

TRAINING DESCRIPTION FORM

TITLE OF THE TRAINING ACTIVITY (in the language of tuition - Italian):

La qualità nel Sistema di Insegnamento prescolare e scolastico

ENGLISH:

Quality of Preschool and School Teaching System

FRENCH:

Système de qualité de l'enseignement au préscolaire et à l'école

TYPE OF TRAINING ACTIVITY

TRAINING AIMED AT PARTICIPANTS RECEIVING :

- A COMENIUS GRANT (SCHOOL EDUCATION)

TYPE AND ORIGIN OF THE TRAINING:

- COURSE
training resulting from an llp or previous socrates project (comenius, lingua, grundtvig, minerva)

LLP OR SOCRATES PROJECT NO. : I/05/B/F/PP-154000

THEMATIC FIELD OF THE TRAINING

GENERAL IN-SERVICE TRAINING

- School improvement & quality evaluation

LANGUAGES USED FOR THE TRAINING

MAIN LANGUAGE:

Italian

OTHER LANGUAGE/S USED DURING THE TRAINING:

English; Romanian; Spanish;

LANGUAGE VERSION(S) IN WHICH MATERIALS WILL BE PROVIDED:

English; Italian; Romanian; Spanish;

EDUCATION SECTOR OF THE TRAINING PARTICIPANTS

SCHOOL AND PRE-SCHOOL EDUCATION

- Pre-Primary
- Primary
- General secondary
- Vocational/Technical secondary
- Special education for disabled persons

TARGET AUDIENCE

- Teachers (Pre-school, primary, secondary, vocational, adult, special needs)
- Teacher trainers
- Careers officers, educational guides and counsellors
- Inspectors
- Headteachers/principals/managers of schools/organisations offering adult education

INSTITUTION ORGANISING THE TRAINING

<u>NAME OF THE ORGANISATION:</u>	I.S.P.E.F.
STREET AND NUMBER:	Via Domenico Comparetti 55A
POSTCODE:	00137 -
TOWN / CITY:	ROMA
COUNTRY:	Italy
WEBSITE:	www.ispef.it
<u>ORGANISER/S OF THE TRAINING:</u>	
PERSON 1:	FAUSTO PRESUTTI
TEL NR:	0039.068275589
FAX NR:	0039.3356313419
EMAIL:	info@ispef.it

FULL DESCRIPTION OF TRAINING CONTENTS

IN THE LANGUAGE OF THE TRAINING: (IT)

- Preparation** Prima dell'inizio del corso è consigliato ai corsisti documentarsi sui temi trattati nel corso che sono: - la Cultura e i Modelli della Qualità - la Qualità del sistema scolastico e dei servizi per l'infanzia - la Valutazione e la Certificazione della Qualità del sistema e dei servizi per l'infanzia - le Norme per la certificazione della Qualità del sistema scolastico e dei servizi per l'infanzia. Ciò si ottiene effettuando una Ricerca su Internet e visitando il sito www.ispef.it e www.eceducation.eu. Ogni corsista dovrà rispondere ad un Questionario Informativo-Motivazionale inviato via e-mail dalla segreteria dell'ISPEF prima dell'inizio del corso.
- Objectives** Il Corso mira a sviluppare la Cultura della Qualità del sistema scolastico e dei servizi per l'infanzia, mediante la conoscenza di un Modello di Certificazione che consente l'elaborazione, lo sviluppo, il monitoraggio e la valutazione dei processi di miglioramento dell'offerta formativa delle scuole e dei servizi per l'infanzia e degli insegnanti che vi operano. L'obiettivo è quello di formare una rete di Istituzioni Educative e Scolastiche sulle tematiche affrontate, per proseguire tanto a livello nazionale che internazionale, il lavoro avviato nel Progetto DI.SCOL.A. (www.discola.eu e www.discola.net), le cui finalità sono state "di promuovere la qualità della formazione scolastica con macroindicatori che identificano la professionalità docente e le metodologie per migliorare il successo formativo degli alunni". Tali finalità sono in accordo con gli obiettivi del Comenius sul miglioramento della qualità formativa e sull'aumento della mobilità degli scambi di allievi e di personale negli stati membri con aumento dei partenariati.
- Methodology** Il corso sarà strutturato con lavori di gruppo, simulazioni e studio di casi, oltre a sessioni in plenaria, che prevedono l'apporto di esperti e di formatori. Questa metodologia è stata realizzata con successo in 7 paesi Europei (BELGIO, BULGARIA, GRECIA, SPAGNA, IRLANDA, ITALIA, ROMANIA) nel Progetto DI.SCOL.A. I/05/B/F/PP-154000 mediante la definizione e la valutazione di percorsi di formazione basati sull'attuazione dei modelli progettati, che a sua volta deriva dalla realizzazione di corsi Socrates Comenius AZ. 2.2 sul "Strategie per lo sviluppo di un sistema di qualità nelle scuole".
- Follow-up** Per il supporto al corso è previsto l'utilizzo di: - una piattaforma e-learning in cui gli studenti possono accedere a letture di approfondimento, ad informazioni sul corso, a risorse e presentazioni, forum di discussione e al calendario degli eventi - email di contatto con l'insegnante - questionari di autovalutazione

ENGLISH:

- Preparation** Before the course starts is recommended for students to visit the web sites www.ispef.eu and www.eceducation.eu to obtain information about the themes of the course. Each participant will have to respond to a informative-motivational questionnaire provided by the organizers of the course before it begins.

- Objectives** The course aims to develop a culture of quality in the design, development, implementation, monitoring and evaluation processes to improve the school training offer. The goal is to create a network of schools discussing the course's themes to proceed with the work going with the DISCOLA Project (www.discola.eu and www.discola.net) in a national and international level. These objectives are in line with the objectives of the Comenius on improving the quality and increase the volume of students' and teachers exchanges mobility in the member states with increasing of partnerships.
- Methodology** The course will be structured with team work, simulations, case studies and plenary sessions with the contribution of experts and trainers.
- Follow-up** To support the main course the students can use: - an e-learning platform where students can access lecture and course information, resources and presentations, discussion for and a calendar of events; - e-mail contacts with trainers; - self evaluation questionnaires

FRENCH:

- Preparation** Avant de commencer on recommande aux étudiants de recueillir des informations sur les sujets abordés dans le cours suivant: - La Culture et les modèles de qualité - La qualité du système éducatif et des services pour l'enfance - Le Système d'évaluation et la certification de la qualité du système scolaire et des services pour l'enfance. - les Normes pour la certification de la qualité de l'éducation et des services pour l'enfance. Ce résultat est obtenu en effectuant une recherche sur Internet en visitant les sites www.ispef.it et www.eceducation.eu. Avant le début du cours, chaque participant devra répondre à un questionnaire Infomatif et de motivation envoyé par mail de la part de l'ISPEF.
- Objectives** Le cours vise à développer la culture de la qualité du système éducatif et des services pour l'enfance, par la connaissance d'un modèle de certification qui permet la conception, le développement, le suivi et l'évaluation du processus d'amélioration de l'offre formatif des écoles et des services pour l'enfance et des enseignants qui y travaillent. L'objectif est de former un réseau d'institutions scolaires et d'éducation sur les questions abordées pour continuer autant qu' au niveau national et que international, les travaux entrepris dans le Projet DI.SCOL.A. (www.discola.eu et www.discola.net), dont le but était de «promouvoir la qualité de la formation scolaire avec des macro-indicateurs qui permettent d'identifier la profession enseignante et les méthodologies visant à améliorer la réussite scolaire des élèves. "Ces objectifs sont en ligne avec les objectifs Comenius sur l'amélioration de la qualité de la formation et de l'augmentation de la mobilité des élèves et du personnel dans les états membres avec la multiplication des partenariats.
- Methodology** Le cours sera structuré avec du travail de groupe, des simulations et des études de cas, ainsi que des séances plénières, qui prévoient l'aide d'experts et de formateurs. Cette méthodologie a été appliquée avec succès dans 7 pays Européens (Belgique, Bulgarie, Grèce, Espagne, Irlande, Italie, Roumanie) dans le projet DI.SCOL.A. I/05/B/F/PP-154000 à travers la définition et l'évaluation des programmes de formation sur la base de la mise en œuvre des modèles conçus, et que, à son tour, se déroule par la réalisation des cours Socrates Comenius AZ. 2.2 sur la «Stratégie pour le développement d'un système de qualité dans les écoles».
- Follow-up** Afin de soutenir le cours, c' est prévu l'utilisation de: - Une plate-forme e-learning où les étudiants peuvent accéder à d'autres lectures, pour des informations sur le cours, des ressources et des présentations, forums de discussion, et le calendrier des événements - E-mail de contact avec l'enseignant - Des questionnaires d'autoévaluation

PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

IN THE LANGUAGE OF THE TRAINING:

Giorno1:9:00-13:00.Analisi attese e rappresentazioni dei corsisti sul tema:Qualità del sistema scolastico e dei servizi per l'infanzia 14:00-18:00.Attività per definire i Principi e Modelli di Qualità delle Istituzioni Scolastiche e Prescolastiche
 Giorno2:9:00-13:00.Definizione criteri sulla qualità del sistema scolastico e dei servizi per l'infanzia 14:00-18:00.Analisi dei Documenti per la Qualità (Piano di Lavoro, Progettazione Educativa, Programmazioni Didattiche, Manuale Qualità e Procedure gestionali) Giorno3:9:00-13:00.Studio di casi, a partire da esempi reali, individuare le problematiche e proporre ipotesi di soluzione 14:00-18:00.Contributi di esperti e formatori:comparazione modelli utilizzati nei diversi sistemi educativi europei in relazione sistema e servizi di qualità: 1.Qualità Organizzativo-Gestionale della struttura e del personale 2.Qualità Formativa dell'insegnamento/apprendimento educativo/scolastico 3.Qualità Sociale nella costruzione della Comunità educante 4.Qualità Documentale nella certificazione del sistema scolastico e dei servizi per l'infanzia
 Giorno4:9:00-13:00/14:00-18:00.Conoscenza e analisi questionari per valutare la qualità del servizio offerto dall'Istituzione Educativa/Scolastica.Il lavoro riguarderà la qualità del sistema e dei servizi da 4 punti di vista: 1.la Direzione e i Responsabili Istituzionali(QUALITA' RICONOSCIUTA a livello MANAGERIALE) 2.gli insegnanti e gli operatori(QUALITA' AUTOVALUTATA a livello di FORMAZIONE) 3.gli studenti e le famiglie(QUALITA' PERCEPITA a livello SOCIALE) 4.esperti nella certificazione di qualità (QUALITA' ATTRIBUITA a livello di VALUTATORI ESTERNI) Giorno5:9:00-13:00.Conoscenza e analisi della QUALITÀ CERTIFICATA in base al Modello di Certificazione ISPEF, determinata dalla coordinazione e unione dei 4 punti di vista esposti 14:00-18:00.Studio di casi di alcune Certificazioni di sistemi e di servizi mediante il Modello ISPEF Bilanci e prospettive.Questionario valutazione

finale

ENGLISH:

Day1: 9:00-13:00. Analysis of students' expectations and representations on theme: Quality of school system and infancy services 14:00-18:00. Activities to describe the fundamental Principles and Models of Educational and Scholar Institutions' Quality Day2: 9:00-13:00. Definition of criteria of quality of school system and infancy services 14:00-18:00. Documents Analysis (Work Plan, Educational Planning, Teaching Programming, Quality Manual and Management and Evaluation Procedures) Day3: 9:00-13:00. Case Study, from real cases, identify the problems and propose possible solutions 14:00-18:00. Contributions of experts and trainers: a comparison of strategies used in different European educational systems on system and quality services: 1. Management-Organizational Quality of structure and staff 2. Training Quality of educational/scholar teaching/learning 3. Social Quality for the creation of Educating Community 4. Documentary Quality of the Certification of the school system and infancy services Day4: 9:00-13:00/14:00-18:00. Questionnaires Knowledge and analysis for assessing the quality of the service offered by the Educational/Scholar Institutions. The work will cover four points of view: 1. Executives and management (QUALITY RECOGNISED at MANAGEMENT level) 2. Teachers and operators of the institution (SELF-EVALUATED QUALITY at EDUCATIONAL and TRAINING level) 3. students, families and social community (QUALITY PERCEIVED at SOCIAL level) 4. experts in quality certification (AWARDED QUALITY at EXTERNAL AUDITORS level) Day5: 9:00-13:00. CERTIFIED QUALITY Knowledge and analysis based on ISPEF Certification Model determined by the union and coordination of the 4 points of view exposed balance and perspectives 14:00-18:00. Case studies of some certification systems and services through the model ISPEF. Final evaluation Questionnaire.

FRENCH:

Jour1: 9:00-13:00. Analyse attentes et représentations des élèves sur le thème: Qualité du système scolaire et des services pour l'enfance 14:00-18:00. activités visant à définir principes et modèles de qualité des institutions scolaires et pré-scolaires Jour2: 9:00-13:00. Définition de critères sur la qualité du système scolaire et services pour l'enfance 14:00-18:00. Analyse de documents pour la qualité (plan de travail, planification de l'éducation, plan d'enseignement, Manuel de la qualité et de procédures de gestion) Jour3: 9:00-13:00. études de cas, en partant avec exemples du monde réel, identification problèmes et proposition de solutions 14:00-18:00. Contributions des experts et formateurs: une comparaison des modèles utilisés dans différents systèmes éducatifs en Europe par rapport aux systèmes et aux services de qualité: 1. Qualité gestion-Structure organisationnelle et du personnel 2. Qualité enseignement formatif/apprentissage éducatif/scolaire 3. Qualité sociale dans la construction de la communauté éducative 4. Qualité de la documentation dans la certification du système scolaire et des services pour l'enfance. Jour4: 9:00-13:00/14:00-18:00. Connaissance et analyse questionnaires pour évaluer la qualité du service offert par l'institution d'Éducation/scolaire. Les travaux porteront sur la qualité du système et services des 4 points de vue: 1. direction et responsables institutionnels (LA QUALITÉ "APPROUVÉ niveau GESTION) 2. enseignants et opérateurs (QUALITÉ AUTO-ÉVALUÉE niveau FORMATION) 3. élèves et familles (QUALITÉ PERÇUE niveau SOCIAL) 4. experts dans la certification de qualité (QUALITÉ ATTRIBUÉE niveau ÉVALUATEURS EXTERNES) Jour5: 9:00-13:00. connaissance et analyse de la qualité certifiée par le modèle de certification ISPEF déterminées par la coordination et l'unité des 4 points de vue exposées 14:00-18:00. Études de cas de certains systèmes de certification et de services par le biais du modèle ISPEF États financiers et perspectives. Questionnaire d'évaluation finale

TYPE OF CERTIFICATION OF ATTENDANCE AWARDED

IN THE LANGUAGE OF THE TRAINING:

Attestato di partecipazione con la descrizione dei contenuti del corso e del numero di ore

ENGLISH:

Certificate of attendance including description of training content and time input

FRENCH:

Attestation de présence avec description du contenu des cours et le nombre d'heures

INFORMATION ON COURSE SESSION/S

SESSION 1

SESSION ID: 50562

DATE OF START: 05/11/2012

TIME OF START: 09:00

DATE OF END: 09/11/2012

TIME OF END: 18:00

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

NAME OF HOST INSTITUTION:

I.S.P.E.F.

POSTCODE:

00137

TOWN / CITY:

ROMA

COUNTRY:

Italy

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

FAUSTO PRESUTTI

TEL NR:

0039.068275589

FAX NR:

0039.0686890061

EMAIL:

info@ispef.it

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

- Fausto Presutti, Psicologo dell'Educazione-Presidente I.S.P.E.F., Direttore corso
- Domenica Di Sorbo, Dirigente Scolastico, Docente del corso
- Maurizio Tiriticco, Ispettore - Docente universitario, Docente del corso
- Sabrina Di Tullio, Dirigente Scuola Infanzia, Docente del corso
- Rita Leli, Dirigente Scolastico, Docente del corso
- Tomassina Monacelli, Docente Scolastico - Counselor Scolastico, Docente del corso

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:

50

FEE IN € FOR ACCOMMODATION AND MEALS :

000.00

**COURSE FEE IN €
(TUITION AND MATERIALS):**

400.00

CANCELLATION FEE IN € (WHERE APPLICABLE):

0

PROVISION FOR SPECIAL NEEDS:

No

SESSION 2

SESSION ID: 50657

DATE OF START: 03/12/2012

TIME OF START: 09:00

DATE OF END: 07/12/2012

TIME OF END: 18:00

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

STREET AND NUMBER:

Bd. Eroilor 29

NAME OF HOST INSTITUTION:

Universitatea

POSTCODE:

500036

TOWN / CITY:

Brasov

COUNTRY:

Romania

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

Mariana Norel

TEL NR:

0040/268416185

FAX NR:

0040/268416185

EMAIL:

mariana.norel@gmail.com

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

- Fausto Presutti, Psicologo dell'Educazione-Presidente I.S.P.E.F., Direttore corso
- Gabriela Necula, Ispettore, Docente del corso
- Mariana Norel, Docente universitario, Docente del corso
- Docina Usaci, Docente universitario, Docente del corso
- Rodica Mariana Niculescu, Docente universitario, Docente del corso

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:

40

FEE IN € FOR ACCOMMODATION AND MEALS : 000.00
COURSE FEE IN €
(TUITION AND MATERIALS): 400.00
CANCELLATION FEE IN € (WHERE APPLICABLE): 0
PROVISION FOR SPECIAL NEEDS: No

SESSION 3

SESSION ID: 50662

DATE OF START: 04/03/2013 TIME OF START: 09:00
DATE OF END: 08/03/2013 TIME OF END: 18:00

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

NAME OF HOST INSTITUTION: I.S.P.E.F.
POSTCODE: 00137
TOWN / CITY: ROMA
COUNTRY: Italy
CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE: FAUSTO PRESUTTI
TEL NR: 0039.068275589
FAX NR: 0039.0686890061
EMAIL: info@ispef.it

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

- Fausto Presutti, Psicologo dell'Educazione-Presidente I.S.P.E.F., Direttore corso
- Domenica Di Sorbo, Dirigente Scolastico, Docente del corso
- Maurizio Tiriticco, Ispettore - Docente universitario, Docente del corso
- Sabrina Di Tullio, Dirigente Scuola Infanzia, Docente del corso
- Rita Leli, Dirigente Scolastico, Docente del corso
- Tomassina Monacelli, Docente Scolastico - Counselor Scolastico, Docente del corso

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED: 50
FEE IN € FOR ACCOMMODATION AND MEALS : 000.00
COURSE FEE IN €
(TUITION AND MATERIALS): 400.00
CANCELLATION FEE IN € (WHERE APPLICABLE): 0
PROVISION FOR SPECIAL NEEDS: No

SESSION 4

SESSION ID: 50660

DATE OF START: 11/03/2013 TIME OF START: 09:00
DATE OF END: 15/03/2013 TIME OF END: 18:00

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

STREET AND NUMBER: Bd. Eroilor 29
NAME OF HOST INSTITUTION: Universitatea
POSTCODE: 500036
TOWN / CITY: Brasov
COUNTRY: Romania
CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE: Mariana Norel
TEL NR: 0040/268416185

FAX NR:

0040/268416185

EMAIL:

mariana.norel@gmail.com

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

- Fausto Presutti, Psicologo dell'Educazione-Presidente I.S.P.E.F., Direttore corso
- Gabriela Necula, Ispettore, Docente del corso
- Mariana Norel, Docente universitario, Docente del corso
- Docina Usaci, Docente universitario, Docente del corso
- Rodica Mariana Niculescu, Docente universitario, Docente del corso

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED: 40
FEE IN € FOR ACCOMMODATION AND MEALS : 000.00
COURSE FEE IN € (TUITION AND MATERIALS): 400.00
CANCELLATION FEE IN € (WHERE APPLICABLE): 0
PROVISION FOR SPECIAL NEEDS: No

SESSION 5

SESSION ID: 50663

DATE OF START: 06/05/2013

TIME OF START: 09:00

DATE OF END: 10/05/2013

TIME OF END: 18:00

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

NAME OF HOST INSTITUTION:

I.S.P.E.F.

POSTCODE:

00137

TOWN / CITY:

ROMA

COUNTRY:

Italy

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

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- Domenica Di Sorbo, Dirigente Scolastico, Docente del corso
- Maurizio Tiriticco, Ispettore - Docente universitario, Docente del corso
- Sabrina Di Tullio, Dirigente Scuola Infanzia, Docente del corso
- Rita Leli, Dirigente Scolastico, Docente del corso
- Tomassina Monacelli, Docente Scolastico - Counselor Scolastico, Docente del corso

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED: 50
FEE IN € FOR ACCOMMODATION AND MEALS : 000.00
COURSE FEE IN € (TUITION AND MATERIALS): 400.00
CANCELLATION FEE IN € (WHERE APPLICABLE): 0
PROVISION FOR SPECIAL NEEDS: No

SESSION 6

SESSION ID: 50665

DATE OF START: 13/05/2013

DATE OF END: 17/05/2013

TIME OF START: 09:00

TIME OF END: 18:00

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

STREET AND NUMBER:

Bd. Eroilor 29

NAME OF HOST INSTITUTION:

Universitatea

POSTCODE:

500036

TOWN / CITY:

Brasov

COUNTRY:

Romania

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

Mariana Norel

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IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

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- Gabriela Necula, Ispettore, Docente del corso
- Mariana Norel, Docente universitario, Docente del corso
- Docina Usaci, Docente universitario, Docente del corso
- Rodica Mariana Niculescu, Docente universitario, Docente del corso

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:

40

FEE IN € FOR ACCOMMODATION AND MEALS :

000.00

**COURSE FEE IN €
(TUITION AND MATERIALS):**

400.00

CANCELLATION FEE IN € (WHERE APPLICABLE):

0

PROVISION FOR SPECIAL NEEDS:

No

SESSION 7

SESSION ID: 50664

DATE OF START: 10/06/2013

DATE OF END: 14/06/2013

TIME OF START: 09:00

TIME OF END: 18:00

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

NAME OF HOST INSTITUTION:

I.S.P.E.F.

POSTCODE:

00137

TOWN / CITY:

ROMA

COUNTRY:

Italy

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

FAUSTO PRESUTTI

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- Maurizio Tiriticco, Ispettore - Docente universitario, Docente del corso
- Sabrina Di Tullio, Dirigente Scuola Infanzia, Docente del corso
- Rita Leli, Dirigente Scolastico, Docente del corso

- Tomassina Monacelli, Docente Scolastico - Counselor Scolastico, Docente del corso

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:	50
FEE IN € FOR ACCOMMODATION AND MEALS :	000.00
COURSE FEE IN € (TUITION AND MATERIALS):	400.00
CANCELLATION FEE IN € (WHERE APPLICABLE):	0
PROVISION FOR SPECIAL NEEDS:	No

SESSION 8

SESSION ID: 50661

DATE OF START: 24/06/2013 **TIME OF START:** 09:00

DATE OF END: 28/06/2013 **TIME OF END:** 18:00

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION:

STREET AND NUMBER:

Bd. Eroilor 29

NAME OF HOST INSTITUTION:

Universitatea

POSTCODE:

500036

TOWN / CITY:

Brasov

COUNTRY:

Romania

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

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- Mariana Norel, Docente universitario, Docente del corso
- Docina Usaci, Docente universitario, Docente del corso
- Rodica Mariana Niculescu, Docente universitario, Docente del corso

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:	40
FEE IN € FOR ACCOMMODATION AND MEALS :	000.00
COURSE FEE IN € (TUITION AND MATERIALS):	400.00
CANCELLATION FEE IN € (WHERE APPLICABLE):	0
PROVISION FOR SPECIAL NEEDS:	No

DECLARATION BY THE TRAINING ORGANISER

" I, the undersigned, hereby declare that the information contained in this training description form is correct to the best of my knowledge. I agree that the results of a separate on-line evaluation exercise by participants will be publicly available in the training database. I acknowledge that repeated negative results of the evaluation may lead to removal of the training activity from the database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body:

DECLARATION OF COMPLIANCE

MINIMUM OBLIGATIONS FOR PROVIDERS OF COMENIUS AND GRUNDTVIG TRAINING EVENTS

The declaration has to be provided for each training event to be included in the Comenius-Grundtvig Training Database

Reference Number	(to be filled by the National Agency)
Title	La qualità nel Sistema di Insegnamento prescolare e scolare
Organising Institution	I.S.P.E.F.

I, as the representative of the training provider institution, wish to publicise in the European Comenius and Grundtvig Training Database the above mentioned training event which will be organised according to the minimal requirements defined herein.

1. TRAINING CONTENT

We offer:

- a training event for adult or school education staff which is in line with the relevant annual Lifelong Learning Programme Call for Proposals;
- a training event with a strong European dimension in terms of subject matter and profile of trainers which will provide the participants with practical professional skills and knowledge to gain a broader understanding of school or adult education in Europe;
- a highly qualified team to ensure high quality of the training activity;

We provide our participants with

- a suitable pre-departure programme (e.g. suggested reading material, support documents, questionnaires, etc.);
- a range of follow-up activities which will allow participants to get maximum benefit from the training (e.g. distance learning activities, self-assessment of lessons taught after training, peer networking);
- a certificate of attendance of the training activity. The certificate will clearly specify the name of the participant, dates of the activity and the training content followed by the participant, and it will be distributed at the end of the training activity (before participants' departure). If possible, we will use the Europass Mobility certificate.

We confirm that

- where a structured course or a seminar/conference is targeted at Comenius grant holders, it is the result of a previous Socrates project or an LLP Multilateral Project or a Network.

2. COMPOSITION OF THE GROUP

We confirm that

- the specific target group/s (Comenius or Grundtvig) for the event is clearly specified;
- the participants should come from at least three countries participating in the LLP;
- one nationality should normally constitute maximum 30% of all participants of the course, and we will make every effort to reach this target.

3. ORGANISATIONAL ASPECTS

We confirm that

- the training activity is held in a *country participating in the LLP* (see the list in the annual Call for Proposals);
- the IST activity can last *maximum 6 weeks*;
- a structured course must last *at least 5 working days* (excluding travel time);
- a detailed *day by day programme* with clear start and end time of training activities has been provided in the Comenius and Grundtvig Training Database and it corresponds to the training that will be realised;
- we will not charge the participants *any pre-registration fees*;
- in case we need to cancel the training event, we will not charge the participants with any costs and we will reimburse promptly any course fees paid by the participants;
- we provide detailed rules concerning cancellation. We guarantee free cancellation until 4 weeks before the training;
- in case we have more than one group per session we provide information on how we build the groups;
- we organise an evaluation session at the end of the training activity;
- we guarantee that the information given in the Comenius and Grundtvig Training Database is up to date and binding for the training offered.

4. TRAINING PROVIDER INSTITUTION

We declare that our organisation

- comes from one of the countries participating in the LLP (see the list in the annual Call for Proposals);
- has a legal status and experience in the field of in-service training provision specifically for the school or adult education sectors;
- is experienced in working with multinational groups;
- has the financial and technical capacity to successfully offer the proposed training activities.

" I, the undersigned, hereby guarantee that our organisation fulfils the above requirements and that we respect the information included in *Instructions for course providers*. I recognize that the relevant National Agency may verify if these demands are being fulfilled. Should the training event no longer comply with the rules stated herein, I will inform the National Agency accordingly. In case of breach of the declaration our organisation will be excluded from the Comenius and Grundtvig Training Database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body: