

# “ONLINE AND E-LEARNING IN YOUTH WORK”

**BERLIN, GERMANY**  
**18.11 - 25.11. 2024**

## **TRAINING COURSE**

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**The aim of this project is to empower youth workers, raising their knowledge and skills level in the field of youth work and non-formal education, exploring step by step how to develop an online educational activity.**

## **What will the tc look like?**

Main goal of the TC “Online and e-learning in youth work” is to support the participating youth workers and educational trainers in developing their competences as youth trainers / educators / providers of non-formal education in delivering trainings for other staff of the, youth centres and youth organisations, youth workers, youth leaders and youngsters peer educators on developing online and e-learning in youth work.

Training course will be based on methodologies of learning-by-doing / experiential learning, whereas participants - youth workers will have a chance to practice and get feedback on their style and approach as educators and developers of e-learning/online learning courses.

The TC will follow the non-formal education methodology based on experiential learning and learning-by-doing. It will include participative and interactive methods oriented towards participants’ interests and their different learning styles. There will be different methods used: theoretical inputs, simulation, roleplays, case studies, brainstorming, discussions, presentations, video and picture collection, etc. The TC will be flexible on time and structured in training modules. The learning of new skills, the acquisition of knowledge and the exchange and challenge of each other's attitudes and experiences are very important for this TC. The TC programme and contents are organised to allow for the maximum participation and contribution of the group using active and participatory methods.

## **Objectives**

- To explore online and e-learning activities in youth work;
- To develop competences on the subject of online and e-learning in youth work;
- To develop skills and experience needed to adapt educational work to online surrounding;
- To explore how to develop the online course;
- To explore basic online learning systems;
- To practice Learning Management Systems;
- To practise developing and implementing educational activity;
- To explore the Youthpass certificate and frame of 8 key competences.

Participants are expected to attend the full duration of the TC  
(18th - 25th November 2024)

All participants will be accommodated at **Jugendherberge Berlin Ostkreuz**

Marktstraße 9-12

10317 | Berlin, Germany

Tel. +49 (0)30 20050920

Email: [info@jugendherbergeberlinostkreuz.de](mailto:info@jugendherbergeberlinostkreuz.de)

WEB: <https://www.pegasushostel.de>



We are expecting you on the 18th – 25th November 2024 in the afternoon. The start of the welcome Program will be announced based on arrival time of the participants (usually after dinner) and dinner will be served at 19:00. The departure is envisioned for the morning of the 25th of November 2024 after breakfast.

All participants will be accommodated in **JH Ostkreuz**, located in the trendy district of Friedrichshain, close to many of the main sights such as Alexanderplatz in Berlin Mitte, the East-Side-Gallery and near the stop Ostkreuz, a central Station connected to all the main spots in the city. Subway, trains and Trams are well connected. Our hostel is an ideal starting point for exploring Berlin. It is very well connected to the city center by metro and day and night buses, so it is easily accessible for everyone. It also has a nice garden area.

Participants will be placed in rooms of 3 to 4 beds (in rooms there are bunk beds). Please note that you should bring your own towels (bed sheets are included).

Breakfast, lunch and dinner will be served daily at the residence and the schedule will be agreed with the trainers.

The Training Course will be held at the residence.

If you arrive before check-in it is possible to leave the luggage in a storage room.





For all information about booking your tickets and coming to **Berlin**, you should be in contact with Veronica Braccacini – in charge of project logistics, by using the official project e-mail (you can find all contacts below). We are kindly asking you to choose the ecologically and economically friendly means of transport, if possible.\*

Travel costs will be reimbursed **only for the cheapest way of transport** and for the return tickets. Travel expenses are covered by the organisers 100% up to the maximum of unit cost per distance calculator and means of travel, including bank transfer and other appropriate fees (for all the original tickets and ways of travel that are plane, bus, train, ferry, carpooling, NOT taxi).

For distances, less than 500 km one way (by Distance Calculator | Erasmus+), the preferable means of transport are land transportations, such as train and/or bus. If other mean of transport is selected for such travels, e.g. airplane, those will be reimbursed 60% of airfare, in accordance with the principle of environmental awareness and protection.

**Please don't buy your tickets before we approve them! When you will plan your trip and BEFORE buying your tickets (especially if your planned travel itineraries are different than 7th - 14th November, please inform us in advance, so we can approve your tickets and travel costs.**

P.S. AT PURCHASING YOUR TRAVEL TICKET, PLEASE ASK FOR THE INVOICE!

Participants must keep all travel documents (tickets, travel agency invoices and boarding passes) as organizers are able to make any reimbursement only on the bases of presented documents!

A detailed guide to reimbursement will be provided.

**\*Sustainable means of transport (green travel) is defined as the travel that uses low emissions means of transport for the main part of the travel, such as bus, train or carpooling.**



Travel budget calculation is based on the distance between your starting point and the venue of the Program:

10 -99	km	23€
100 - 499	km	180€ / 210€ green option
500 - 1999	km	275€ / 320€ green option
2000 - 2999	km	360€ / 410€ green option
3000 - 3999	km	530€ / 610€ green option
4000 - 7999	km	820€
8000 - more	km	1.500€

The distance must be calculated according to the official Erasmus+ distance Calculator, which you can find at the following link:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

## Further Rules regarding the booking of the tickets and reimbursement:

- Only the cheapest tickets will be reimbursed. We will not cover tickets with the deviation from the direct route (A - B - A), extra unnecessary stops and layovers. We don't cover seat reservation fees, leisure plus tickets, flexible tariff tickets, extra travel insurances, priority boarding fees, local bus baggage, handwritten tickets or bianco nota bills.
- Extra hand luggage can be covered if within budget (make sure you send a plan before purchasing, as some extra fees might be applied by some airlines).
- We can't cover travel agencies' fees. Travel agencies invoices for the tickets won't be accepted for reimbursement.
- We can't reimburse taxi; only public transport and carpooling will be covered.
- You can arrive maximum 1 day before the activity and depart maximum 1 day after if you want to spend more time in Berlin on your own. In that case, travel expenses must stay within the agreed budget, while accommodation on the extra days is not covered. For green travels, participants can have up to 4 additional travel days.

The travel reimbursement will be done by bank transfers only, after you return home and send us the ORIGINAL boarding passes and tickets (and after you submit/send us the filled in evaluation forms of the training course).



For planning your travel you are directed to contact the project team by using the mail address.

Veronica Braccacini is the person in charge of logistics of the project.

In case of any problem during your travel or if you need any further information please don't hesitate to contact us!

**PROJECT E-MAIL  
LOGISTIC COORDINATOR**

**project07@yp-de.org  
Veronica Braccacini**

## Partners



 **Youth Power Austria**



 **Fucina Salentina**



 **Sempre a Frente**



 **EYCB - European Youth Centre Břeclav**



 **Asociacion Europlus**



**Co-funded by  
the European Union**