

Erasmus+ KA1 Project Timeline

Duration	30 min
Session objectives	Organize in a coherent order the steps to design a KA 1 application
Nr of Facilitator(s)	1
Nr of Participants	Up to 30
Room requirements	Space for up to 5 groups (of 6 people each)
Supplies and equipment	Movable seats & tables video projector
Materials	NA
Handouts	Annex 1 card game Annex 2_PPT Suggested card order
Références	NA

Description

Include Instructions facilitators, step by step description, time schedule

Duration	Instructions
15 min	Split the group into groups of 6 people. Provide each one with one deck of cards. Each card has a concept of a step needed to write a KA 1 application. Shuffle the cards and ask them to organize them in the right order, discussing among themselves.
15 min	The last 10 minutes will be used to compare the groups' work, and to discuss it.

ANNEX 1 Card Game

Approval / Acceptance of the Results	Project sustainability plan
Participant's Selection Criteria	Project results dissemination
Erasmus Guide for that year	Project final report to NA
Contact Service Provider Organizations OR Hosting Companies for Letters of Intent	Selecting Service Provider Organizations OR Hosting Companies
Writing the application	Submission
Project impacts	Signing the Contract
Selecting the participants	Participants' return
Participants' / Parents' agreement	Participants' final report
Project approval communication, both internal and external	VET Provider's European Development Plan
Contact Service Provider Organizations for quotations OR	Handling the logistics issues and official documents

Hosting Companies for planning the placement	
Uploading information to Mobility Tool	Participants' monitoring
Assigning OLS licenses to participants	Participants' and project evaluation
Participants' departure	

ANNEX 2_ Suggested Order

1. VET Provider's European Development Plan
2. Participant's Selection Criteria
3. Erasmus Guide for that year
4. Contact Service Provider Organizations OR Hosting Companies for Letters of Intent
5. Writing the application
6. Submission
7. Approval / Acceptance of the Results
8. Signing the Contract
9. Project's approval communication, both internal and external
10. Contact Service Provider Organizations for quotations OR Hosting Companies for planning the placement
11. Selecting Service Provider Organizations OR Hosting Companies
12. Selecting the participants
13. Participants' / Parents' agreement
14. OLS Licenses to Participants
15. Handling the logistics issues and official documents
16. Participants' departure
17. Uploading information to Mobility Tool

18. Participants' monitoring
19. Participants' return
20. Participants' final report
21. Participants' and project evaluation
22. Project impacts
23. Project sustainability plan
24. Project results dissemination
25. Project final report to NA.