

## TRAINING PRACTICE PROJECT (TPP) IN THE TRAINING OF TRAINERS (TOT) COURSE

*The Training Practice Projects (TPP) in ToT must fit to the formal criteria of Key-Action 1 mobility projects of the ERASMUS+: Youth in Action programme. The practice though has developed that all practice projects are funded directly by the NAs involved through their TCA-budget<sup>1</sup>. Since the procedures are different when projects are funded through TCA and no official guidelines are available this document summarizes the most important facts about this procedure.*

### SOME FACTS ABOUT THE TPP:

#### FORMAL CRITERIA OF THE TPP:

- Must contribute to the objectives and priorities of the European ERASMUS+ Youth in Action programme;
- Must take place between seminar 2 and 3 of ToT, around the month of May.
- Must be joint projects run by teams of (3 -) 4 ToT participants from different countries;
- Should have 4 to 5 program days (exc. travel) for a group of approx. 24 participants;
- The preparation and evaluation meetings for the training project should take place outside of the ToT seminars. In other words, there is not sufficient time during the programmes of seminar 2 and 3 for those meetings. The cost of extra accommodation should be included in the budget of the project. For the project the payment of all extra costs related to team meetings have to be agreed with the NAs involved.

### CHARACTERISTICS OF THE TPP:

- Should be beneficial for the trainer, the participants and the organisations involved;
- Should be part of the learning process of each team member and represent a challenge for the team as a whole (do not run a course which has been done already!);
- Should be realistic and achievable;
- Should be open for development and for change as a result of learning outcomes during the ToT course and inputs by other stakeholders;
- Should be evaluated and the results made accessible to the ToT course and other parties concerned;
- The TPP is part of the learning process of ToT and therefor the ToT-participants don't receive a fee for the delivery of the TPP.

#### SUPPORT PERSON FOR THE TEAMS OF TPP:

Each team has one of the three ToT trainers as support person throughout the whole process. The role of the support person is to:

- Supporting the communication with the hosting National Agency and amongst the involved National Agencies (having a participant in the team) with regards to the funding of the course.
- Facilitating two virtual support meetings.
- Resource person for the team with regards to design and content of the course.

<sup>1</sup> TCA stands for Training and Cooperation Activities. Each NA has an annual budget for training and other activities aiming at supporting the quality implementation of the programme. The NA has to develop an annual TCA work plan which has to be approved by the European Commission. If a ToT-practice project fits into the TCA work plan the NA can decide to support the funding of the project.



**TRAINING OF TRAINERS**  
for ERASMUS+: Youth in Action Projects

**Time-line of a Training Practice Project**

<b>TOT SEMINAR 1</b>	BEFORE SEMINAR 1 NATIONAL AGENCIES HAVE ALREADY ANNOUNCED IF THEY ARE WILLING TO HOST A TPP AND, IN SOME CASES, THE TOPIC OF THE TPP. DURING THE SEMINAR TEAMS OF TOT PARTICIPANTS ARE FORMED AROUND AN AGREED TOPIC FOR THE TRAINING COURSE. THE TEAM CLARIFIES MAIN AIM AND PROFILE OF PARTICIPANTS. EACH TEAM WILL BE ASSIGNED ONE TRAINER AS THE SUPPORT PERSON.
<b>OCTOBER</b>	RIGHT AFTER THE SEMINAR <b>NA'S WILL BE INFORMED</b> ABOUT THE FORMED TEAMS AND THE TOPICS BY THE SUPPORT PERSON OF THE PRACTICE PROJECT. <b>THE HOSTING NATIONAL AGENCY</b> CONTACT THE OTHER 3 INVOLVED <b>NA'S</b> TO CLARIFY THE DISTRIBUTION OF THE FINANCIAL CONTRIBUTIONS (+ HOW TO DEAL WITH PREP AND EVALUATION MEETING OF TEAM, TRAVEL OF PARTICIPANTS OF THE COURSE, ETC.)
<b>NOVEMBER</b>	VIRTUAL TEAM MEETING FACILITATED BY THE SUPPORT PERSON TO ARRIVE AT A CONSENSUS ON AIMS AND OBJECTIVES AND PROFILE OF TARGET GROUP
<b>BEFORE TOT SEMINAR 2</b>	TEAMS WORK ONLINE ON THE CONCEPT AND DESCRIPTION OF THE COURSE (MONITORED BY THE SUPPORT PERSON). ELEMENTS OF THE CONCEPT: <ul style="list-style-type: none"> <li>• TITLE OF THE TRAINING COURSE</li> <li>• AIMS AND OBJECTIVES</li> <li>• TARGET GROUP</li> <li>• METHODOLOGY + DRAFT PROGRAM</li> </ul>
<b>MID-JANUARY</b>	A PROPOSAL FOR A CALL FOR PARTICIPANTS IS MADE + APPLICATION FORM FOR PARTICIPANTS CONTACT BETWEEN PRACTICE <b>PROJECT TEAM AND HOSTING NA</b> – AGREEMENTS HAVE TO BE FOUND ON: <ul style="list-style-type: none"> <li>• DATE</li> <li>• VENUE</li> <li>• NUMBER OF PARTICIPANTS AND THEIR COUNTRIES OF RESIDENCE.</li> <li>• PROMOTION, RECRUITMENT AND SELECTION OF PARTICIPANTS</li> <li>• LOGISTICS: COOPERATION BETWEEN TEAM AND HOSTING NA.</li> <li>• APPROVAL OF THE INITIAL COURSE DESCRIPTION BY <b>NAS</b> INVOLVED.</li> </ul>
<b>BEGINNING OF FEBRUARY</b>	A PROPOSAL FOR A CALL FOR PARTICIPANTS IS FINALIZED AND <b>SENT TO THE NAS INVOLVED.</b>
<b>MID-FEBRUARY</b>	PROMOTION OF THE COURSE STARTS. THE <b>LAUNCH OF THE CALL</b> IN THE SALTO TRAINING CALENDAR <b>HAS TO OCCUR AT LEAST 4 WEEKS BEFORE</b> THE DEADLINE FOR PARTICIPANTS TO APPLY.
<b>MARCH</b>	VIRTUAL TEAM MEETING FACILITATED BY THE SUPPORT PERSON TO DISCUSS PRACTICAL AND PEDAGOGICAL ISSUES CONCERNING THE TPP IMPLEMENTATION
<b>END OF MARCH</b>	APPLICATION DEADLINE FOR THE PRACTICE COURSE ( <b>AT LEAST 6 WEEKS BEFORE THE START OF THE COURSE</b> ). <b>NAS</b> NEED AT LEAST ONE WEEK TO SELECT PARTICIPANTS. <b>HOST NA INFORMS</b> THE APPLICANTS, SENDING <b>NAS</b> AND TRAINER TEAM ABOUT SELECTION RESULTS.
<b>MARCH/APRIL</b>	<ul style="list-style-type: none"> <li>• PREP MEETING / FINALISATION OF CONTENT PREPARATION.</li> <li>• COMMUNICATION WITH PARTICIPANTS. <b>AGREEMENT WITH HOSTING NA</b> ABOUT WHO COMMUNICATES WHAT TO PARTICIPANTS PRIOR TO THE COURSE.</li> <li>• LOGISTICAL ARRANGEMENTS.</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• PRACTICE PROJECT TAKES PLACE.</li> <li>• EVALUATION MEETING FOR THE TEAM (ONLINE OR AT THE END OF THE COURSE).</li> </ul>
<b>SEMINAR 3: JUNE</b>	LEARNING FROM THE EXPERIENCE: LOOKING BACK ON THE TRAINING PRACTICE PROJECT.
<b>JULY/AUGUST</b>	FINISHING THE REPORT (CONTENT AND FINANCIAL) OF THE PRACTICE PROJECT <b>TOGETHER WITH THE HOST NA</b> ; FORWARDING THE REPORT TO THE SENDING <b>NAS</b> .

Coordinated by: