this procedure in the "Applicant Guide")

K. SIGNATURE

I, the undersigned, certify that the information contained in this Final Report is correct to the best of my knowledge.

Place: _____ Date: _____

Name: _____

Position: _____

Signature: _____