

Context

Welcome to the application form for Erasmus accreditation in the field of Vocational education and training

Before starting, we advise you to read through the whole application form to understand it better. You should also make sure to read the Rules of application for Erasmus accreditations. You can find them here: [Rules of application](#)

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

Each accreditation application covers only one field (school education, adult education, or vocational education and training). If you would like to apply for more than one field, you will need to submit separate applications. Submitting more than one application for the same field is not allowed.

Field

Vocational Education and Training

Please select the National Agency in the country where your organisation is based. This National Agency will assess your application.

National Agency

HR01 Agency for Mobility and EU Programmes - Agencija za mobilnost i programe Europske unije (AMPEU)

Language used to fill in the form

Croatian

For the list and contact information of all National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

What kind of Erasmus accreditation would you like to apply for?

Accreditation for an individual organisation

Please note that you cannot submit separate applications as an individual organisation and a mobility consortium coordinator in the same field. Mobility consortium coordinators are allowed to organise mobility activities themselves, so there is no need for double applications.

Successful applicants for Erasmus accreditation will gain simplified access to Key Action 1 funding opportunities in their field for the duration of the accreditation's validity, under the conditions defined in this call's Rules of application and the yearly calls for proposals published by the European Commission.

Applicant Organisation

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

If your organisation holds a valid VET Mobility Charter, it will be shown in this table automatically. If you have a VET Mobility Charter, but it is not shown, please contact your National Agency.

As a holder of a valid Erasmus+ VET Mobility Charter, you can transfer your accreditation to the future Programme by using this application. In that case, a light selection procedure will apply as explained in the Rules of application and the application form will be automatically made shorter.

If you have multiple VET Mobility Charters, please select the one that is most relevant for your application. In the future Programme, holding multiple VET accreditations will no longer be possible. Therefore, if you have held multiple VET Mobility Charters, you should integrate all of them in this application.

If you wish to significantly change your internationalisation strategy (for example by changing from an individual accreditation to an accreditation for mobility consortium coordinators), you should not select your VET Charter in the table below. In that case, the standard procedure will apply and you will be able to complete the full application form. If you have doubts about choosing the light or standard procedure, please consult your National Agency.

Organisation ID	Legal Name	VET Mobility Charter	Country
E10024316	Obrtnicka skola Koprivnica	2015-1-HR01-KA109-013314	Croatia

Applicant Organisation Details

Organisation ID	E10024316
Legal name	Obrtnicka skola Koprivnica
Legal name (National language)	Obrtnička škola Koprivnica
National ID (if applicable)	010037424
Address	Trg slobode 7
Country	Croatia
Postal Code	48000
City	Koprivnica
Website	www.ss-obrtnicka-koprivnica.skole.hr
Telephone	+38548621083
Fax	+38548624245

Legal Representative

Gender	Male
First Name	Zlatko
Family Name	Martić
Position	ravnatelj
Email	zlatko.martic.kc@gmail.com
Telephone	+385997993732
Erasmus coordinator	No
Same address as organisation	Yes
Address	Trg slobode 7
Country	Croatia
Postal Code	48000
City	Koprivnica

Contact Person

Gender	Female
First Name	Ljiljana
Family Name	Mraz
Position	Erasmus+ koordinatorica/knjižničarka
Email	mobilnost.obskc@gmail.com
Telephone	+38598569700
Erasmus coordinator	Yes
Same address as organisation	Yes
Address	Trg slobode 7
Country	Croatia
Postal Code	48000
City	Koprivnica

Background

The following information is completed based on the information linked to your organisation identification number (OID):

Is the organisation a public body?

Yes

Is the organisation a non-profit?

Yes

Please choose the organisation type that best describes your organisation.

Type of Organisation

School/Institute/Educational centre – Vocational Training (secondary level)

What is the size of your organisation in terms of number of learners and staff? If your organisation is working in more than one field of education and training, please only include learners and staff in the field of this application

Number of learners	525
Number of teaching staff	90
Number of non-teaching staff	9

Please summarise any changes in your organisation since your application for the VET Mobility Charter or your latest interim report.

Godine 2018. Škola je imenovana Centrom kompetentnosti za elektrotehniku i računalstvo u Koprivničko-križevačkoj županiji (CEKOM). Do kraja 2023. g. planirana je rekonstrukcija i dogradnja zgrade Škole koja uključuje praktikume, laboratorije, učionice i dodatne prostore opremljene vrhunskom opremom za nastavu, vježbe, praksu i dijagnostiku u navedenim područjima.

Prostor Škole je u prethodnim godinama djelomično obnovljen – uređeni su novi konobarski i pekarski praktikum te hodnik Škole.

U protekle dvije godine uvedena su nova zanimanja na temelju potreba na tržištu rada – zanimanje elektrotehničar koje pomalo zastarijeva zamijenjeno je novim zanimanjem tehničar za električne strojeve, a uvedeno je zanimanje pomoćni pekar. U Školi se više ne školuju komercijalisti koji su nastavljali školovanje nakon završene srednje škole te tijekom trećeg razreda u zasebnom razrednom odjelu slušali i polagali razlike u odnosu na prethodno završeno školovanje.

U narednim godinama planira se uvođenje novih zanimanja u području strojarstva – zanimanja zavarivač (čim se donese trogodišnji kurikulum) te zanimanja bravar i novog zanimanja u području elektrotehnike i računalstva – zanimanja tehničar za elektroniku te se planira tri tehnička zanimanja (tehničar za električne strojeve, tehničar za elektroniku i tehničar za računalstvo) izmjenjivati svake školske godine kroz dva razredna odjela.

Dodjeljivanje Erasmus+ Povelje za mobilnost u strukovnom obrazovanju i osposobljavanju Školu je dovelo do prepoznavanja na široj europskoj razini te donijelo nove partnere. Tako je uspostavljena čvrsta suradnja s nekoliko izvrsno opremljenih škola u Sloveniji (Velenje, Postojna, Maribor) s kojima se redovito planira provođenje dolaznih i odlaznih mobilnosti. Također su pronađeni odgovarajući partneri u Češkoj, Francuskoj, Švedskoj i Velikoj Britaniji s kojima se planira daljnja suradnja. Njeguje se suradnja i s nekim partnerskim ustanovama poput onih u Njemačkoj i Španjolskoj.

Past participation

Action Type	As applicant		As partner or consortium member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
VET learner and staff mobility (KA102)	2	2	0	0
Strategic Partnerships for school education (KA201)	1	0	0	0
Strategic Partnerships for vocational education and training (KA202)	0	0	2	0
Strategic Partnerships for Schools Only (KA219)	0	0	1	0
VET learner and staff mobility with VET mobility charter (KA116)	5	5	0	0

I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this accreditation, as specified in the call for proposals.

I understand and agree that the final reports of grant agreements my organisation has implemented under the VET Mobility Charter (2014-2020) will be considered equivalent to the closing reports of grant agreements under the Erasmus accreditation and accordingly taken into account by the National Agency when measuring my organisation's performance.

Would you like to make any comments or add any information to the summary of your organisation's previous participation?

Škola sudjeluje u projektima mobilnosti od 2009. g. te je kroz te godine surađivala s mnogo partnera. S nekima od njih surađuje se i u području prekogranične suradnje, a neki šalju učenike na mobilnost iz vlastitih sredstava pa te aktivnosti nisu vidljive kroz odobrene Erasmus+ projekte, a omogućuju nam širenje znanja i iskustava.

Strategic Documents

Please attach your most up to date internationalisation strategy here: Annexes

If the last internationalisation strategy that you have submitted is older than two years, you should make sure to update it accordingly.

Erasmus Plan: Objectives

Introduction

As a holder of the VET Mobility Charter, you have already gone through an accreditation process and had your internationalisation strategy approved. The purpose of this application is to transform your existing strategy into an Erasmus Plan – a standardised format that will be used for all accredited organisations in the next Programme (2021-2027).

You can consider the Erasmus Plan to be a condensed, operational version of your internationalisation strategy, focusing specifically on activities within the Programme's Key Action 1. Below, you can read a more detailed explanation as it is presented to organisations applying for an accreditation for the first time.

What is an Erasmus Plan?

The Programme's Key Action 1 provides learning mobility opportunities to individuals and supports the development of education institutions and other organisations involved in lifelong learning in Europe.

The funding your organisation receives from the Programme should contribute to both of these objectives. It means that by organising mobility activities for your participants, you should also work on broader objectives of your organisation. To achieve that, in the following sections we ask you to develop an 'Erasmus Plan': a plan that links mobility activities with your organisation's needs and objectives.

Your Erasmus Plan should answer one key question: how are you going to use the Programme's Key Action 1 funding to benefit your organisation and all of its staff and learners, whether they take part in mobility activities or not.

The Erasmus Plan is composed of three parts: objectives, activities and planning for management and resources. You will also be asked to subscribe to a set of Erasmus quality standards that define a common set of guidelines for organisations taking part in the programme across Europe.

What is a good Erasmus Plan?

The most important thing to consider is that your Erasmus Plan should be coherent and appropriate for your organisation, its experience and its ambition. The application must be an original proposal, written by your organisation and specifically for your organisation. When answering questions and defining objectives, you should be as concrete as possible and you should refer to your other answers, in particular those in the 'Background' section where you have described the needs and challenges you want to tackle in your organisation. If you have attached any strategic documents to your application, you should also refer to them in your answers. Do not hesitate to repeat an important piece of information if you think it will help the assessors understand your plans and objectives.

Your Erasmus accreditation application should be a result of joint work in your organisation. You should discuss the answers between colleagues and with your managers. If you find the application too difficult, you can consider reducing the number of objectives and participants that you are proposing. Erasmus accreditation is designed to allow organisations to learn and develop over time. Taking a gradual approach to your participation in the Programme will not reduce your chances of being successful.

How long is the Erasmus accreditation valid?

If your application is approved, your organisation's Erasmus accreditation will stay valid for the duration of the future Programme (2021-2027), under the condition that your organisation keeps fulfilling the obligations defined in the Call for Erasmus accreditations.

The Erasmus Plan that you submit in this application can cover a shorter period of two to five years. In the following sections, you can choose the length of your Erasmus Plan yourself by defining your objectives and estimating the number of mobility activities you want to organise in the next years. Based on your application, the National Agency will define the timing of periodical accreditation progress reports and future updates to your Erasmus Plan to make sure it stays up to

date. If important changes happen in your organisation, you will also be able to request an Erasmus Plan update yourself.

Objectives

In the future Programme (2021-2027), the performance of all accredited organisations will be tracked based on their own objectives as defined in the Erasmus Plan. To continue being accredited in the new Programme, you need to translate the key objectives from your internationalisation strategy into the standardised format below. If needed, you can repeat information from your strategy, or refer to it as part of your explanations for specific objectives.

Your progress towards achieving these objectives will form a part of the evaluation of the activities you implement. Therefore, you need to choose objectives that are possible to track and you need to explain how you are going to evaluate your progress. You can specify between one and ten objectives.

Please list your objectives below.

Objective 1

Title

What do you want to achieve?

omogućiti učenicima u područjima elektrotehnike, računalstva, građevine i strojarstva kvalitetnu stručnu praksu koja ih priprema za tržište rada

Explanation

How is this objective linked with the needs and challenges you have explained in the section 'Background'?

Učenici ne mogu naučiti raditi na potrebnoj opremi i novim tehnologijama zbog pomanjkanja prostora za kvalitetne školske radionice opremljene potrebnom opremom, nedostatka kvalitetne stručne prakse u lokalnoj sredini za neke učenike, nedostatnog broja sati praktične nastave, nedostatka licenciranih obrta, nedostatka modernih načina poučavanja (posebice u elektrotehnici, računalstvu, građevini, strojarstvu) i nedostatka materijala za obavljanje praktične nastave u školskim radionicama.

Timing

When do you expect to see results for this objective?

do kraja šk. god. 2023./2024.

Measuring progress

How are you going to track and evaluate your progress on this objective?

U navedenom razdoblju planiramo ostvariti kvalitetne mobilnosti za sve učenike četverogodišnjih zanimanja u 2. ili 3. razredu (20 učenika godišnje u području elektrotehnike i/ili računalstva) i za najbolje učenike trogodišnjih zanimanja u 2. ili 3. razredu (8 učenika godišnje u području građevine i strojarstva).

Pod kvalitetnu mobilnost klasificiramo onu koju je više od 80% učenika ocijenilo takvom i kojom su ostvareni planirani ishodi što ćemo mjeriti evaluacijskim obrascima nakon mobilnosti.

Objective 2

Title

What do you want to achieve?

dodati europsku dimenziju obrazovanju u područjima prehrane i ugostiteljstva

Explanation

How is this objective linked with the needs and challenges you have explained in the section 'Background'?

Učenici u prehrani i ugostiteljstvu uče u školskim praktikumima i lokalnim obrtima, no ovo zanimanje zahtijeva šire iskustvo (veliki hotelski lanci i sl.) i europsku dimenziju obrazovanja za što nemaju mogućnost zbog male lokalne sredine. Osim toga u školskim praktikumima često nedostaje materijala za obavljanje praktične nastave.

Timing

When do you expect to see results for this objective?

do kraja šk. god. 2023./2024.

Measuring progress

How are you going to track and evaluate your progress on this objective?

U navedenom razdoblju planiramo ostvariti kvalitetne mobilnosti za najbolje učenike trogodišnjih zanimanja u 2. ili 3. razredu (9 učenika godišnje u području prehrane i ugostiteljstva). Pod kvalitetnu mobilnost klasificiramo onu koju je više od 80% učenika ocijenilo takvom i kojom su ostvareni planirani ishodi što ćemo mjeriti evaluacijskim obrascima nakon mobilnosti.

Objective 3

Title

What do you want to achieve?

pružiti svim učenicima jednake mogućnosti obrazovanja

Explanation

How is this objective linked with the needs and challenges you have explained in the section 'Background'?

Oko jedne petine učenika u školi ima financijske, socijalne, obrazovne ili geografske poteškoće te u svakoj generaciji postoji po jedan razredni odjel s oko 8 učenika s posebnim potrebama. Za učenike s posebnim potrebama ne postoje prilagođena nastavna sredstva i pomagala.

Timing

When do you expect to see results for this objective?

do kraja šk. god. 2023./2024.

Measuring progress

How are you going to track and evaluate your progress on this objective?

Kroz ostvarene kvalitetne mobilnosti za najbolje učenike pomoćnih zanimanja u 2. ili 3. razredu (4 učenika godišnje u posebnim razrednim odjelima) planira se pružiti učenicima barem dio onoga što ne mogu usvojiti u matičnoj školi. Učenici s manje mogućnosti (5 -10 od ukupnog godišnjeg broja sudionika) bit će uključeni u mobilnosti zajedno s ostalima.

Objective 4

Title

What do you want to achieve?

širiti znanja i vještine nastavnika

Explanation

How is this objective linked with the needs and challenges you have explained in the section 'Background'?

U školi postoji kvalitetan stručni kadar, no problemi su nedostatak nastavnih sredstava i pomagala za učenike s posebnim potrebama, nedovoljno opremljene školske radionice te time nedostatak modernih načina poučavanja i nedostatna edukacija nastavnika za rad na novim zanimanjima (tehničar za elektroniku, zavarivač, bravar...).

Timing

When do you expect to see results for this objective?

do kraja šk. god. 2023./2024.

Measuring progress

How are you going to track and evaluate your progress on this objective?

Kako bi usvojili nova znanja te to proširili ostalima planiramo ostvariti kvalitetne mobilnosti za 10 nastavnika godišnje u potrebnim strukama te evidentirati u školskim dokumentima i mrežnim mjestima kako su stečena znanja primijenjena u nastavi.

Objective 5

Title

What do you want to achieve?

ostvariti partnerstvo s novim ustanovama

Explanation

How is this objective linked with the needs and challenges you have explained in the section 'Background'?

Bez obzira na širenje mreže partnera, i dalje nam nedostaju kvalitetne partnerske ustanove za područja ugostiteljstva i računalstva, ali i nove partnerske ustanove u područjima u kojima ih već imamo kako bismo mogli izmjenjivati partnere i sadržaje ovisno o potrebi. Uvođenje novih zanimanja zahtijeva edukaciju nastavnika za rad u tim zanimanjima (tehničar za elektroniku, zavarivač, bravar...) te time i nove partnere kada dosadašnji to ne pokrivaju.

Timing

When do you expect to see results for this objective?

do kraja šk. god. 2023./2024.

Measuring progress

How are you going to track and evaluate your progress on this objective?

Planiramo ostvariti suradnju s 3 nove kvalitetne partnerske ustanove (ustanove koje nam mogu pružiti željene sadržaje i s kojima dobro surađujemo), s naglaskom na područje računalstva, strojarstva i ugostiteljstva.

Objective 6

Title

What do you want to achieve?

dogovoriti bolje priznavanje ishoda učenja na razini Škole

Explanation

How is this objective linked with the needs and challenges you have explained in the section 'Background'?

Nakon ostvarene mobilnosti, ponekad se stečeni ishodi učenja nedovoljno vrednuju u redovnoj nastavi te priznaju kroz ocjene ili oslobođenje od nekih sadržaja.

Timing

When do you expect to see results for this objective?

do kraja šk. god. 2021./2022.

Measuring progress

How are you going to track and evaluate your progress on this objective?

Cilj je da se nakon obavljene mobilnosti svim sudionicima formalno priznaju stečena znanja tako da dobiju ocjene iz predmeta koji najviše odgovara sadržaju struke, na temelju kratke prezentacije ili sličnog dobiju ocjenu iz barem još tri predmeta, da dobiju potvrde o obavljenoj praksi i ovjerene Europass dokumente. Dio toga se provodi, a u navedenom vremenu treba se ostvariti sve od navedenog za sve sudionike.

Who were the persons involved in defining your Erasmus Plan objectives? What kind of discussions or preparation took place?

Ciljevi u sklopu Erasmus plana napravljeni su na temelju Strategije internacionalizacije koju Škola ima od 2015. g. (ažurirana 2018. g.) te akcijskih planova rađenih uz Strategiju (posljednji iz 2019. g.).

S obzirom da Škola već ima ove dokumente, nastavnicima je već poznat princip planiranja i trebalo ih je samo nadograditi. Na razini aktiva rađena je analiza stanja i uspoređena sa stanjem u dokumentima. Rađena je analiza učinjenog te raspravljano o prednostima i problemima u aktivima, Školi i šire. Na temelju toga, predstavnici aktiva ispisali su ono što su zajednički odlučili na razini aktiva u dane obrasce koje je pripremila Erasmus+ koordinatorica. Nakon toga, zajednički su raspravili o ciljevima za ustanovu kako bi Erasmus+ koordinatorica mogla ažurirati Strategiju. Ažurirana Strategija prezentirana je Nastavničkom vijeću koje ju je odobrilo, a podaci za prijavu izvađeni su iz Strategije.

Erasmus Plan: Activities

In this section you are asked to propose a broad planning for activities you want to organise and participants you want to support with the Programme funds.

The targets you propose here are not binding for your organisation, nor for the National Agency because the final number of implemented activities may depend on various factors, including availability of funding.

Your proposed targets will be assessed based on how realistic and appropriate they are for your organisation's size, experience and Erasmus Plan objectives. The experts assessing your application may recommend revised targets, in order to stay realistic and proportional to the overall availability of funding. Please be aware that in school education, only schools where pupils are enrolled may act as sending organisations.

How many participants would you like to support with Programme funds? Please propose an estimation for at least two years.

Year	Estimated number of learners	Estimated number of staff
1	64	14
2	75	11
3	75	8

Erasmus Plan: Quality Standards

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives. In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

The Erasmus quality standards are part of the call for Erasmus accreditations. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

Please carefully read the Erasmus quality standards presented below and confirm your agreement.

I. Basic principles

- **Inclusion and diversity:** the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

- **Environmental sustainability and responsibility:** the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.
- **Digital education – including virtual cooperation, virtual mobility and blended mobility:** the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.
- **Active participation in the network of Erasmus organisations:** one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

II. Good management of mobility activities

- **Core tasks - keeping ownership of the activities:** the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

- **Supporting organisations, transparency and responsibility:** in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.

If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then

the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.

Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.

- **Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.
- **Integrating results of mobility activities in the organisation:** beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.
- **Developing capacity:** beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.
- **Regular updates:** beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.
- **Gathering and using participants' feedback:** beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.

III. Providing quality and support to the participants

- **Practical arrangements:** the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisation will remain ultimately responsible for verifying their provision and quality.
- **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.
- **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.
- **Preparation:** participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organisation (and the hosting families, where relevant).

- **Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.
- **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.
- **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
- **Definition of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.
- **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.
- **Recognition of learning outcomes:** formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

IV. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.
- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.
- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.

Subscribing to Erasmus quality standards

To apply for Erasmus accreditation, your organisation must subscribe to the Erasmus quality standards and accept to be evaluated based on those standards. Since the Erasmus accreditation is valid for the whole period of the future Programme, your organisation's performance in maintaining the Erasmus quality standards will also influence how much funding you may receive in subsequent years. Please read the following statements carefully and confirm your agreement:

- I have read and understood the above Erasmus quality standards
- I understand and agree that Erasmus quality standards will be used as part of the criteria for evaluation of the activities implemented under this accreditation
- I understand and agree that the results of the evaluation based on these standards will form a part of criteria for decision on any subsequent grants under this accreditation

Erasmus Plan: Management

What will your organisation do to contribute to the basic principles of the Erasmus accreditation described in the Erasmus quality standards?

a. Inclusion and diversity

S obzirom na činjenicu da Školu polazi mnogo učenika s raznim poteškoćama te da imamo i razrede s posebnim potrebama, već smo dugo godina osviješteni da postoji potreba da se svima pruže jednake mogućnosti i u tom području intenzivno djelujemo. Odabir sudionika je jasan i transparentan, a već prilikom planiranja mobilnosti uzima se u obzir moguć broj potencijalnih sudionika s manje mogućnosti. Uz školsku humanitarnu udrugu, angažman pedagoške službe i nastavnika te dodatna sredstva iz programa Erasmus+ za učenike s manje mogućnosti (koje smo već koristili u prethodnom natječaju) svim učenicima možemo pružiti jednake mogućnosti. Kroz prethodne godine uključivali smo učenike s raznim poteškoćama u mobilnosti, kao i one s posebnim potrebama. Za naredne godine planiramo mobilnosti prilagođene učenicima s posebnim potrebama, a učenike s obrazovnim, ekonomskim, zdravstvenim i geografskim poteškoćama uključivat ćemo u ostale mobilnosti.

b. Environmental sustainability and responsibility

Područja elektrotehnike i strojarstva vezana su uz očuvanje okoliša te usavršavanje u tim područjima svakako uključuje obnovljive izvore energije. Učenici će kroz pedagoške pripreme obraditi temu očuvanja okoliša i odgovornog ponašanja tijekom mobilnosti (sortiranje otpada, načini lokalnog prijevoza...). Razvijat će se svijest o recikliranju računalnih komponenti na mjesta određena za odlaganje te vrste otpada. Poticati će se korištenje online alata kad god je to moguće s ciljem trošenja manje papira. Kad se organiziraju različite mobilnosti u blizini, probat će se organizirati u isto vrijeme kako bi se koristilo isto prijevozno sredstvo (npr. autobus i sl.).

c. Digital education

Za sve sudionike mobilnosti tražit će se mogućnost učenja jezika putem OLS-a koji im omogućava da uče jezik na razini prilagođenoj njihovom znanju. Uz to će dodatno učiti jezik struke u školi kad to bude potrebno. Učenici računalstva učiti će koristiti digitalne alate za programiranje (Android Studio, Oracle Academy, Visual Studio) te za mreže i multimediju (Cisco, After). Učenici strojarstva dogradit će znanje o korištenju računala u struci (automobilska dijagnostika, računalne mreže). Svi učenici će aktivno koristiti elektronsku poštu, programe za uređivanje teksta, prezentacije i sl. Uređivat će se mrežne stranice, stranice društvenih mreža te tamo postavljati rezultati mobilnosti. Pojačat ćemo korištenje platformi poput eTwinninga, Erasmus+ Project Results Platform, School Education Gateway.

d. Active participation in the network of Erasmus organisations

Obrtnička škola Koprivnica kroz više od 10 godina sudjelovanja u projektima stvorila je široku mrežu partnera s kojima provodi dolazne i odlazne mobilnosti. Partneri su uglavnom izvrsno opremljene strukovne škole u Mariboru, Velenju, Postojni, Pragu, Riomu (Francuska), Karlstadu (Švedska) i Leicesteru (Velika Britanija) koje sve više traže provođenje svojih mobilnosti u našoj školi. Širenjem aktivnosti i dogradnjom prostora za centar kompetentnosti očekujemo daljnje širenje mreže partnera. Aktivno nudimo suradnju i pomoć školama u Hrvatskoj u vidu pomoći pri traženju partnera, ali i pružanju informacija za lakše provođenje mobilnosti (poput planova rada, uputa o održavanju priprema, odabiru učenika, planiranju mobilnosti i sl.). Isto tako pomažemo partnerima da nađu adekvatne partnere u Hrvatskoj za ono što im mi ne možemo pružiti. Radit ćemo na širenju kontakata i kroz potencijalne kontakt seminare.

Please summarise any changes in the management of Key Action 1 activities in your organisation since your application for the VET Mobility Charter or your latest interim report.

Od prijave za Povelju dogodile su se promjene u vođenju mobilnosti na razini ustanove. Vidjeli smo da stalna izmjena koordinatora mobilnosti komplicira provedbu projekata, a imali smo potrebu da se ljudi izmjenjuju i da nisu sve obaveze na jednom čovjeku. Zato smo izabrali koordinatoricu na razini Škole koja vodi i savjetuje koordinatore pojedinačnih mobilnosti. To se pokazalo dobrim jer je posao jasno podijeljen, zna se koje su čije obaveze i nitko nije preopterećen. Osim toga, više ljudi može steći iskustva u radu na projektima jer se lakše odlučuju na vođenje mobilnosti znajući da postoji netko tko im pomaže. Početkom školske godine 2019./2020. dotadašnja školska koordinatorica Lj. Mraz otišla je na porodiljni dopust u trajanju od godine dana te su njezini zadaci podijeljeni - vođenje odlaznih mobilnosti preuzeo je kolega Danijel Mustafa, a dolaznih kolegica Sandra Krajina. Početkom ove školske godine koordinatorica je ponovno preuzela svoja zaduženja. Time se pokazalo da možemo dobro podijeliti poslove i surađivati te da vođenje aktivnosti mobilnosti ne ovisi samo o jednoj osobi.

Analizom stanja i planiranjem aktivnosti za naredne godine nastavnici su uvidjeli potrebu za usavršavanjem i mogućnosti koje Erasmus+ nudi pa je odaziv prilikom planiranja bio dosta velik. Željeni ciljevi podosta su se poklopili s prethodnima, a smatramo da su nam sada mogućnosti realizacije mobilnosti veće pa smo ih tako i planirali.

Annexes

The maximum number of all attachments is 10. The maximum size of one file is 15 MB and the maximum total size of all attachments is 100 MB.

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here.

File Name	File Size (KB)
DoH.PDF	1,418

Please attach your up-to-date internationalisation strategy.

File Name	File Size (KB)
STRATEGIJA OBŠKC 2020.pdf	876

Please attach any other relevant documents. The organisation chart and other strategic documents referred to in the 'Background' section should be uploaded here. Please use clear file names.

File Name	File Size (KB)
Total Size (KB)	2,294

Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfills all of the criteria defined in the Rules of application for Erasmus accreditations.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently, the selected National Agency is: HR01 Agency for Mobility and EU Programmes - Agencija za mobilnost i programe Europske unije (AMPEU)

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#)


PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#).

- I agree with the Specific Privacy Statement on Data Protection

Submission History

If you have submitted more than one version of your application form, you can use this section to keep track of your work.

Version	Submission Time	Submitted by	Submission ID	Submission Status
1	2020-10-28 02:41:30	mobilnost.obskc@ gmail.com	1680522	 Success