



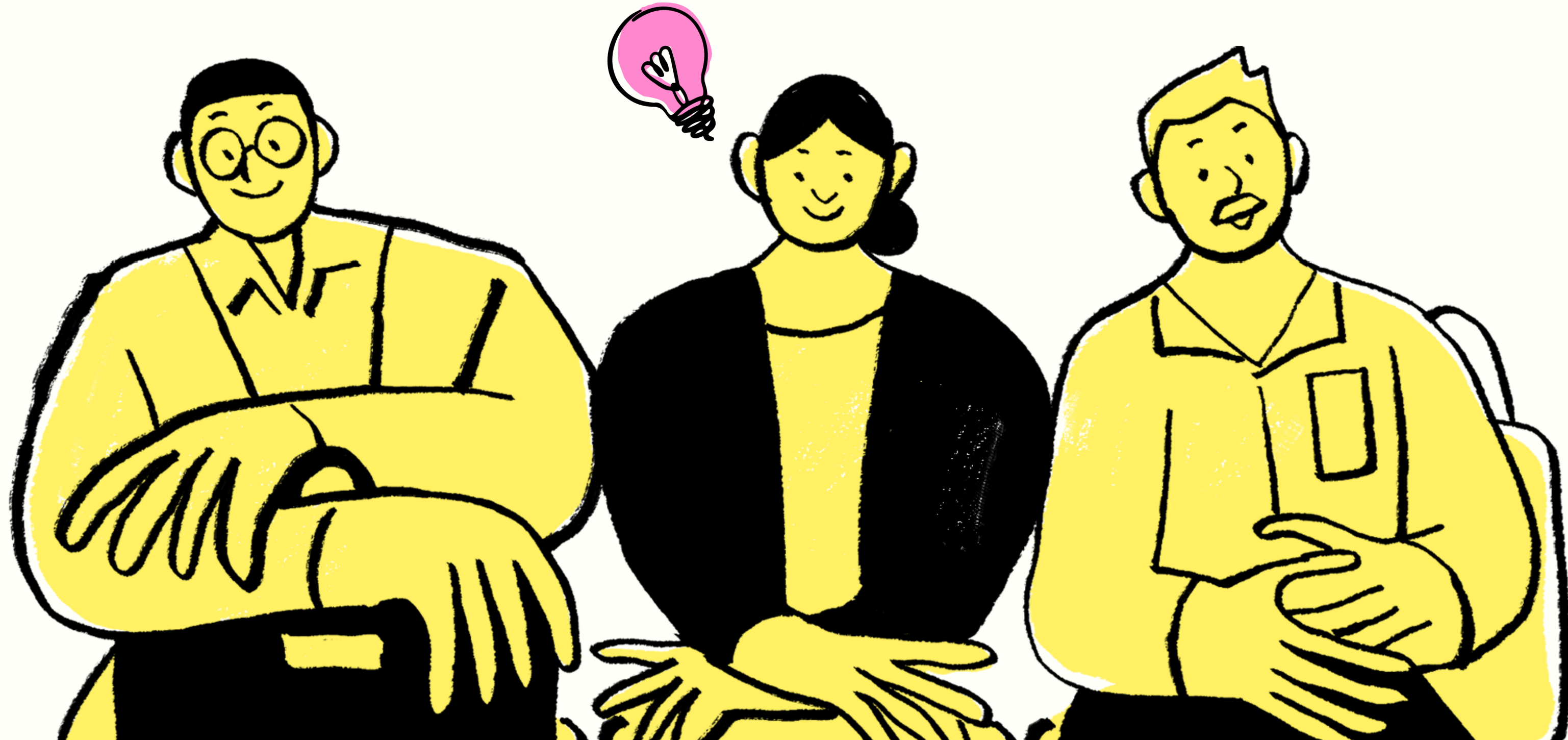
# TRAINING COURSE YOUTH WORK LAB YOUTH EXCHANGE EDITION



Co-funded by  
the European Union

📍 JEREZ DE LA FRONTERA, SPAIN

3 - 8 MAY 2026



## THEME OF THE PROJECT

Based on our 30 years experience, especially in beginners, there is a lack of knowledge of the youth policy framework in programmes like Erasmus+ and how organizations contribute to reach the EU youth policies:

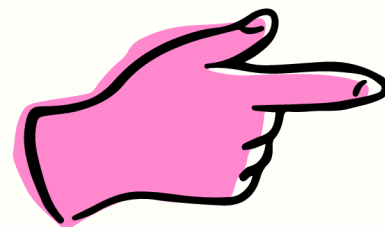
- Organizations do not fully understand the importance of connecting their project with EU youth policies.
- Therefore, young people are not aware of the EU youth policies, cannot express their opinions about them and cannot contribute, reducing their active participation in the political framework.

They face challenges like:

- How to connect your EU project with EU youth policies in the application form.
- How to put into practice EU youth policies and priorities in your project.
- How to raise awareness of young people.

Other challenges when creating a youth project financed by the EU:

- How to put into practice the 4 horizontal priorities in Erasmus+.
- What innovation is & how to be innovative to get funds.
- How to face visibility and dissemination requirements, which are connected with the EU and youth policies.
- How to face other key aspects like preparation of participants or how to engage young people with fewer opportunities.



We will focus on Erasmus+ youth exchanges being the most common youth project financed by the EU in order to give a practical perspective, although the acquired competences will be helpful for any youth project funded by the EU.

We will provide a theoretical framework and a practical experience in the creation of youth projects and workshops, learning by doing and cooperating in groups.



## GOALS OF THE PROJECT

TO ENHANCE THE SKILLS OF YOUTH WORKERS AND YOUTH LEADERS IN CREATING EU-FUNDED YOUTH PROJECTS, PARTICULARLY HIGH-QUALITY ERASMUS+ YOUTH EXCHANGES.



- ✓ TO EXPLORE EUROPEAN YOUTH POLICIES AND HOW TO APPLY THEM PRACTICALLY IN A YOUTH EXCHANGE (EU YOUTH STRATEGY, EU YOUTH GOALS, ERASMUS+ PRIORITIES).
- ✓ TO DESIGN & IMPLEMENT ACTIVITIES THAT PROMOTE E+ PRIORITIES: PARTICIPATION, INCLUSION, DIVERSITY, AND SUSTAINABILITY.
- ✓ TO CONTRIBUTE TO INNOVATION IN WORKING WITH YOUNG PEOPLE BY EXPLORING THE CONCEPT OF INNOVATION & PROVIDING EXAMPLES OF BEST PRACTICES & LESSONS LEARNED FROM YOUTH EXCHANGES.
- ✓ TO EQUIP YOUTH WORKERS WITH METHODS, TOOLS, STRATEGIES, & IDEAS FROM NON-FORMAL EDUCATION (NFE) TO DEVELOP HIGH-QUALITY YOUTH EXCHANGES AT EVERY STAGE: PREPARATION, IMPLEMENTATION, EVALUATION, VISIBILITY, MONITORING, & DISSEMINATION.

## TARGET GROUP



- Youth workers
- Youth leaders (grassroots, involved in youth work and directly working with young people)
- Young people ready to organise their first youth exchange
- Those who want to improve the quality youth exchange projects for the future.
- Youth project managers, beginners in Erasmus+ Youth

## GROUP SIZE



- 20 participants in total. 1-3 per country.
- 3 facilitators
- From Erasmus+ programme countries
- Working language: English

## OTHER REQUIREMENTS:



Age: 18+ years old

Language: English speaking skills

Knowledge: Basic knowledge of Erasmus+ Youth

Motivation & Attitude:

Plan to organize a youth project funded by the EU in the near future  
Committed to give visibility & disseminate the results of the training course

Supported by an organization registered in the EU portal that will send the mandate to join the<sub>4</sub> project.

## TASKS FOR THE PARTICIPANTS



APPLICATION FORM



TICKET FILE

### BEFORE THE PROJECT

- Please, fill the application form : <https://forms.gle/1Fjj9kfznyVgZinW9>
- Please, inform us about your selected travel itinerary to reach Jerez de la Frontera. Do not buy any ticket without our confirmation.
- Upload the invoices in the Drive Folder of your country: [https://drive.google.com/drive/folders/110S07m-cMyLrCkpAAAoINejbP\\_OJEBXN?usp=sharing](https://drive.google.com/drive/folders/110S07m-cMyLrCkpAAAoINejbP_OJEBXN?usp=sharing)
- Prepare 2 energizers, inform if specific materials needed in advance.
- For the international gala, please, bring some typical local snacks from your country & traditional costumes or elements if possible. You may prepare some traditions to share like a dance, singing or traditional game. Inform about your plans in advance via email. Videos & formal presentations are not allowed, you may share them in the Whatsapp group.
- Prepare info about your NGO & your project to find possible partners during workshops & your free time. There will be no formal presentations.
- Give visibility to the project in your social media, copy the link or screenshot in the Drive Folder.
- Join the Whatsapp group of the project.
- Bring a reusable water bottle (tap water is drinkable), ID & passport, your smile and positive energy :)

## TASKS FOR THE PARTICIPANTS

### DURING THE PROJECT

- Select a specific time to implement 2 energizers (morning or afternoon).
- Show your traditions during the international gala, 10 minutes per country approx.
- Design one workshop in teams to promote one of the Erasmus+ priorities.
- Design videos in teams to promote Erasmus+ in IG or TikTok.
- Give visibility to the project in your social media, copy the link or screenshot in the Drive Folder.
- Inform AJ Inter team about how you plan to disseminate results of the project.

### AFTER THE PROJECT

- See the reimbursement aspects.

# PROJECT PLANNING

TRAINING COURSE – Youth Work Lab: Youth Exchange Edition											
Start walking from the hotel 9:00	3.05.2026, Sunday ARRIVAL									8.05.2026, Friday LEAVING	
9.30 – 11.30	Ice breaking Games		Name Games		Project Presentation		Project Rules		Expectations, fears, contributions		
	COFFEE BREAK		COFFEE BREAK		COFFEE BREAK		COFFEE BREAK		COFFEE BREAK		
11.30 – 11.45	Arrival of participants										
11.45 – 13.30	LUNCH		Energizer		Team Building		Groups Division to design activities		COFFEE BREAK		
14.00 – 15:30	LUNCH		Energizer		Preparation of participants in a YE		COFFEE BREAK		COFFEE BREAK		
15:30 – 17.00	LUNCH		Energizer		Innovation in youth projects		COFFEE BREAK		COFFEE BREAK		
	LUNCH		Energizer		Implementing 2 activities in groups		COFFEE BREAK		COFFEE BREAK		
17.00 – 17:15	LUNCH		Energizer		Dissemination		COFFEE BREAK		COFFEE BREAK		
	LUNCH		Energizer		Implementing 1 activity in groups		COFFEE BREAK		COFFEE BREAK		
17.15 – 19.30	LUNCH		Energizer		Final Evaluation		COFFEE BREAK		COFFEE BREAK		
	LUNCH		Energizer		YouthPass Delivery		COFFEE BREAK		COFFEE BREAK		
20.30	DINNER		DINNER		DINNER		DINNER		DINNER		
Last Conclusions		Bad practices in a YE		How to include FO		COFFEE BREAK		COFFEE BREAK		COFFEE BREAK	
Free time		Free time		Free time		Free time		Free time		Free time	
Going back home											

## LOGISTICS

### WEATHER

In May, it is usually hot and no rain.  
Between 13 - 28 degrees.

We will let you know more details about weather prediction 1 week before the project starts through our WhatsApp group.

### FOOD

We consider special needs and allergies in your application form. Inform in detail before project starts, once it gets started, it is not possible to change it.

3 meals are included plus coffee breaks in the morning and in the afternoon.

Breakfast will be in the hotel, self-service & according to Spanish-Andalusian traditions. Lunch and dinner will be in different places nearby.

### LOCATION

The project will be in Jerez de la Frontera. The city has around 213,000 inhabitants in the western part of Andalucía, close to Cádiz and about one hour away from Seville.

In general, people are very friendly and cannot speak English or very basic.

You will stay in "Nuevo Hotel" in the city centre of Jerez de la Frontera.

Mostly in double rooms.

Address: Calle (Street) Caballeros, 23, 11403 Jerez de la Frontera, Cádiz.



## REIMBURSEMENT

Reimbursement will be based on real costs & according to the distance band of the European Commission calculator as follows:

10-99 km = 56€ (Green Travel) / 28€ (Non Green Travel)

100-499 km = 285€ (Green Travel) / 211€ (Non Green)

500-1,999 km = 417€ (Green Travel) / 309€ (Non Green)

2,000 - 2,999 km = 535€ (Green Travel) / 395€ (Non Green)

3,000 - 3,999 km = 785€ (Green Travel) / 580€ (Non Green)

4,000 - 7999 km = 1,188€ (Green or non Green Travel)

We will send the money by bank transfer to the NGOs account about 21 days after project.

### Requirements:

IN ORDER TO RECEIVE REIMBURSEMENT you SHOULD:

- Upload tickets and bills in a specific Drive folder with your name.
- Fill in the evaluation form as a beneficiary of the EU funded project.
- Make visibility (at least 1) & 1 dissemination activity after the project. (Upload the info in your Drive Folder of the project)

If it is in your social media: express your experiences & learning with photos.

It is offline, a meeting for example, make photos & explain the target group & their feedback.

We will be glad if you share with us your NGO's bank details before the project start:

- Bank name
- Bank account holders name IBAN
- SWIFT code
- Address of the account holder

### PLEASE NOTE:

There will be 25 euro fee.

Tickets/Invoices digital are preferable.

If you have hard copy (paper) we need a previous scanned version & the original paper.

Tickets for less than 5 euros will be considered co-funding and not reimbursed!

IN CASE OF QUESTIONS,  
PLEASE FEEL FREE TO  
CONTACT ME.



José Antonio Álvarez  
+34-633571166

Available 9-20:30  
Mondays-Fridays  
Exceptions:  
emergencies or  
travel issues



¡GRACIAS!

